

**“LEARNING TODAY FOR A BETTER TOMORROW”
COHOES HIGH SCHOOL**

BOARD OF EDUCATION

ANNE MARIE HUME-PRESIDENT
MARK PASCALE-VICE PRESIDENT

WILLIAM SMITH
CHRISTOPHER BRIGGS
RAYMOND DAIGNEAULT

SUPERINTENDENT OF SCHOOLS

MR. ROBERT LIBBY

ASSISTANT SUPERINTENDENT

MS. PEGGY O’SHEA

HIGH SCHOOL PRINCIPAL

MR. JOSEPH RAJCZAK

ASST. PRINCIPAL/ATHLETIC DIRECTOR

MR. THOMAS KOSTRZEBSKI

ASSISTANT. PRINCIPAL

MR. BRYAN WOOD

GUIDANCE COUNSELORS

MS. LINDA KING, DIRECTOR

MS. LAUREN PAULSEN

MR. JAMES DUCHARME

ASSISTANCE COUNSELORS

MRS. REBECCA LEACH

MRS. ELLEN ALEXEEV

HEALTH OFFICE

MRS. CHERYL SNAY

Code of Conduct

(Grades 9 - 12)

I. INTRODUCTION

The Cohoes City School District's Board of Education ("Board") is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the board adopts this Code of Conduct ("Code")

Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

II. DEFINITIONS

For purposes of this Code, 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 Section 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 the school function, 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 school 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 Section 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, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

III. 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 district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or 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 district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district 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 pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.

10. Accept responsibility for their actions.
11. 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.

IV. ESSENTIAL PARTNERS

A. Parents - All parent 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 in a manner 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 district 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. Guidance Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.

4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

D. Principals

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, on a regular basis, all instructional programs.
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.

E. Superintendent

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 all cases are resolved promptly and fairly.

F. Board of Education

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 for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at last annually the district's Code of Conduct to evaluate the Code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

V. STUDENT 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 district 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:

Code of Conduct - Page 4

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments 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.
5. Not include the wearing of hats or gang related headgear in the school except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, 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 or 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 discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

VI. PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District 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.

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, 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 websites; 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.
 3. Skipping detention.
- 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 an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 3. Possessing a weapon. 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.
 4. Displaying what appears to be a weapon.
 5. Threatening to use any weapon.
 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 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 of 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 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. Possessing, 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, heroin, 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 in a lewd or indecent manner.
 15. 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.
5. Assisting another student in any of the above actions.

VII. REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

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

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

VIII. DISCIPLINARY PENALTIES

Procedures and Referrals

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 and 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.

A. Penalties

Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose the penalty, consistent with the student's right to due process.

1. Oral warning - any member of the district staff.
2. Written warning - bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent.
3. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent.
4. Detention - teachers, principal, superintendent.
5. Suspension from transportation - director of transportation, principal, superintendent.
6. Suspension from athletic participation - coaches, principal, superintendent.
7. Suspension from social or extracurricular activities - activity director, principal, superintendent
8. Suspension of other privileges - principal, superintendent.
9. In-school suspension - principal, superintendent.
10. Removal from classroom by teacher - teachers, principal.
11. Short-term (five days or less) suspension from school - principal, superintendent, board of education.
12. Long-term (more than five days) suspension from school - principal, superintendent, board of education.
13. Permanent suspension from school - superintendent, board of education.

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to

the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below:

1. Detention - Teachers, principals and the superintendent may use after-school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.
2. Suspension from transportation - If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law Section 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

3. Suspension from athletic participation, extra-curricular activities and other privileges - A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law Section 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.
4. Teacher disciplinary removal of disruptive students - A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the principal's office for the remainder of the

class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must complete a district-established disciplinary removal form and meet with the principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24-hours after the student's removal, the principal or another district administrator designated by the principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contact parents.

The principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law Section 3214 and a suspension will be imposed.

The principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his or her class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

5. Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals.

Any staff member may recommend to the superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or

referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The superintendent or principal, upon receiving a recommendation or referral for suspension of when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short-term (5 days or less) suspension from school

When the superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law Section 3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the board of education with the district clerk within 10 business days of the date of the superintendents' decision, unless they can show extraordinary circumstances precluding them from doing

so. Only final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

b. Long-term (more than 5 days) suspension from school

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents for their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the board that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the district clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances preclude them from doing so. The board may adopt in whole or in part the decision of the superintendent. Final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

c. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

C. Minimum Periods of Suspension

1. Students who bring a weapon to school

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property would be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law Section 3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

- a. The student's age.
- b. The student's grade in school.
- c. The student's prior disciplinary record.
- d. The superintendent's belief that other forms of discipline may be more effective.
- e. Input from parents, teachers and/or others.

f. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing a weapon to school

A student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom.

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law Section 3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

D. Referrals

1. Counseling - The Guidance Office shall handle all referrals of students to counseling.
2. PINS Petitions - The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
 - b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
 - c. Knowingly and unlawfully possessing marijuana in violation of Penal Law Section 221.05. A single violation of Penal Law Section 221.05 will be a sufficient basis for filing a PINS petition.
3. Juvenile Delinquents and Juvenile Offenders - The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
- a. Any student under the age of 16 who is found to have brought a weapon to school, or
 - b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law Section 1.20(42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

IX. ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law Section 3214, the district will take immediate steps to provide alternative means of instruction for the student.

X. DISCIPLINE OF STUDENTS WITH DISABILITIES

The board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

A. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the code of conduct, the following definitions apply.

A "suspension" means a suspension pursuant to Education Law § 3214.

A "removal" means a removal for disciplinary reasons from the student's current educational placement

other than a suspension or change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

An "IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:
 - a. The board, the district (BOCES) superintendent of schools, or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
 - b. The superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
 - c. The superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
 - d. The superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
 - 1.) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930(g) (w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or

serious bodily injury, except ...[for] a pocket knife with a blade of less than 2 1/4 inches in length."

- 2.) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
- 3.) "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.
3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
 - a. for more than 10 consecutive school days; or
 - b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because the cumulative to more than 10 school days in a school year and because of such factors as the length of time the student is removed and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change of placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The district's Committee on Special Education shall:
 - a. conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or

imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs, or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

- b. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs, or controlled substances or because maintaining the student in his or her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for disciplinary purposes.
 - a. The superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
 - b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student with a disability, the district either:
 - 1) conducted an individual evaluation and determined that the student is not a student with a disability, or
 - 2) determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide parents with a notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs, or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement. The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.
4. The parents of a student with a disability subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.
6. The removal of a student with disabilities other than a suspension or placement into an IAES shall be conducted in accordance with due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change of placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

D. Expedited Due Process Hearing

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:
 - a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
 - b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
 - 1) During the tendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES pending the decision of an impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.
 - 2) If the school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement prior to removal to the IAES, except where the student is again placed in an IAES.
2. An expedited due process hearing shall be complete within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

E. Referral to Law Enforcement and Judicial Authorities

In accordance with the provisions of IDEA and its implementing regulations:

- 1) The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
- 2) The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to which a crime is reported.

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.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

XI. 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 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 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.

An authorized school official may conduct a search of student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants

unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip Searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the student or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another district professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have probable cause - not simply reasonable cause - to believe the student is concealing evidence of a violation of law or the district code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record and the need for such a search.

School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).

4. Purpose of search (that is, what item(s) were being sought).
5. Type of scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what item(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The building principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item(s) is turned over to the police. The principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. 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 schools 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. Probably cause to believe a crime has been committed on school property or at 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 or 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 on 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.
- #### E. 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 the building principal or his or her designee. The principal or his or her designee shall set the time and place of the interview. The principal or 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 or 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 or 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 or 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.

XIII. VISITORS TO THE SCHOOL

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 or 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 office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
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 or 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.

XIV. 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.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. 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.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. 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.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;

9. 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.
10. 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.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law Section 3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law Section 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law Section 75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The building principal or his or her designee shall be responsible for enforcing the conduct required by this code.

When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or

property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

XV. DISSEMINATION AND REVIEW

A. Dissemination of Code of Conduct

The board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
2. Making copies of the code available to all parents at the beginning of the school year.
3. Mailing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current code of conduct when they are first hired.
6. Making copies of the code available for review by students, parent and other community members.

The board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The board of education will review this code of conduct every year and update it as necessary. In conducting the review, the board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the board will hold at least one public hearing at which school personnel, parents, student and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

STUDENT GUIDELINES

Cohoes High School's Student Handbook contains the guidelines and procedures that are specific to the high school and outline the rights and responsibilities of the students. It is important to note that the Code of Conduct is the overriding document in situations that take place in the high school.

COHOES CITY SCHOOL DISTRICT MISSION STATEMENT

The Cohoes City School System's primary mission is to provide an equal opportunity for all to be challenged to the fullest extent of their ability. We believe that everyone can learn and that we have the ability to provide the environment where all will learn.

School improvement is an endless journey and change is a continuing process, which can be measured and monitored in terms of outcomes. More effective schools come about by consistent efforts involving a series of related events over time. The Cohoes City School District is committed to the success of our Effective Schools Program and strongly believes in our Mission Statement.

STUDENT'S BILL OF RIGHTS AND RESPONSIBILITIES

EDUCATION:

All persons between the ages of 6 and 21 residing in the state of New York are entitled to free education without discrimination on the basis of sex, race, creed or personal condition. Each student has the right to learn in a safe and orderly environment most suitable to the student. Each student has responsibility to attend school regularly, at least until the age of 16, and to abide by the guidelines and procedures of the school.

ASSOCIATION:

Students have the right to participate in any and all student organizations, which have been recognized by the school district in accordance with established criteria. Such organizations may not restrict membership on the basis of race, sex, national origin, or other arbitrary criteria. It is the student's responsibility to respect and follow the established guidelines of each organization.

DISCIPLINE:

Rules for student conduct and discipline have been adopted by the Board of Education. These standards of conduct do not infringe upon the constitutional rights of students. The standards include prohibited student conduct and the range of penalties, which may be imposed for such misconduct.

STUDENTS NEED TO BE AWARE THAT DISCIPLINARY INFRACTIONS ARE CUMULATIVE AND THEREFORE, THE PENALTIES INCREASE BASED ON THE NUMBER OF INFRACTIONS AND NOT NECESSARILY, ON THE TYPE OF INFRACTION.

CONFIDENTIALITY:

Student records will be maintained by the school district for use by appropriate district personnel in developing the best possible education program for each student. Parents or legal guardians are entitled to inspect the student's cumulative records. Access to permanent student records is available to authorized school personnel and to the student's parents or legal guardians in consultation with school officials. The parent is afforded the opportunity through a hearing to challenge the accuracy content of the child's records. A student over the age of 18 is given these same rights as his/her parents.

FREEDOM OF EXPRESSION:

Schools should afford the greatest possible opportunity for freedom of inquiry and expression to all members of the school community. It is the student's responsibility not to interfere with the orderly conduct of classes or to interfere with the freedom of others to appropriately express themselves, and to refrain from libel, obscenity, harassment and personal attacks.

SEARCH AND SEIZURE:

School authorities have a special responsibility and a corresponding broad power to control school grounds and facilities in order to protect students entrusted to their charge. Therefore, when reasonable cause exists, the principal or the assistant principal may conduct general or individual searches. Items, which are used to disrupt or interfere with the educational process, will be removed. Refer to page 12 for specific interpretation.

DUE PROCESS:

All students are guaranteed the right to due process.

CHILD WELFARE:

The school has a legal and moral responsibility to act on behalf of a child who may be neglected or mistreated at home. Staff has been instructed to report signs of child abuse or neglect to the building administrators.

UNEXCUSED DETENTION

Absences from classes for reasons not recognized by the State Education Department and Board of Education and/or with the permission of the parent, are referred to as “unexcused detentions”. Examples of this are: vacation trips, visiting relatives, working, etc. The school district does not provide advance homework for students going on vacation with their family. Our procedure is that students are responsible for making up the work themselves if they have an unexcused absence (i.e., on vacation with their family). Teachers are not responsible for writing out assignments for a student’s unexcused absence. Students absent from classes because of scheduled activities are expected to obtain assignments from their teachers and complete such assignments after returning to school. If the work is not completed within one week from the time that the student returns to school, the student will receive zeroes for missed work.

CAFETERIA / MEAL SERVICES:

Students should report directly to the cafeteria at the beginning of their lunch period. Students may bring or buy their lunches. A variety of options, both hot and cold, are available. Breakfast is also served every school day. Students reporting to breakfast from an area outside the cafeteria must have a signed pass. Students may not leave the cafeteria with food or drinks unless they have received prior permission, which must be noted on their pass.

ATTENDANCE

Regular attendance is a necessary requirement for the learning process. The intent of this requirement is to encourage good student attendance and discourage the frequent, unnecessary and casual absences that characterize the attendance records of some students. It is hoped that its implementation will serve to improve student school attendance and thus improve the student’s academic and social achievement as a member of the school community.

COHOES CITY SCHOOL DISTRICT HAS ADAPTED THE FOLLOWING ATTENDANCE PROCEDURE

OBJECTIVE

The objective of this procedure is to ensure sufficient pupil attendance at all periods of scheduled instruction or supervised study activities to permit pupils to succeed at meeting the State learning standards.

STRATEGIES

The strategies to be used in order to accomplish the objective are to: (1) maintain an accurate record of each pupil’s attendance at all periods of scheduled instruction or supervised study activities; (2) to account to parents for the whereabouts of pupils throughout each school day; (3) to provide effective incentives and sanctions to promote student attendance.

DEFINITIONS

Parent/Guardian: One or both parents/guardians or any person in parental relation.

Pupil: A student of compulsory school age enrolled in any program offered by the Cohoes City School District. Excluded from this definition are students enrolled in programs which are taught or conducted by itinerant BOCES staff.

Register of Attendance: Any written or electronic record maintained for the purpose of recording attendance, absences, tardiness or early departures of pupils.

Scheduled Instruction: Every period that a pupil is scheduled to attend actual instruction or supervised study activities.

RECORD KEEPING

The register of attendance shall contain basic data for each pupil and a record of each pupil’s attendance at scheduled instruction.

Basic Data: The basic data for each pupil shall include: (1) name, (2) date of birth, (3) full names of parents(s) or person(s) in parental relation, (4) address where the pupil resides, (5) telephone number(s) where the parents(s) or person(s) in parental relation may be contacted, (6) date of enrollment, and (7) date of withdrawal or being dropped from enrollment.

*Parents/guardians are responsible for updating any changes in information through our guidance or attendance offices.

Attendance Record: Pupil attendance shall be taken and recorded once at the beginning of each school day for pupils in non-departmentalized classes, and once at the beginning of each period of scheduled instruction where instruction is departmentalized. Late arrival or early departure from scheduled instruction shall also be recorded. All such absences, late arrivals or early departures shall be recorded as excused or unexcused in accordance with the standards set out in this procedure. The record shall also indicate days or portions of days of scheduled instruction when school is closed because of extraordinary circumstances, i.e., adverse weather conditions.

Excused Absences:

Absences, tardiness and early departures may be recorded as excused if the parent provides a written and/or verbal explanation for one of the following reasons:

- Personal illness/medical necessity (may require verification)

- Significant family matters
- Religious observance
- Legal and/or criminal matters directly involving the student
- School/BOCES sponsored activities for which the student has permission to participate.

Unexcused Absences: Absences, including tardiness and early departures, which are not specifically excused, shall be considered unexcused.

Register Entries: All entries in the register of attendance shall be made by a teacher or by such other employee as may be designated by the Superintendent of Schools or his/her designee and shall be verified by the oath or affirmation of the person making the entries. Each principal and the Director of Special Programs shall supervise the keeping of the register of attendance for all pupils that they are responsible for.

Coding System: The coding system used to record attendance, and excused or unexcused absences, tardiness, and early departures shall be clearly stated on the register of attendance. The coding system shall also identify the reason why an absence, tardiness, or early departure is excused.

ACCOUNTING TO PARENTS

The appropriate building principal (or his/her designee) or the Director of Special Programs (or his/her designee) shall exercise due diligence to notify parents by telephone of any unauthorized absence, tardiness or early departure. Any explanation given by the parent for the pupil's absence, tardiness or early departure shall be noted in the register of attendance. Periodic reports to parents of a pupil's academic performance shall also contain a report of the pupil's excused and unexcused absences, times tardy and early departures.

INCENTIVES AND SANCTIONS

The appropriate building principal (or his/her designee) or Director of Special Programs (or his/her designee) shall be responsible for a monthly review of all pupil attendance records and shall take appropriate action to address unexcused pupil absence, tardiness and early departure.

Incentives: Appropriate incentives that will promote consistent pupil attendance will be developed and implemented. Such incentives may include, but shall not be limited to, school recognition of perfect attendance.

Sanctions: Unexcused absences, tardiness and early departures will be subject to the penalties set out in the respective Disciplinary Codes of each school.

Intervention: The appropriate building principal, (or his/her designee), or Director of Special Programs (or his/her designee), shall be responsible to contact the parent of each pupil according to the disciplinary codes of each school who has unexcused absences, tardiness, or early departures in order to emphasize the need for consistent attendance, to review the consequences or unexcused absences, tardiness or early departures under the applicable disciplinary code, and to develop an appropriate plan to assure that further unexcused absences, tardiness or early departures do not occur.

ANNUAL REVIEW OF THE GUIDELINES

During the first half of each school year the Board of Education shall review the building level pupil attendance records for the preceding school year. If such records show a decline in pupil attendance, the Board of Education shall review the Student Attendance Guidelines and make revisions to the guidelines deemed necessary to improve pupil attendance.

Achievement at the high school level is directly related to attendance. A student is expected to attend each school session. Classes will have a "class participation guideline" instituted in class. **Because a minimum of 20% of the student's grade** will be directly related to attendance, students will need to attend class regularly to achieve a passing grade.

Homeroom provides a means of communication among faculty, administration and students. Students receive essential information and communications during this period.

An accurate absentee list is essential; therefore, all students **must** be in homeroom during the homeroom period. It is a violation of procedure if a student is in the building but does not attend homeroom. **Disciplinary action will be taken against students who violate this procedure.**

Attendance Information

The school day begins at times published by the principal. The attendance office routinely calls parents of students who are absent. A note explaining the reason for absence, signed by the parent/guardian is required. If an absence note is not submitted within three days following students' absence, the official school attendance record will reflect an "unexcused" absence.

New York State Education Law requires that a student present a written statement signed by the parent or legal guardian, explaining each absence or tardiness. Attendance statements may be used for legal purposes; therefore, forging an attendance statement is a serious

offense. If excuses are not submitted within three days, the student may be assigned detention.

Students with a parental request for an early dismissal must present the written request to the attendance office **before homeroom**. Once the early dismissal request is confirmed by way of a phone call to the parent/guardian, the student will receive an "early dismissal" pass. Before leaving school, the student presents the "early dismissal" pass to the classroom teacher. If the student returns to school that day, such student must promptly sign into school.

When possible, routine medical appointments should be avoided during the school day. When this is impossible, students should present a written request for early dismissal to the school attendance office between 7:30 am and 8:00 am. **Students who abuse this procedure and repeatedly make appointments during school hours may be required to have a parent come to school and sign them out in person.**

STUDY HALLS-SUSTAINED SILENT READING

Study halls provide a place for students to read, prepare for classes, complete their homework, and study for upcoming tests and quizzes. If students wish to use the library during study hall, they must first obtain a pre-signed library pass from the librarian then report to their study hall and sign their name on the library list. This assures that the library is available for students that period as only a limited number of students may sign out on this list per period. A student wishing to make up physical education classes during study hall must also have pre-signed passes from their physical education teacher. **Card playing, MP3 players Walkman, Discman's, cell phones, radios, and other electronic devices are not allowed in study hall.**

CELL PHONES

Cell phones/camera phones are to be turned off and put away when students enter the building. Students are not to use their cell phones during the school day and will be subjected to disciplinary action if he/she uses a cell phone in school. If parents need to contact a student during the day, please leave a message on his/her cell phone for general messages to be picked up at the end of the school day. For emergency matters, please call the receptionist and we will contact the student. (Please do not call the school to deliver routine and/or non-emergency messages)

TELEPHONES

There is a public telephone in the main lobby of the high school for student convenience. **Students may not leave class to use the pay phone unless it is an emergency.** Students should always have change on hand in the event they need to use the pay phone. All other phones in the building are not for student use.

WORKING PAPERS

Application forms for working papers are available in the health office.

REPRIMAND

A warning given by a staff member.

DETENTION

Students may be detained before or after school by teachers or at the direction of the assistant principal or principal. Administrative assigned detention lasts until 3:15 pm.

IN-SCHOOL SUSPENSION GUIDELINES

The in-school suspension room has been designated according to availability. Students assigned to in-school suspension are to report to their homeroom first. At the end of homeroom, they are to report directly to the designated room. In-school suspension begins at 8:08am and ends at 2:24pm. Failure to report promptly at 8:08 will result in further disciplinary measures. Students who fail to report, have left without permission, and/or have been removed from in-school suspension will be externally suspended for up to five days.

The following rules apply:

- You will arrive in room 110 with any and all materials needed for the day. You will not be allowed to go to your lockers, to the cafeteria, or any other area during the in-school suspension. Student work will be gathered from the teachers and distributed to the students by the in-school suspension supervisor on the day of the in-school suspension.
- The in-school suspension session is a daylong, silent work/study time. You are required to complete all schoolwork for the day and to spend the time in quiet study.
- If you work rapidly you will need to bring reading material to the in-school suspension room. Acceptable reading material includes: novels and other works of fiction, non-fiction and biographical materials. Newspapers and magazines are not acceptable and are not to be brought to the in-school suspension room.
- You are not to talk to others in the room. The supervisor on duty will answer questions when appropriate. Eating, drinking and sleeping are not allowed. You are not allowed to listen to music and are not allowed to possess walkman, beepers, cell phones, etc., while in the in-school suspension room.
- You will be allowed to visit rest rooms once in the morning and once in the afternoon. You will be given a lunch break. The supervisor will take

students to the cafeteria to purchase lunches and the students will return to room 110 where they will eat lunch. You will be required to pick up after yourself. Any littering of the room will result in further disciplinary measures.

- Students will be warned about behaviors that are not acceptable in in-school suspension. If a student does not follow in-school suspension rules, they will be assigned additional in-school suspensions or may be externally suspended. Students found to be truant on a day they are

scheduled for in-school suspension, they will be assigned additional in-school suspensions.

- All rules and regulations applicable to the regular school day are in force during the period of a student's in-school suspension. Misbehavior in the in-school suspension room will not be tolerated. A referral from the in-school suspension supervisor could result in an external suspension of up to five days.
- Students who leave in-school suspension without permission will be subject to external suspension.
- Students who enter in-school suspension late will be rescheduled to make up any time missed.

SUSPENSION

Removal from school. The principal may suspend a student from one to five days. The Superintendent may suspend for more than five days. Students are responsible for making up work missed as a result of suspension. An alternative learning opportunity is provided after school for suspended students. The suspension of students who do not attend this program will count as unexcused absences from class. **A parent conference is required when a student returns to school after a suspension. This appointment should be made ahead of time to ensure that an administrator is available to meet with you.** Students are prohibited from participating in any activities related to school or from appearing on school property and time during the period of suspension, except to attend the after school program for suspended students.

TWO HOUR AFTER SCHOOL PROGRAM

Assigned by the assistant principal or principal. This program runs from 2:30-4:30pm. Students must come with work and will not be allowed to leave during this time.

EXPLANATION OF DISCIPLINARY MEASURES

While it is the intent of the school that satisfactory behavior be fostered by positive measures, it must be recognized that some student misbehavior will require the imposition of appropriate disciplinary measures or penalties.

The code of conduct specifies and defines various areas of student involvement or behavior. These statements are followed by disciplinary measures, which will result in the event that a student fails to adhere to any of these rules. Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior, and action will be appropriate to the seriousness of the offense. Progressive discipline is used to assure appropriate student behavior. The order of discipline procedures listed below is intended to be in order of progression.

The Cohoes High School Administration reserves the right to use discretion in dealing with disciplinary situations. The Administrators may take into consideration extenuating circumstances and rule on such issues accordingly as to how they impact the learning environment as a whole.

DISCIPLINARY PROCEDURES AND PENALTIES

ASSAULT

Any physical attack upon another person is assault. Instances of assault upon any member of the school community will be investigated and disciplinary measures taken.

Disciplinary measures range from Out of School Suspension to a Superintendent's hearing and a possible referral to the appropriate law enforcement agency. Assault on a staff member is considered to be an offense of the most serious nature; therefore, such assault will result in a multiple day suspension, Superintendent's hearing, and referral to the appropriate law enforcement agency.

CAFETERIA BEHAVIOR

The cafeteria should be a place where students relax, enjoy their meals, and converse with friends. Proper behavior is expected. In order to maintain a healthful environment in which people may eat and relax, free from discomfort, the following are **NOT** permitted:

- Throwing food or any type of refuse. Students are responsible for cleaning the table and immediate area where they are eating
- Sitting on tables or standing on chairs or tables
- Removing food from the cafeteria, unless students have special permission
- Cutting in line

- Behavior which staff on duty finds either disruptive, disrespectful or unsafe

Students may be permitted to go outdoors only in the cafeteria courtyard. All other areas are off limits. The only students allowed to leave the cafeteria are those with presigned passes, senior release or gold cards. Students are responsible to follow all directives issued by any staff member while in the cafeteria. Students not cooperating may be subject to charges of insubordination and will be disciplined accordingly. Disciplinary measures range from reprimand to suspension.

DANGEROUS ITEMS OR SUBSTANCES

Harmful or potentially harmful items such as weapons, firearms, knives, explosive substances or devices, fireworks, etc., are prohibited on school property. No student may possess these or any item, which may be considered dangerous by school personnel. Disciplinary measures range from out-of-school suspension to a Superintendent's hearing. Some infractions may be referred to legal authorities.

CHEATING

Cohoes High School fosters the principles of integrity, individual accountability, and honesty. Students are expected to be honest in test situations and when completing homework. Cheating in any form is a serious offense.

Penalties may range from loss of course credit to suspension. Cheating on any Regents examination is considered a misdemeanor under Section 255 of the Education Law and will result in the students' disqualification to sit for future Regents exams until exemplary conduct is demonstrated.

FIGHTING

Fighting will not be tolerated at Cohoes High School. Fighting not only can result in bodily harm, but also has a negative influence on the environment of the school. Students should be aware that abusive words or actions often leads to fighting and should seek alternatives to enable them to peacefully resolve their conflict. Disciplinary measures range from out-of-school suspension to a Superintendent's hearing and the possible referral to appropriate law enforcement agencies. **All students physically involved in a fight will receive external suspension and a parental conference will be required for reentry into school and classes.**

LYING

Providing false information either verbally or in written form is prohibited. Penalties range from loss of privileges to detention. Severe cases will result in suspension.

HARASSMENT

It is the right of every person who comes to Cohoes High School to enjoy freedom from harassment. Harassment is the persistent annoyance of another individual as outlined in the Code of Conduct. Any student who harasses and/or threatens a member of the school community will be subject to disciplinary action.

The following are examples of harassment:

- Repeated derogatory comments that may belittle a person's self-esteem.
- Any verbal threat of physical assault against another person
- Ridicule of an individual who is physically or mentally handicapped.

Disciplinary measures range from reprimand to a Superintendent's hearing with legal charges being filed. Any verbal threat of physical assault against a staff member will result in suspension and will be reported to local police jurisdiction in accordance with school and penal law.

SEXUAL HARASSMENT

It is the policy of the Cohoes City School District to maintain a learning environment in which sexual harassment, of any nature, will not be tolerated. Sexual harassment is a form of sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any student who alleges sexual harassment should report it directly to the assistant principal or principal.

OBSCENE LANGUAGE

One of the goals of Cohoes High School is to teach students the ability to communicate clearly within the structure of appropriate and acceptable standards of the English language. These standards are to be exemplified by all members of the school community. It is therefore stated that obscene language will not be tolerated within the school environment.

The use of profanity will result in penalties ranging from reprimand to suspension, depending on the severity and frequency of the behavior.

THEFT

One of the goals of Cohoes High School is to instill a feeling of respect for the rights and property of others. Therefore, it is expected that all students will be honest

and will respect the property of others. Since stealing is against the law, any individual who violates this law will be subject to school and/or criminal punishment.

Disciplinary measures range from reprimand to suspension and/or referral to legal authorities. Restitution will be required within the scope of the existing law.

The school district does not have insurance for students' personal property; therefore, the best protection against theft is to avoid bringing valuables to school, or if you must, to lock them securely.

VANDALISM

Vandalism is the intentional damage to the property of the school district or of any personal property, which results in the cleaning, repair, or replacement of the property vandalized. Examples of vandalism include defacing of walls, lockers, furniture, books, or other school equipment; damage to floors, walls, ceilings, doors, windows, and bulletin boards; mistreatment of any equipment or furnishings; and destruction/defacement of the personal property of school community members.

Disciplinary measures range from reprimand to referral to the appropriate legal jurisdiction. Students must replace, clean, or remove any litter, writing, etc. According to Education Law, paragraph 1709, subdivision 36, a student's parent or guardian is responsible for the first \$2,500.00 of vandalism committed by their child. A reasonable effort must be made to repay the damages within a time limit arranged by parent and administrator. A small claims action may be initiated to collect damages.

INSUBORDINATION

In the school community, as well as outside of it, a student is expected to learn to conduct himself/herself in a polite and courteous manner. In order to maintain a positive school environment, it may be necessary for staff members to give reasonable directives to students. Insubordination occurs when a student is openly defiant and willfully disregards such a directive issued by a staff member. The following are examples of insubordinate actions:

- Deliberate disobedience
- Flagrant acts of rudeness
- Refusal to report to the office upon direction
- Disrespectful language

Disciplinary measures range from reprimand to Superintendent's hearing. Flagrant acts may result in suspension on the first offense.

INTENTIONALLY MAKING A FALSE ALARM (FIRE/BOMB)

Fire alarms and protection equipment are provided for the safety of the entire school community. Misuse of the

system and/or equipment or the making of a bomb threat is a serious offense and will result in severe disciplinary action.

Disciplinary measures will include suspension and a Superintendent's hearing. Referral to appropriate law enforcement agencies will be made.

STUDENTS WHO ARE SUSPENDED OUT OF SCHOOL

In accordance with Education Law, students who are suspended from school are provided with an alternative learning opportunity to complete missed assignments. This program takes place after school from 2:30pm-4:30pm. (please do not arrive before 2:30pm as students will not be allowed in the building or on school grounds while in session.)

- Students who are suspended out of school will not be readmitted without a conference between a parent or guardian and an administrator.
- Students who are suspended from school are not allowed to participate in or attend any school activities until reinstatement.
- Students who are suspended from school are not allowed on school grounds until reinstatement unless they are attending the after-school program for suspended students.

DISRUPTIVE AT SCHOOL FUNCTIONS/EXTRACURRICULAR EVENTS

Any offense-Elimination of attendance privileges for indefinite period to be determined by administration. Consequences for infractions as delineated in the Code of Conduct.

REFUSAL TO FOLLOW DIRECTIONS DURING FIRE DRILLS, ETC.

Any offense-1 day out of school suspension.

NOTE: The list of offenses is by no means all-inclusive. For those situations, which arise, that are not listed, the administration will have the authority to deal with the problem as deemed necessary.

REPORTING CHANNEL

A copy of each referral and resulting administrative action is sent to the parents(s) or guardian, referring faculty or staff member, and the student's discipline file.

Disciplinary measures range from out-of-school suspension to a Superintendent's hearing and a possible referral to the appropriate law enforcement agencies.

STATEMENT OF DRESS

Cohoes students take pride in their appearance. Student dress must be in accordance with the guidelines set forth in the Regulations of the Commissioner of Education Handbook. **Refer to page 4, for state and school district guidelines.**

All students are expected to present a neat appearance and be appropriately dressed during school hours and for school related activities. Hats, bandannas or headgear are not to be worn in the building during the instructional school day. Clothing which interferes with the learning and teaching process, which is *indecent*, skimpy or represents a *health or safety hazard*, is *not* to be worn in school. This includes advertising of any thing illegal. **No abdomens should be exposed at any time.** Heavy outerwear (coats, jackets, etc.) is not to be worn inside the building.

Clothing of the nature mentioned above would be brought to the attention of the student and/or high school administration by the teacher and a solution to the problem will be reached:

Student may change or cover clothes.
Student may be sent home to change.
Parent/guardian may be notified.

If the problem persists, parents will be contacted.

DRUGS/ALCOHOL

As members of the school community, we must strive to maintain an environment that is drug and alcohol free. Students may not appear in school or at school functions under the influence of alcohol or drugs. The sale, use or possession of drugs paraphernalia, or alcohol is forbidden on school property. Disciplinary measures range from suspension to a Superintendent's hearing. Infractions will be referred to legal authorities.

**See pages 34-39 regarding Co-Curricular Eligibility Policy*

TARDIES/UNEXCUSED ABSENCE FROM CLASS

Chronic Tardy Guidelines

Students are expected to make every effort to be on time for school each day. A student is considered tardy to school if he/she does not report to homeroom by 8:00am. Promptness to school must be of the highest priority. **If a written explanation for a tardy is not submitted within three days, the tardy shall be included in the unexcused category even if a legal excuse is brought in after the three days for that tardy.** The student is responsible for submitting an explanation, signed by a parent/guardian, in order that accurate attendance records may be maintained. Tardiness is recorded on the student's permanent attendance record.

Students will be considered to have perfect attendance if they are in attendance every day, all day, with no tardies or dismissals. Students who are on approved educational field trips from school are considered in attendance that day.

A chronically tardy student will be ineligible for senior privileges, honors privileges, and/or work release for a term determined by administration. **Privileges such as student parking permits, sign-outs from study halls, field trips, etc., may be revoked as well.**

Subsequent Tardies

Entered on student's record; penalties ranging from detentions, two hours programs, to at-home suspensions assigned as appropriate. The schedule of consequences is as follows:

- 10 tardies- (1) 45 minute detention**
- Every 10 tardies thereafter (1) two-hour detention**

Classes missed due to illegal tardies are recorded as class cuts. Parents may be contacted by school administration to discuss chronic tardiness. Parent conferences will be held as necessary. **If a solution can not be reached, Child Protective Services or Family Court may be notified.**

Students Late to Class

If a student enters the classroom tardy and does not have a pass, the following procedure should be implemented:

1. Tardy # 1,2,3--Warning by the teacher
2. Tardy #4--Teacher detention/home contact
3. Tardy #5--Referral to the office.

Failure to Sign in To School upon Arrival

Students who report to school after homeroom has ended must immediately sign in at the Attendance Office. Repeated failure to do so will result in detention, two-hour program or out-of-school suspension.

Unauthorized Absences from Class/Study Hall

Students are required to attend all scheduled classes including study halls. Disciplinary action will result if a class is cut or is missed due to unexcused tardies.

Unauthorized absence from class is considered to be a serious offense and will be dealt with in the following manner:

First Offense:

Two detentions will be assigned. In addition, the student is responsible for classwork and/or assignments missed because of the absence.

Second Offense:

a) One day of 2-hour program will be assigned. In addition, the student is responsible for classwork and/or assignments missed because of the absence.

Third Offense:

The student will be assigned two 2-hour programs or at-home suspension, as appropriate, and a meeting with the parents and a school administrator shall be required. Students may be denied course credit should they continue to cut class.

In all circumstances, if a student cuts a class in which a quiz or test was given, that student will receive a **zero** for the test or quiz and will be responsible for all other missed assignments.

Leaving School Grounds/Building

Students should remain in the building and on school grounds during the school day except for students who have earned senior privileges, have a gold plus card, or have permission by the nurse or the main office to leave. Parent contact must be made **prior** to a student leaving the building.

If parent contact is not made, the student has left school illegally. Notes and excuses received after the student has left the building will not be accepted. Violation of this policy will result in the following disciplinary action:

First Violation: One 2 hour detention and parents notified.

Second Violation: The student is assigned two 2-hour programs and parents will be notified

Third Violation: The student is assigned In-school suspension.

Truancy:

Students who are absent from school without parent knowledge or permission is considered truant. The student must complete classwork and assignments scheduled during an absence. If a student misses a quiz or test as a result of truancy, the student will receive a zero.

A student will face two 2-hour programs for truancy. The student's illegal absence will be counted as a cut from each class as well. As a result of repeated truancy, a student may be withdrawn from a class and placed in a restricted study.

OBJECTIONABLE BEHAVIOR

An academic community should be safe and congenial for all students. Any objectionable behavior affecting the rights of others, especially that which could possibly result in bodily injury, will not be tolerated. The following are some examples of objectionable behavior:

- Shoving
- Misuse of property belonging to others
- Offensive gestures
- Running in hallways
- Inappropriate display of intimate affection
- Littering
- Possession or display of pornographic material
- Repeated non-compliance with teacher directives
- Throwing snowballs on school grounds
- Possession of noise-producing devices during school hours (MP3 players, discmans, radios)
- Skateboarding or rollerblading on school property
- Visible cell phones or beepers. If a beeper or cell phone goes off during school hours and causes a disruption, student will be subject to disciplinary action.

Disciplinary measures will range from reprimand to suspension depending on the severity of the incident.

SMOKING/USE OF SMOKELESS TOBACCO

Smoking or the use of smokeless tobacco in the school building, on school grounds, on a school bus, or during any school activity-taking place is forbidden. The following disciplinary steps will be taken:

First offense: Three days after school 2-hour program

Second offense: Five days after school 2-hour program

Third offense: Three days out-of-school suspension

Fourth offense: Five days out-of-school suspension

Subsequent offenses: Additional suspension;
superintendent's hearing

- *A smoking cessation program is offered by Mrs. Alexeew, and voluntary completion of this program can be substituted for disciplinary action with administrative approval.*

All students who are present in an area where smoking is taking place are subject to the above disciplinary consequences. If a student wished to avoid being penalized for being in an area where smoking is occurring, it is the responsibility of the individual to leave the area immediately.

Students who display smoking materials and/or warn smokers of the impending arrival of staff members may also be subject to disciplinary action.

ADDITIONAL DISCIPLINARY SCHEDULE

FORGERY OF NOTES

Any offense

Minimum One day 2-hour after school program

FORGERY OF PASSES

Any offense

Minimum (1) detention

FAILURE TO REPORT TO ASSIGNED DETENTION

First offense

additional detention

Second and Subsequent offenses

2-hour after school program-eventual OSS

FAILURE TO REPORT TO ADMINISTRATOR ASSIGNED 2-HOUR PROGRAM

First Offense

Additional 2-hour program

Second Offense and after

Two 2-hour programs-eventual OSS

DISRUPTIVE IN DETENTION/2HR PROGRAM

First offense

additional detention

Subsequent offenses

2-hour after school program-eventual OSS

CLUBS, CLASSES AND ACTIVITIES

Any student group wishing to use the school for after school activities or fund raising should submit a Building USE form to the main office. This application should include the date and time of the activity and a brief description including any special arrangements that are necessary. The advisor of the student group should sign the application.

ANSWERS PLEASE

A game of academic trivia consisting of six team members who compete against area high schools. Eligibility is determined through student tryouts.

ART CLUB

The art club supplements art activities in the classroom and provides an important outlet for individual expression.

AUDIOVISUAL CLUB

This club is for students who are interested in audiovisual recording and producing.

DANCE TEAM

This group meets twice weekly to prepare for dance competitions with other schools across the state.

DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA)

This club is involved in the career field of marketing, merchandising, and retail management. Each year outstanding field trips provide exposure to broad state and national programs.

FRENCH CLUB

The French Club meets to increase students' appreciation and knowledge of French language and culture.

FUTURE TEACHERS

This club is for those students who are interested in pursuing a career in the teaching field.

GIRLS ATHLETIC ASSOCIATION

This group promotes the achievement and recognition of girl athletes.

MARCHING BAND AND JAZZ BAND

The marching band and the jazz band perform throughout the year at parades, school assemblies, and competitions. A student must be a member of the concert band to be in the marching band or jazz band.

NATIONAL HONOR SOCIETY

The National Honor Society fulfills a need within the school and community by encouraging students to uphold high standards and act in a responsible manner. Students in the National Honor Society will have a minimum of one service project per year in which all members shall participate. Students with an average of 85% or above are invited by the principal's office to apply for membership.

Students must then submit applications for membership in the National Honor Society, which are reviewed by the faculty council. Final selection by the faculty council is based on the following criteria:

- Candidates must have been in attendance the equivalent of one semester in tenth, eleventh, or twelfth grade.
- Candidates must have a scholastic average of at least 85%.
- Candidates must demonstrate positive character, service, and leadership qualities.
- Character is measured in terms of integrity, behavior, ethics, and cooperation with both faculty and students. Students should be aware that any disciplinary referral might preclude them from consideration into the National Honor Society at the discretion of the faculty council.
- Leadership is based on the student's participation in two or more school and community activities, one of which must be academic in nature.
- Teacher and staff input is also considered by the faculty council.

All members of the national Honor Society are expected to be compliant with CHS goals and responsibilities. If warranted, a dismissal procedure may be instituted as determined by the faculty council.

SCIENCE CLUB

The Science club provides additional enrichment for those students who are interested in science.

SELECT CHOIR

This group is for students who excel in the area of singing.

SKI CLUB

The Ski Club travels eight times during the season to an area ski resort.

SPANISH CLUB

The Spanish Club promotes student appreciation of the Spanish language and culture through meetings, presentations, and field trips.

SPRING MUSICAL

This is open to any member of Cohoes High School. It is for students who are interested in exploring theater, either on stage or behind the scenes. Students interested in singing, acting, designing scenery or props, or doing lighting are encouraged to join.

STUDENT ANTHOLOGY

This club produces an annual anthology of selected student poetry and prose.

COMMUNITY SERVICE CLUB

Members to this club are involved with several community projects and activities.

STUDENT COUNCIL

The Student Council is the student governing body at Cohoes High School. It serves as a liaison between the administration, faculty, and students. The Council consists of a president, vice president, secretary, treasurer, and a representative from each second period class. The Student Council holds bi-monthly meetings which all students are encouraged to attend.

STUDENTS AGAINST DRUNK DRIVING (SADD)

SADD promotes guest speaker, films, and other means to increase student's awareness of the dangers of driving while intoxicated.

TIGER TALK

The school newspaper is an important source of information for the happenings at Cohoes High School.

VARSITY CLUB

The Varsity club has among its objectives the promotion of athletics and the recognition of those students who have excelled in athletics at Cohoes High School.

YEARBOOK

Assistants, photographers, and promotion staff all work diligently together to create a yearbook to capture the memories of Cohoes High School. Every page of the yearbook is designed and produced by students.

DANCES/EXTRA-CURRICULAR ACTIVITIES

All students in grades 9-12 may be admitted to a dance with the following exceptions.

- **Guest List:** Students from other schools may be admitted to the dance, provided their name appears on a guest list with an eligible Cohoes High School student acting as a sponsor. To place a guest on the guest list, CHS students must give the name, age, and school that the guest attends to the assistant principal's secretary. These names are subject to approval by the assistant principal. Guests must be in Grade 9 or above. No one over age 21 will be allowed as guests at school dances.
- **Absentee List:** A student whose name appears on the absentee list for that day will not be admitted to the dance.
- **Suspension List:** A student who has been suspended will not be admitted to the dance on the day(s) he or she serves the suspension.
- **The administration reserves the right to exclude students from any extra-curricular activities based upon attendance, behavior or academic concerns.**

Students will not be allowed entry into a dance one-half hour after the start of the dance. If a student leaves the dance, he or she must leave school property and may not be readmitted to the dance. Bookbags and backpacks may not be brought into school dances. **If a student is removed from a dance or other extracurricular activity**

for disciplinary reasons, he/she may be suspended from all extracurricular activities for one year from the date of infraction.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

These standards apply to entry qualifications as well as to continued participation in extracurricular activities and apply equally to athletes and students involved in other extracurricular activities. Advisors and coaches will disseminate a copy of the expected standards of conduct to all student participants. All student participants, including athletes, will be informed that they have the obligation to act in a responsible manner because of the leadership roles they play in the school environment.

Advisors and coaches will specify behavioral standards, which include a ban on consumption/use of alcoholic beverages, drugs, and tobacco products. These standards also extend to student conduct off school grounds, including student attendance at parties off school grounds where alcohol and/or illegal drugs are present.

Advisors and coaches will also discuss eligibility requirements with the students as described below:

- Any student who has failing, and/or incomplete grades in two or more subjects is academically ineligible for three weeks from the time of distribution of report cards or interim reports in co-curricular activities, including athletics. Students may practice during this period; however, they may not participate in scrimmages or contests. Club members may continue to attend meetings; however, they may not participate in special events (i.e., club related field trips, musicals, Haunted House, etc.) during their period of ineligibility.

Ineligible students are restricted from activities including athletics for the prescribed length of time as follows:

- Ineligible consequences may be made up immediately when there are incomplete grades. Ineligible consequences may be made up after three weeks when there are failing grades. A student who drops out of school and subsequently returns is ineligible for three weeks. After three weeks eligibility is regained unless there are two or more failing, incomplete, or NE grades.
- Students who have failed two or more courses in the fourth marking period of the previous school year are not eligible for fall activities, unless they have reduced the number of failing or incomplete grades to less than two. The student may use summer school grades to erase failures in the fourth marking period. Students may practice; however they are not eligible to participate in scrimmages or games for three weeks, beginning from the first day of all practice. After the prescribed length of time, ineligible students may obtain a reinstatement form from the director of athletics. When a teacher indicates on the form that the student's failing and/or incomplete grade is no more than one, the student is reinstated.

- Although suspension from participation in an extracurricular activity does not require a full hearing pursuant to Section 3214 of the Education Law, a student must be given the opportunity to appear informally before the disciplinarian and/or disciplinary committee, and present his/her side of the story as part of a general discussion of the conduct under review. Extenuating circumstances may be appealed to the principal in writing, who will then make the decision in consultation with the involved advisors and/or coaches.

GOLD/GOLD PLUS CARDS

Students are eligible for Gold Plus and Gold Cards if they meet the requirements as listed on the chart on the following page and have no disciplinary or attendance referrals for the previous ten week period. Gold Plus and Gold cards entitle holders to specific privileges as listed on the chart. Students who are eligible for these cards may pick up forms from the main office, which must then be signed by a parent or guardian. When the signed forms are returned, Gold Plus and Gold cards are issued and must be carried by the student at all times to receive the privileges.

Cardholders must not allow other students to carry their cards as this will result in the student's loss of card privileges. Any discipline referrals, which result in disciplinary action, will cause the forfeiture of the student's Gold Plus and Gold card. A Gold Plus and Gold card does not allow a student to be late for class. Students who leave the building with the use of a Gold Plus or Gold Card during lunch must sign out in the designated area. Students who leave the building with the use of a Gold Plus card during study hall must sign out with their study hall teachers.

GOLD PLUS CARD

➤ GRADES

- 92.0 AND ABOVE GRADE
- NO FAILING OR INCOMPLETE GRADES

➤ BEHAVIOR

- NO DISCIPLINARY OR ATTENDANCE REFERRALS RESULTING IN DISCIPLINARY CONSEQUENCES FOR THE PREVIOUS TEN WEEK PERIOD.

➤ BENEFITS

- INDEPENDENT STUDY 1 DAY PER SEMESTER
- PASS/FAIL FOR 1 ELECTIVE COURSE (SENIORS ONLY)
- LEAVE CHS DURING STUDY HALL. MUST NOTIFY STUDY HALL TEACHER
- ALL GOLD CARD PRIVILEGES

GOLD CARD

➤ GRADES

- 85.0-91.99
- NO FAILING OR INCOMPLETE GRADES

➤ BEHAVIOR

- NO DISCIPLINARY OR ATTENDANCE REFERRALS RESULTING IN DISCIPLINARY CONSEQUENCES FOR THE PREVIOUS TEN WEEK PERIOD

➤ BENEFITS

- FREE OR REDUCED ADMISSION TO SCHOOL EVENTS, INCLUDING ATHLETICS
- LEAVE CHS DURING LUNCH –***MUST SIGN OUT WITH RECEPTIONIST.***
- PERMISSION TO LEAVE STUDY HALL TO GO TO THE LIBRARY OR OTHER PRE-APPROVED INSTRUCTIONAL AREAS. MAY MOVE THROUGHOUT CHS WITHOUT A HALL PASS.

MISCELLANEOUS

INSURANCE

The Cohoes School District carries accident insurance on all students. Whenever a pupil is injured, this information should be reported immediately to the teacher, supervisor, or bus driver in charge. An accident report must be filed within 24 hours in order to be considered by the insurance carrier. Any medical liability must first be submitted to the family's health insurance. Benefits provided are payable only after payment by family's private insurance is paid first. **There is no liability insurance for thefts in school.** The school district is not liable for injuries arising out of sporting events

EARLY DISMISSAL

Doctor appointments, family trips, motor vehicle tests, etc. should be scheduled after school hours to the greatest extent possible. If students must leave during the school day one of the following procedures must be followed:

- The student's parent or guardian must come in to the Attendance office to sign out the student.
- A dismissal note must be brought to the attendance office in the morning. This note must include the date and purpose of dismissal, parental signature, and a phone number where the parent may be contacted.
- The student's parent or guardian must phone the attendance office to request dismissal. The attendance office will take down the phone number and return the call to confirm parent contact.

Students with early dismissal should leave the high school immediately upon dismissal.

LATE ARRIVAL

Students who are tardy after 10:00AM will not be allowed to practice in or take part in athletic or other extracurricular activities that day. Extenuating circumstances may be appealed to the principal. Students who report to school late must sign in at the attendance office.

LEGAL CUSTODY OF STUDENTS

Occasionally domestic problems involving child custody are brought to the attention of the school. School officials do not pass judgment in these cases. The responsibility of legal guardianship rests with the family and the courts. Legal documents must be on file if any restrictions have been established regarding a child's custody.

LIBRARY

Students are encouraged to make use of our library facility and its resources to meet their information needs. The library opens each morning at 7:45AM and students may remain there until the start of homeroom. Students may

come to the library throughout the day from study halls. During lunch periods, or after school. To gain admittance to the library students must present a pre-signed pass from the librarian.

The library has a number of computers that students may use which provide access to the Internet. Students and their parents, prior to student's use of the computers, must sign an acceptable use policy form. A copy of this form is provided on page 32.

LOCKERS

School lockers are the property of the Cohoes City School District and the school district shall exercise the authority over all student lockers. The school district has a master key to all student lockers and retains control over and access to all lockers.

LOST AND FOUND

The school is not responsible for lost items. Students finding books, clothing or other items should turn these found items in to the assistant principal's secretary. Students looking for lost items should check with the assistant principal's secretary.

PARKING AND SPEED LIMITS

Student parking at the high school is a privilege, not a right. Each student who plans to drive a vehicle to school must park in the student parking lot and register the vehicle in the Assistant Principal's office each school year. Vehicles must be parked within the painted lines and must display the school parking decal. Vehicles parked in the fire zone or incorrectly parked will subject to disciplinary action, and may lose their parking permit. Students who receive any disciplinary referrals may also lose their parking permit.

Parking permits will be assigned to Seniors in good standing first. Seniors will be given the privilege to park in the student lot. Underclassmen may receive a sticker, but must park on Madeline Hickey Way.

When vehicles are parked, they should be locked to inhibit thefts and vandalism. Students are not to return to their vehicles until they are leaving school grounds for the day unless they receive permission from the principal or assistant principal. **At no time are students to sit in their vehicles during the school day or to congregate in the parking lot. Students who abuse school parking privileges will be prohibited from further parking on school grounds.** Cars parked in the parking lot may be subject to random searches.

Cohoes Board of Education has established 15 miles per hour as the legal limit for Cohoes High School. During entrance or dismissal periods, the legal limit is 5 miles per hour. **Students who do not obey this limit may have their parking privileges revoked and may be subject to legal action and disciplinary action.**

PASSES

Students are not allowed in the halls during class periods without properly signed monthly passes. Passes must be signed and dated by the adult supervising the student. Pupils who do not use the pass system correctly may have hall privileges withheld. Students with Gold Plus or Gold cards may move throughout the high school without a monthly pass. However, they may not report late to a class with the use of these cards.

PHYSICAL EDUCATION

Four years of physical education are required for graduation. One-half unit of credit is given each year. All students are required to attend, change into the appropriate attire and participate in physical education. No jewelry shall be worn during class activity. Facial pierced jewelry must be removed or covered for each physical education class.

Medical limitations: Students may have their class activity modified by a parental note to the instructor for a maximum of one week. Students who are to be limited for more than one week are required to present a written doctor's note which must clearly state the student's limitations.

Grading: Students in attendance but not dressed and/or not participating will receive no credit for class and no make-ups will be allowed. Students are allowed twelve excused absences from class for the whole year, with a maximum of three per quarter being allowed. Excused absences over three in one quarter will require a student to make up the class or lose participation credit for that class. The instructor under special circumstances may waive this. Students are responsible for making up classes and all work missed due to absences beyond three per marking period. Students will only be allowed to make up one class per day. Students must have instructor's permission and a pass from a study hall to attend make up classes.

Out of School Suspension students who attend the after school program will be assigned written work. The work must be handed in by the end of the day of their return or no credit for class will be given.

POSTERS

Students or student groups wishing to place posters on the walls in the corridors must have the posters approved by the principal or the assistant principal. A criterion includes neatness, spelling, relevancy, and good taste. (School sponsored activities only.)

SENIOR RELEASE

Senior Release is a privilege that allows qualified seniors to leave the high school prior to dismissal time whenever classes are completed. To receive Senior Release, seniors must be passing all subjects and may not have any out of school suspensions or referrals. **If marks fall or if the student receives a suspension, his or her senior release privilege will be rescinded for a period of time until behavior and academics improve.** Seniors must obtain the necessary forms for Senior Release from their guidance counselor. These forms must be completed and signed by a parent or guardian. **Seniors must carry their senior release passes with them or they will not be allowed to leave school.**

GUESTS

All guests must register at the main office. A form is available in the main office, and must be filled out prior to the day on which the guest arrives. Guests will not be admitted if they are from another school system which is in session on that day. Admittance of guests will be at the discretion of the administration.

GUIDANCE DEPARTMENT

Three counselors and two secretaries staff this Guidance Department. The Guidance Office maintains an up-to-date file of information about occupations and a library of catalogs from colleges, nursing, technical and other specialized schools. Information is also provided on SAT/ACT preparation and career development. College scholarship information may also be obtained in the guidance office.

The Guidance Office presents an opportunity for a student to talk quietly and confidentially with their counselor about school, careers, or personal problems. The counselors help students plan a high school course of study and make adjustments when necessary. If a student is in danger of failing a subject, the counselors are available to discuss the problem and its potential impact on the student's academic standing. The Counselors invite and encourage parents to communicate with them as often as necessary. It is suggested that appointments with parents be arranged by telephone (237-1510).

GRADING PROCEDURE

Failure to take a required final examination will result in course failure unless approval has been granted by the principal for an emergency situation. A minimum of 20% of the student's grade will be based upon classroom participation.

GRADUATION PARTICIPATION

Participation in the graduation ceremony is a privilege. Students who lose the "good standing" status may be denied the privilege of participation in the ceremony. Example: Activities that might lead to denial include fighting, repeated referrals for insubordination, repeated referrals for violation of the Code of Conduct, multiple lates or tardies that drop a student below 80% attendance rate.

PROCEDURE FOR CHANGING COURSES

To drop a course the teacher, parent, and guidance counselor must complete an official form. The course will be changed only if the request is timely and there is agreement by all concerned. In the event that agreement cannot be reached, a parent conference will be arranged involving all concerned parties.

Full year courses may be added up to five weeks after the start of the year. One-semester courses may be added up to two weeks after the start of the course.

RANK IN CLASS

Rank in class is computed at the end of seven semesters (Grade 11) by averaging all classes except physical education. Full year courses are weighted one credit and factor when computing final yearly averages. Advanced placement courses are weighed 1.1 in computing class rank. The final senior rank in class is computed at the end of the second quarter.

ACCEPTABLE USE POLICY FORM COHOES HIGH SCHOOL

These guidelines are provided to you so that you are aware of the responsibilities you are about to accept.

GUIDELINES:

- I accept responsibility for my actions in accessing on-line services.
- I will use the Internet for academic work only, and will not access 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 floppy disk and not to the hard drive.
- I will not print to excess. I will only print copies of what is necessary for the project I am working on.
- I will consider the access needs of others and will not monopolize the computer.
- I will sign the log-in book before going on the computer stating the time, the date, and the computer I am using and the purpose of my search.
- I understand that if I violate the Acceptable Use Guidelines, my computer privileges may be suspended and my name may be referred to an administrator for further disciplinary action.

DATE

STUDENT'S SIGNATURE

DATE

PARENT'S SIGNATURE

**BOARD OF EDUCATION
COHOES CITY SCHOOL DISTRICT**

CO-CURRICULAR ELIGIBILITY POLICY

STATEMENT OF PHILOSOPHY

Participation in co-curricular activities should elicit great pride in our students and their families. It is a responsibility demanding extra commitment since students represent their school, teammates, advisors, coaches and community. For this reason, our involved students and their parents are required to sign a statement of commitment indicating they understand these responsibilities. The basic concepts of good citizenship, proper training regulations, and positive attitudes are identified.

ACADEMIC ELIGIBILITY

Any student who has failing or incomplete grades in two or more subjects is academically ineligible for three (3) weeks from the time of distribution of report cards or interim reports in co-curricular activities, including athletics. The students may practice during this period; however they may not participate in scrimmages or contests. Club members may continue to attend meetings; however they may not participate in special events (i.e. club-related field trips, musicals, haunted house, etc.) during their period of ineligibility.

Ineligible students are restricted from activities including athletics for prescribed lengths of time as follows.

1. Ineligible consequences may be made up immediately when there have been incomplete grades.
2. Ineligible consequences may be made up after five weeks when there have been failing grades.

A student, who drops out of school and subsequently returns, is ineligible for three weeks. After three weeks, eligibility is regained unless there are two or more failing or incomplete grades.

Students who have failed two or more classes in the fourth quarter of the previous school year are not eligible for fall activities unless they have reduced the number of failing or incomplete grades to less than two. Students may practice; however, they are not eligible to participate in scrimmages or games for three weeks, beginning from the first day of fall practice.

After the prescribed length of time, ineligible students may obtain a reinstatement from the director of athletics or assistant principal. When a teacher indicates on a form that the student's grade is passing for the current marking period, the form is given to the advisor or coach. When the number of failing grades or incomplete grades is not more than one, the student is reinstated.

When a teacher indicates that a student's performance is satisfactory for the first five weeks beginning with the first day of fall practice, the form is given to the advisor or coach. If a number of unsatisfactory comments do not exceed one, the student is reinstated.

Extenuating circumstances may be appealed to the principal in writing, in consultation with involved advisor(s) and or coach(es).

Example:

1. John received a 60 in English and a 55 in Social Studies, John is not eligible for a 3-week period beginning on the date of distribution of report cards.
2. Susan received a 62 in Math and an Incomplete in Science. Susan is ineligible until she makes up her incomplete in Science: this may be done immediately
3. Gene has a DF (Dropped/Failed) in Social Studies and a 60 in English. Gene will be ineligible for at least 3 weeks. The DF counts against Gene until the end of the Social Studies courses: This may be one semester or one full year. The 60 in English restricts Gene from participating for at least 3 weeks. At the end of 3 weeks, he may become eligible if he is passing English and has no other failing, incomplete or DF grades.
4. Liz has a DF in Business Law and a 55 in Physical Education. She is ineligible for at least 3 weeks. The same application of rules applies as Gene above.

GENERAL RULES

ABSENCES AND TARDIES: Legal reasons for absences from school are identified by the State Education Department, including illness, court appearances, etc. If you are absent, you will not be allowed to take part in any co-curricular activity that day. Provisions will be made for extenuating circumstances.

If a student has been excessively absent or tardy, she/he will not be allowed to participate in co-curricular activities. Reinstatement will occur when agreement has been established between the advisor/coach and administration.

Students who are tardy after 10:00 a.m. will not be allowed to practice or take part in co-curricular activities that day. Extenuating circumstances may be appealed to the advisor/coach and administration. Students on suspension in or out of school or truant are ineligible for all co-curricular activities. Suspended students become eligible again after their suspension has been satisfied. The student will be ineligible for at least twenty-four hours from the time the suspension began for each incident.

BAND-COLOR GUARD-POM STUDENTS: Color guard, pom and non-credit marching band students will be governed under the same rules and regulations as all other co-curricular activities.

Students who take instrumental music for academic credit are required to participate in all rehearsals and performances of that particular band in which they are enrolled (marching, concert and/or jazz ensembles.) These classes usually cannot be classroom extensions. Students are evaluated and graded during this time as in any other classroom environment. Rules and regulations regarding student expectations, conduct, discipline, ect. will be the same as if during the regular school day. Marching band students, while in uniform, will be required to adhere to these policies regardless of the time and their location. Students who violate classroom rules and regulations will be subject to the district discipline code.

All band functions other than academic classes such as parties, picnics, dances, banquets, etc., will be considered co-curricular activities and all music students must meet all eligibility requirements before they can participate in these events.

DRESS AND APPEARANCE: Students must be neat and well dressed to travel to any cocurricular activities. Suitable attire must be worn, i.e., skirts/slacks, sports shirts, sweaters, etc.

LEAVING THE SQUAD: If a student, after having been selected as a member of a team, decides to remove him/herself from the team, she/he will not be allowed to participate on any other team in that sports season. Any exceptions require the consent of the involved coaches. If the student does not make a team, she/he may try out for another team in that season.

If a student participates in two sports in the same season and removes him/herself from the primary league sport, then she/he is also removed from the secondary sport.

In the event a student voluntarily leaves a squad, she/he will have two (2) school days to ask the coach for reinstatement. The coach will act on an individual case as merited. Parents, administrators, athletic director and guidance counselor should be notified.

If a member drops from a team at any time during the season, she/he must discuss the decision with the director of athletics prior to being eligible for the next sport season. This is an important step, as she/he must realize the responsibility to the team, school and the coach.

If a student voluntarily leaves or involuntarily is removed from two (2) sports in the same school year, she/he is ineligible for sports for two (2) consecutive sports seasons.

Substance Abuse: Students participating in interscholastic athletics are prohibited from using drugs, alcohol or tobacco. None of the aforementioned substances are to be used, possessed or sold at anytime. This policy applies whether the student is on or off school property, without regard to either time of day or school being in or out of session. All allegations will result in an investigation by school administrators and the Athletic Coordinator. Students deemed guilty of violating this policy would be subject to the following sanctions:

1st Violation: Suspension from all athletic teams for up to (1) one year from the date of the violation.

2nd Violation: Suspension from all athletic teams for up to the remainder of the student's high school athletic eligibility.

Students removed for violations to the substance abuse policy will be referred to guidance and the substance abuse counselors for counseling.

Co-Curricular conduct: If a student is dismissed from a co-curricular activity or team but feels the decision unjust, she/he has the right to a hearing. The director of athletics or the Student Council advisor for other co-curricular activities must be notified within two (2) days of the suspension that a hearing is desired. The hearing committee will consist of the Student Council advisor or director of athletics, principal, and the involved advisor/coach. The principal or committee member will serve as the hearing officer. The student would then have an opportunity to present his/her side. Parents will be notified and may attend and participate.

Procedure: The hearing officer during disciplinary hearings will adhere to the following procedure:

1. The hearing officer will explain the procedure and rules to be followed. A tape recording may be made of the hearing.
2. The advisor/coach will be given an uninterrupted opportunity to make statements concerning the case.
3. The student will be given an opportunity to answer questions from the advisor/coach.
4. The student will be given the uninterrupted opportunity to make statements regarding the case.
5. The advisor/coach will be given an opportunity to answer questions from the student.
6. There will be an opportunity for comments by interested others concerning the case. Interested others may include parents or guardians, director of athletics, coaches, school administrators, etc.
7. The coach/advisor will state his/her recommendation concerning the case.
8. The hearing officer will issue a finding in one of the following three manners:
 - A. The decision may be reserved until further evidence can be obtained.
 - B. The decision can be made and stated at this time.
 - C. The hearing officer may caucus separately and return to state decision.

Appeal of the hearing officer's decision, if deemed necessary by any party, must be made by written request to the Superintendent of Schools within five (5) days of the decision. The appeal must state the specific reasons as to why a hearing appeal should be held.

CHAIN OF COMMAND: Students and parents for any co-curricular issues should follow the normal chain of command:

1. Involved advisor or coach.
2. Director of athletics for interscholastic sports and assistant principal for other co-curricular activities.
3. Principal of school student attends (CHS or CMS)
4. Superintendent

SPORTS SPECIFIC EXPECTATIONS (by individual coaches):

PERMISSION TO PARTICIPATE

NAME _____ DATE _____

I hereby give permission for _____

To participate in co-curricular activities and/or interscholastic athletics for the school year, and as a participant, to travel under the advisor/coaches direction and authority from time of departure until return arrival.

Please describe below any operations, serious illnesses or fractures acquired during the past year:

Parent's place of work: _____

Home address: _____

Phone at home: _____

Parent/Guardian signature: _____

Family doctor: _____

Address: _____

Phone: _____

PARTICIPANT'S PLEDGE

I promise, on my honor, to obey all school rules and regulations, to attend school daily and to maintain physical fitness. If I use school equipment, I will properly care for it and return same when requested to do so. I will keep current in my schoolwork and give 100% to the team or co-curricular activity. At all times, I will conduct my self in a manner that is appropriate so that I am a credit to the Cohoes City School District.

I have read and understand the Co-Curricular Eligibility Policy as prescribed by the Cohoes City School District.

SIGNATURE OF PARTICIPANT

I have read and understand the Co-Curricular Eligibility Policy as prescribed by the Cohoes City School District.

SIGNATURE OF PARENT OR GUARDIAN

Military Recruitment Information

As part of the federal government No Child Left Behind Act (Section 9528)

I, _____, understand that Cohoes City School
(Print Student Name)

District has an obligation to supply the military with high school class lists, addresses

and telephone numbers of students for the purpose of recruitment. Please **do not** include

my name on the list.

Student signature

Grade

Date

Parent Signature

Date

Note: Please return this form to the Guidance Office.