

COHOES MIDDLE SCHOOL

7 Bevan Street, Cohoes, NY, 12047 (518) 237-4131
www.cohoes.org



Positive Behavior Interventions and Supports (PBIS)

The Cohoes Middle School has embraced a positive culture created through the use of Positive Behavioral Interventions and Supports (PBIS). This is a school-wide strategy for helping all students achieve important social and learning goals. At CMS, we know that when good behavior and good teaching come together, our students will excel in their learning. Our school community is proud to be a part of this exciting initiative. As part of the PBIS program, we will establish several clear rules for the behavior we expect in all areas of our school. We will explicitly teach those expectations to the students and reward them frequently with praise and prizes for their great behavior. We encourage all families to visit the following website of additional information: <http://www.pbis.org/main.htm>

CMS PBIS Respect Pledge

“We will not mistreat other people. We will do whatever is necessary to ensure others are treated with respect, kindness, and fairness. We will include all students in activities at our school.”

Student Name:
Team:
Phone #:

CMS School Day Schedule			
Breakfast	7:50 AM	to	8:15 AM
Period 1	8:20 AM	to	9:04 AM
Homeroom	9:04 AM	to	9:06 AM
Period 2	9:09 AM	to	9:53 AM
Period 3	9:56 AM	to	10:40 AM
Period 4/5	10:43 AM	to	11:27 AM
Period 6/7	11:30 AM	to	12:14 PM
Period 8/9	12:17 PM	to	1:01 PM
Period 10	1:04 PM	to	1:48 PM
Period 11	1:51 PM	to	2:36 PM

School begins at exactly 8:15 AM. Dismissal is at 2:36 PM

CMS Important Phone Numbers	
Main Number	(518) 237-4131
Mr. Martinelli, Principal	Ext. 2223
Mrs. Kelly, Assistant Principal	Ext. 2224
Attendance Office	Ext. 2228
Guidance Suite	Ext. 2227
Nurse	Ext. 2111

Contacting Your Child at School:

We ask that parents and guardians use discretion when contacting their child at school. This will minimize their loss of important instructional time, and reduce the time our staff spends locating students and delivering messages. We offer an afternoon "Message Board" to deliver messages to students at dismissal (example: pick up sibling). Please call 237-4131 if you need to leave a message.

Grading Breakdown:

Below is a sample report card that every student receives through the mail at 10-week intervals. It explains how your child's final quarterly average is computed. If you have any questions please contact your child's guidance counselor at 237-4131 ext. 2227.

The report cards will be mailed on the following dates:

- 10-week report cards mailed Tuesday, November 15th, 2011
- 20-week report cards mailed Friday, February 3rd, 2012
- 30-week report cards mailed Thursday, April 19th 2012
- 40-week report cards mailed Friday, June 22nd, 2012

Student Report Card

Cohoes Middle School
Mr. Daniel Martinelli, Principal
7 Bevan Street
Cohoes, NY 12047
PH: (518) 237-4131

Student Name		Student No.
Any Student		11111
Counselor		Telephone
Laurie Monast		
Grade	Homeroom	Marking Period Ends
7		11/13/2009
High Honor Roll		

To The Parent/Guardian Of:
Any Student
899 CMS Drive
Cohoes, NY 12047

You can access you child's grades, attendance, progress reports, and report card through the Parent Portal. For further information on the Parent Portal, please go to www.cohoes.org "click" on the Parent Portal site.

Course	Teacher	MP1		MP2		Mid T Exam	MP3		MP4		YTD	Local Exam	Reg Exam	Final Avg	Eamed Credit	RCT Pro
		Grd	Abs	Grd	Abs		Grd	Abs	Grd	Abs						
ELA 7-4	Sullivan	87													0.00	
Spanish 7	Dion	98														
Social Studies 7-4	Mullins	98														
Math 7H	Benoit	80														
Science 7-4	Kane	97														
Family and Consumer Science	Bruce	98														
Music 7	Briggs	98														
Phys Ed 7	Gibson	100													0.00	
Chorus 7/8	Briggs	97													0.00	
Band 7/8	Jendrzajczak	97													0.00	
Quarterly Average:		94.00													0.00	

At CMS our final quarterly average is weighted to reflect the "in-class" time dedicated to each subject in a student's schedule. If a student attends the class every day (all year), then the class is weighted as a "1" (ELA, math, science, social studies, technology, and foreign language).

If the class meets every other day or only ½ year, it is weighted as a ".5" (music, art, PE, FACS, band, and chorus).

Averages:
High Honor Roll: 91.50-100.00
Honor Roll: 84.50-91.49

Grading Coding
S-Satisfactory E-Excellent
U-Unsatisfactory N-Needs Improvement
Ino-Incomplete Aud-Audit
Med-Medical GIP-Grade In Progress

Marking Period	1	2	3	4
Days Absent				
Unexcused				
Tardy				
Excused				

To check our calculation...

Add "1" classes and ".5" classes (after weighting calculation) together.

$87 + 98 + 98 + 80 + 97 + 49 + 49 + 50 + 48.5 + 48.5 = 705$

Divide 705 by 7.5 (total class weights)

$705 \div 7.5 = 94.00$ "Quarterly Average" as seen above.

CMS Computer & Internet Acceptable Usage Policy

ADMINISTRATIVE PROCEDURES FOR STUDENT COMPUTER AND INTERNET APPROPRIATE USE

Student Internet and Appropriate Use. The rules are intended to provide guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with this policy and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

A. Computer Use is a Privilege, Not a Right

Student use of computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

The building principal shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to computers, networks and Internet services are provided for educational purposes and research consistent with the school's educational, curriculum and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school's computers, networks and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving CMS computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. **Accessing Inappropriate Materials** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are obscene, threatening, discriminatory, harassing, illegal, or otherwise inappropriate;
2. **Illegal Activities** - Using the school's computers, networks and Internet services for any illegal activity or activity that violates other policies, procedures and/or school rules.
3. **Violating Copyrights** - Copying or downloading copyrighted materials without the owner's permission.
4. **Plagiarism** - Representing as one's own work any. Materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified.
5. **Copying Software** - Copying or downloading software without the express authorization of the system administrator.
6. **Non-School-Related Uses** - Using the computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, e-mail or for any other personal use.
7. **Misuse of Passwords/Unauthorized Access** - Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
8. **Malicious Use/Vandalism** - Any malicious use, disruption or harm to the school's computers, networks and Internet services, will not be tolerated.
9. **Unauthorized Access to Chat Rooms/News Groups** - Accessing chat rooms or news groups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

CMS retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating CMS for any losses, costs or damages incurred by the school related to violations of policy and/or these rules, including investigation of violations.

F. CMS Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The school assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student Security

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

H. System Security

The security of the school's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

Student Signature _____	Date _____
Parent Signature _____	Date _____

Attendance Policy:

The Cohoes Middle School staff believes that regular school attendance and student success have a direct correlation. It is the policy of the Cohoes Middle School to strongly encourage students to be in attendance every day. If a student accumulates 5 or more absences or tardys, a notice will be sent home noting that excessive absences from school are occurring. It should be noted that all children of compulsory age must attend school on a regular basis. To encourage better student participation in school, additional resources may be used including but not limited to assigning detentions, holding a Principal's Hearing, notifying the school district Attendance Officer, filing an Albany County PINS (Person In Need of Supervision) petition and contacting CPS (Child Protective Services).

In the case of a student's absence from school, parents are required to call the main attendance office at 237-4131 ext. 2228 by 8:00AM to inform us of the reason for the student's absence. Otherwise the school will make every reasonable attempt to contact the parents regarding the student's absence.

Please note that a written excuse must be provided and brought to the homeroom teacher by the student upon his/her return to school. If not, the student's absence from school is deemed unexcused and the student may expect to receive the appropriate disciplinary action including, but not limited to: detention, loss of privilege, In School Detention, or contact of outside agencies.

The following reasons are considered to be excused absences from school:

1. Illness – self/family
2. Death in family
3. Religious observance
4. Inclement weather
5. Court or legal appointment
6. Doctor/dentist appointment

Classroom Attendance:

Students are to be in their assigned classes on time. Students who report late for class must have a pass from the teacher of the previous class. Students who are late may be subject to disciplinary consequences.

Attendance at School Functions:

Students will not be allowed to attend any after school activity, practice, or game on a day on which the student has been absent, assigned in-school, or out-of-school suspension. In order for students to participate in sporting events or other extra-curricular activities, students must arrive at school no later than 10:00 AM (including Fridays for a Saturday event). Students who leave early for a professional appointment must provide a written excuse from their service provider.

No student is to remain after school unless participating in an activity supervised by a teacher, administrator, or authorized staff member. Reasonable behavior, cooperation, and school citizenship are expected of all students.

Once on school property, a student intending to attend a school function will become the responsibility of the school, all school district rules apply, and will be handled as would a student who has already been admitted to a school related function.

Persons loitering on school grounds when a school function is in progress will be requested by the building staff or administration to leave, and if this request is ignored, the police will be summoned to ensure compliance

Student Conduct:

Expectations for students' success in school:

- Be Safe.
- Be Respectful.
- Be Responsible.

Academic Honor Code:

The Academic Honor Code: We, the students of the Cohoes Middle School community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted for credit by students at CMS, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." Students who violate the academic honor code may be subject to loss of credit and disciplinary consequences.

CMS PBIS "Tiger Awards" Program:

To recognize positive student behavior, any adult in the building can issue PBIS "Tiger Awards" to students. Students can accumulate these awards to earn the opportunity to receive a variety of incentives including movie passes, free ice cream, homework passes and other incentives that are offered from teachers and the CMS administration.

As a school, we recognize that students will occasionally misbehave and make mistakes. 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 nature of the offense and the circumstances which led to the offense.
2. The student's prior disciplinary record.
3. The effectiveness of other forms of discipline.
4. Information from parents, teachers and/or others, as appropriate.
5. 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.

Behavior Points Program:

1. Disciplinary behavior points are given out through a discipline referral for breaking rules such as being tardy to class, gum chewing, being disruptive in the hall, and failing to serve a detention. Behavior points are given in addition to other consequences and can be issued by any adult in the building.
2. Disciplinary referrals to the main office and suspensions also accumulate behavior points for students. Each general referral counts as 2 points, plus the assigned consequence. Referrals that result in the student receiving a two-hour detention count as 3 points, in-school suspension and external suspension from school count as 5 points.

Throughout the school year, students without referrals will be invited to participate in PBIS events such as pizza parties, ice cream socials, special lunch privileges, and other incentives. Students with 10 or more behavior points (generated by referrals) will lose various school privileges, including but not limited to

participation in any or all school related activities. Students who wish to lower their points may have the opportunity to do so by working with the adults in the building conducting a service project that is set up by the student and staff with parent permission. After the Memorial Day holiday, students will no longer be able to work off behavior points.

Cafeteria Behavior:

1. Students report to the cafeteria promptly from their previous class.
2. Students must ask an adult for permission to leave the cafeteria for any reason.
3. ALL students are responsible for clearing their table and the floor area around it.
4. Students are dismissed by the cafeteria monitors or administrators when they have demonstrated appropriate behavior and have cleared their table and the floor area.
5. All students must display appropriate behavior in the cafeteria. They must be courteous to all staff members, and may only leave the cafeteria with the permission of a monitor, teacher, or administrator.
6. Any student demonstrating inappropriate behavior will be disciplined according to the rules and consequences as described in the Student Handbook.

Computer Lab Rules:

1. All the rules in the Student Handbook apply to the lab and are expected to be followed.
2. Use care and respect when using equipment.
3. Small foreign objects are not allowed near any computer equipment. (These include gum, metal clips, magnets, liquids, etc.)
4. Placing anything into the disk drive other than a disk will result in a parent conference and possible removal from the lab.
5. Deliberate file or program damage, altering, renaming, or erasing will result in a parent conference and possible permanent removal from the lab.
6. ABSOLUTELY NO GUM, FOOD, OR DRINKS ARE ALLOWED IN THE LAB.

Breaking of any of these rules will result in a loss of computer lab privileges

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 students 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:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief apparel such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), see-through garments, "short-shorts" or short skirts (need to be finger-length), and pajama pants are not allowed.
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. Heelys are not allowed on school property.
5. Not include the wearing of hats or hoods in the building except for medical or religious purposes.

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. The appropriateness of clothing will be determined by school staff.
7. Not promote and/or endorse the use of alcohol, tobacco, illegal drugs, fire-arms, and/or encourage other illegal or violent activities.
8. Coats are not to be worn in school.
9. Proper, safe footwear must be worn during Technology class to prevent possible injuries.

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 disciplinary consequences up to and including suspension from school. Any student who repeatedly fails to comply with the dress code shall be subject further discipline, up to and including out of school suspension.

Contraband: Weapons, Drugs, and Alcohol Policy:

Weapons, drugs, alcohol, and related paraphernalia are prohibited in school or on school property. Students suspected of possessing these items may be subject to search by the building administrators. Students found in possession of weapons, drugs, alcohol, or related paraphernalia will be referred to the local police and/or rehabilitation authorities when appropriate.

Possession or use of fireworks, smoke bombs, stink bombs or other explosive devices are prohibited and will result in severe disciplinary consequences.

The parents of these students will be notified and the students will be suspended from school. Reinstatement will occur after the building administrators, the student's parents, and the student have a conference. The length of out-of-school suspension shall be at the discretion of the building and district administrators.

If, in the judgment of the administration or the school's medical resources, a student appears to be under the influence of drugs or alcohol, appropriate steps will be taken to notify parents and to administer to the needs of the student. Students under the influence of drugs or alcohol while in school or at a school sponsored event will be subject to disciplinary consequences.

Electronic "stunners" that emit an electric shock to people are not allowed into the building. A student that brings one of these devices into school will be given an immediate disciplinary consequence.

Contraband Continued: CMS is a Smoke and Tobacco Free Environment:

Smoking or possession of matches and lighters, as well as tobacco in any form, is not permitted by students at any time in the school building or on the school grounds. This applies to all school sponsored activities as well as the regular school day. Students violating this regulation will be subject to disciplinary action, which may include suspension from school.

Energy drinks are not allowed to be consumed or possessed by students in or on school grounds or at any school sponsored function.

Electronic Devices:

(Mobile Phones, MP3 Players, Digital Cameras, Video Games)

Mobile phones should be turned off and are to remain out of sight at all times. No pictures are to be taken during school time using any device. Music devices, such as MP3 players, video game player, CD, etc. need to stay in lockers or backpacks and may not be used in classrooms. CMS is not responsible for lost or stolen items.

Students who do not comply with the CMS electronic device policy may be subject to disciplinary action and the electronic device may be confiscated. A parent or guardian will be called to pick up the confiscated item.

Passes:

While classes are in session, students must have a pass when moving from one area of the building to another. Appropriate passes can be found in the back of this agenda. The pass must be signed by an authorized staff member. It is important that students leave and return directly to their assigned room quickly and quietly without stops along the way.

Emergency Drill Procedures (Fire and Lock-Down Drills):

To ensure the safety and security of all students and staff, students must comply with any and all respectful staff directions when a drill is initiated. All students are expected to transition to and from the drill area in a quiet and orderly fashion. During a fire drill, students should proceed to the nearest exit and line up in a prearranged designated location where attendance will be taken. There is to be no talking while exiting the building, while outside, or while returning to the building.

Lockers and Personal Belongings:

Each student is assigned a locker. Lockers are not to be shared and they are to be kept locked at all times. All personal items and books not in use are to be kept in lockers. The school is not responsible for the loss of items from any locker. Therefore, it is in the student's best interest to avoid bringing valuables to school.

School lockers are the property of the School District and, under the law, are subject to search if circumstances warrant it.

Dances:

Middle school dances are for students attending Cohoes Middle School (grades 6, 7, and 8). As with other activities, school rules must be followed.

Insubordinate students will be subject to disciplinary actions as outlined in the Student Handbook. These actions will be determined by the severity of the misconduct and the students' prior record of misconduct. The discipline will be assigned at the discretion of the building administrators.

- 1. Students who are ineligible due to academics, behavior, or attendance issues may NOT attend the dance.**
2. School dances start at 7:00 PM. The doors open at that time. No student will be admitted to a dance after 7:30 PM unless accompanied to the door by a parent. All students must remain until the conclusion of the dance at 9:00PM. If students leave for any reason, they may not be re-admitted.

3. Students are to have their transportation arrangements for going home made in advance of their arrival at the dance. Parents are encouraged to drive their children home from these functions and be ready to pick them up at the designated time. Students will not be allowed to use the telephone during the dance unless an emergency situation arises.
4. No students are permitted to go to their lockers during the dance.
5. School dress code is in effect and will be enforced.
6. Pushing, shoving, wrestling or conduct of that nature is not allowed.
7. Behaviors offensive to chaperones, other students, and administrators will not be permitted.
8. Food and beverage containers will be deposited in the receptacles provided and not deposited on the floor or thrown through the air. No food or beverages can be brought into the dance.
9. Students who do not follow these rules will be warned and referred to the building administrator for appropriate disciplinary action. Parents will be contacted if their child needs to be removed from the dance.

Disciplinary Action Penalties

1. Oral Warnings – Any member of District Staff
2. Written Warning – Hall and lunch monitors, coaches, teacher aides, custodians, guidance counselors, teachers, Assistant Principals, Principal, or Superintendent
3. Notification to Parents – Hall and lunch monitors, coaches, guidance counselors, teachers, Assistant Principals, Principal, or Superintendent
4. Lunch Detention – Lunch monitors, Assistant Principals, Principal, or Superintendent.
5. Detention – Teacher given or office detention, assigned by Assistant Principals, Principal, or Superintendent
6. Two-Hour Detention - Assigned by Assistant Principals, Principal, or Superintendent
7. Suspension from Transportation – Principal or Superintendent
8. Suspension from Athletics – Coaches, Assistant Principals, Principal, Director of Athletics, or Superintendent
9. Suspension from Social or Extra-curricular Activities – Activity Director, Assistant Principals, Principal, or Superintendent
10. Suspension of Privileges – Assistant Principals, Principals, or Superintendent
11. Removal from Classroom – Teacher, Assistant Principals, or Principal
12. In-School Suspension - Assistant Principals, Principal, Superintendent, or Board of Education
13. Short Term (5 days or less) Suspension From School – Principal, Superintendent, or Board of Education
14. Long Term (more than 5 days) Suspension From School – Superintendent or Board of Education
15. Permanent Suspension From School – Superintendent or Board of Education

Prohibited Student Conduct

Student Infraction	Penalties
A. INSUBORDINATE/DISORDERLY CONDUCT	
1. Failing to comply with directions of teachers, staff, or administrators.	1-15
2. Disruptive Behavior in School.	1-15
3. Failure to show for detention (teacher or administrative).	3-6, 12-13
4. Use of language or gestures that are profane, lewd, vulgar or abusive.	1, 2-14
5. School Trespassing.	1-3, 6-14
6. Computer and internet acceptable use violation.	1-6, 11-14
7. Mobile Phone/electronic device violation.	1-6, 11-14
8. Dress Code Violation.	See pages 7-8 in Handbook
9. Gambling and/or possession of gambling paraphernalia.	1-15
B. VIOLENT CONDUCT/CONTRABAND	
1. Committing, threatening, or attempting a physical act of violence upon a student, teacher, staff, or administrator.	1-15
2. Bullying/cyberbullying, harassment, hazing, or menacing another student while in school or at a school sponsored event.	1-6, 9-15
3. Possession of a weapon.	12-15
4. Displaying what appears to be a weapon	6-15
5. Threatening to use a weapon.	7-15
6. Possession of drugs, alcohol, related paraphernalia, energy drinks, or tobacco products in school or at a school sponsored event.	12-15
7. Intentionally damaging or destroying school district property or personal property of others.	3-15
C. ACADEMIC MISCONDUCT	
1. Plagiarism and/or cheating.	2-6, 10-15
2. Tardy to class.	1-6
3. Tardy to school.	1-6
4. Skipping class.	1-6, 9-12
5. Truancy from school.	1-6, 9-13
6. Leaving school without permission.	1-6, 9-13

Cohoes Middle School

Anti-Bullying Statement

Statement:

Cohoes Middle School views the act of bullying/cyber-bullying as a very serious issue. All staff, parents and students must be aware that bullying will not be tolerated at Cohoes Middle School, and the staff and administration will make every effort to ensure that incidents of bullying are dealt with appropriately. All forms of bullying, whether it is physical, verbal, or cyber will not be tolerated at Cohoes Middle School. Substantiated incidents of bullying will result in disciplinary consequences.

Definition of Bullying:

Bullying is intentional, repeated behavior that makes someone feel uncomfortable or threatened. Bullying is an action that hurts, frightens, or upsets someone else. There are three main types of bullying:

1. Verbal name calling, teasing, insulting, writing unkind notes, and threatening
2. Physical hitting, kicking, punching, taking or hiding belongings, damaging property
3. Emotionally being unfriendly, excluding, tormenting, spreading rumors, giving looks, gesturing

Cyber-bullying:

Cyber-bullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies such as text messaging. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the student targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, or activities that result in exclusion.

Purpose:

The purpose of the anti-bullying statement is to reinforce to all stakeholders at Cohoes Middle School that bullying is always unacceptable. This statement is a proactive measure, thus focusing on constructs that will help identify and remediate the deeper levels of bullying behavior as opposed to focusing on superficial disciplinary reactions:

Statement Tenants:

- All students should feel safe in all areas of the school at all times.
- We aim to encourage a climate of positive support throughout the building.
- We encourage students to realize that they do not have to tolerate bullying and they need to inform someone if they are being bullied.
- Students must be confident in the knowledge that they will be listened to, given full consideration and prompt action will be taken in a manner that is sensitive to their concerns.

Bullying General Approach:

It is important to make it clear to the victim that revenge is not appropriate and that the bully's behavior is unacceptable. Every effort must be made to resolve the problem through the counseling of both parties. A record is kept of the bullying which has taken place and of the action or resolution that was determined. If the bullying continues, then appropriate disciplinary procedures will follow as outlined in the Code of Conduct. Parental involvement will be necessary at an early stage if the bullying is of a very serious nature.

All incidents of bullying must be dealt with either by the teacher who witnesses it or to whom it is divulged or, if it is felt appropriate, by peer mediators, the Assistant Principal, or the Principal.

It is essential that the victim knows that action has been taken against the bully and he/she is encouraged to develop coping strategies to try and give them confidence if they find themselves in a similar situation.

Bullying often occurs under circumstances that are less structured. All stakeholders must be aware of the need for vigilance at lunch-time, during movement between classes, before and after school hours where victims are most vulnerable and bullying is not so easily seen.

Test Taking:

Students are required to follow all directions given by teachers during testing situations. There is to be NO communication (verbal, nonverbal, or electronic) during a test. If a teacher or supervising staff person determines that communication did occur, or if a student disrupted or jeopardized the integrity of the testing environment, a student may receive a grade of zero for the examination and disciplinary consequences. All students will be asked to turn over electronic communication devices during assessments.

Academic Co-Curricular Eligibility Policy:

Any student who has incomplete grades, or is failing **two or more** subjects (ELA, math, science, social studies, foreign language, health, physical education, technology, art, music, band, chorus, FACS, and reading) is academically ineligible to participate in co-curricular activities, including athletics, for three weeks from the time of distribution of report cards or interim reports. 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, dances, ski club trips, club related field trips, musicals, talent show, etc.) during their period of ineligibility.

After a minimum of three weeks, ineligible students may obtain a co-curricular eligibility form from the guidance office. When a teacher indicates on the form that the student's grade is passing for the current marking period, the form is signed by the principal and given to the advisor or coach. When the number of failing grades, loss of credit and/or incomplete grades is no more than one (after three weeks of being ineligible), the student is reinstated.

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.

When a teacher indicates that a student's performance is satisfactory for the first five weeks (5 week interim report) beginning with the first day of the fall semester, the eligibility form is given to the advisor or coach. If the number of unsatisfactory comments on the 5 week interim report does not exceed one, the student is reinstated by the principal.

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

Eighth Grade Students:

Eighth grade students who are failing two or more classes (math, ELA, science, social studies, technology, PE, health, and foreign language) at the time of their fourth quarter interim report or for the year will not be eligible to attend the eighth grade dance or field trip.

Eighth grade students who are failing two or more core classes (math, ELA, science, social studies) for the year will not be eligible to participate in the eighth grade promotion and will be required to attend summer school.

Extenuating eligibility circumstances may be appealed to the principal in writing for consideration.

Standards for Acceptance to the National Junior Honor Society:

The following standards for acceptance to the National Junior Honor Society at Cohoes Middle School were approved by the faculty and administration of the middle school:

1. Students will be inducted after the third quarter of grade seven. Grade averages from sixth, and the first three quarters of seventh will count toward acceptance into the National Junior Honor Society. The students must have an overall average of 89.5% in the core academic subjects.
2. Students who are eligible scholastically will be notified and told that for further consideration for selection to the NJHS they must complete a Student Activity Information Form.
3. A Faculty Advisory Council, consisting of nine members, annually appointed by the principal, will review the Student Activity Information Forms, and vote on eligible candidates based on Leadership, Service, Character and Citizenship. Candidates receiving a majority vote of the faculty council will be inducted into the NJHS.
4. In extenuating circumstances, the student and/or his or her parent may petition the Faculty Advisory Council to reconsider the eligibility of the student.

Homework:

Homework assignments vary depending upon the subjects studied and the ability of each student. Homework is an extension of classroom work to reinforce material covered in class, practice skills learned in class, and/or explore new material. It is part of the students' academic requirements in grades 6, 7, and 8.

Students who have been absent from school are expected to complete all homework and missed class assignments. Teachers have the right to request that students remain after school to make up work. A phone call should be made by the student or teacher to notify parents or guardians if a student is to stay after. If this request is made, it takes precedence over other school activities.

Students who know in advance that they will be absent should make arrangements for assignments ahead of time. Requests for these assignments should be made at least one day in advance.

In the event a student will be absent for two (2) or more days his or her parent should call the Guidance Office (237-4131 ext. 2227) to make arrangements for picking up the child's assignments. Since projecting assignments is difficult and teachers need time to prepare the work for individual students and then forward it to the Guidance Office, it is requested that parents call at least one day in advance of picking up the work. This will help facilitate the process to address your child's needs.

Student Obligations:

Students are responsible for all textbooks and materials, which are issued to them during the school year and are expected to return these items to their teacher at the time of collection. In addition, they are responsible for other obligations: e.g. money owed due to school sales, damaged or missing equipment, damaged personal and school property, lost or damaged library books, and detentions assigned but not served.

Grade 8 students who have obligations will not be allowed to take part in the promotion ceremony until these obligations are completed.

Physical Education (PE):

The New York State Education Department, Bureau of Physical Education, interprets the physical education mandate concerning the successful completion of physical education as follows:

1. A student must be present.
2. A student must participate in physical education for each year that he/she is in school.

Students will be expected to dress appropriately for physical education classes as directed by their instructors. Failure to dress appropriately or participate properly will result in reduction in grades and/or disciplinary action. Students are provided with a PE locker and are required to supply their own lock. The school is not responsible for the loss of items from any locker.

Health Services:

Medication Policy:

For a student to receive prescription or non-prescription medication in school, the following criteria must be met:

1. The school nurse must have on file a written order from the family physician in which he/she indicates the name of the drug, the frequency and time for administering the medication, the dosage, and possible side effects.
2. The nurse must have a written request from the parent to administer the medication.
3. The medication should be delivered directly to the nurse by the parent or guardian. The medication must be in a container that clearly indicates the name of the medication, date, name of child and physician, dosage, and frequency.
4. The medicine must be in the original container.

Vaccinations:

Public Health Law #2164 states that all children enrolled in the 6th grade must be immunized against Varicella. Public Health Law also requires that children born after January 1, 1994 to have booster vaccinations for Diphtheria, Tetanus, and Pertussis upon entering the sixth grade. All children enrolled in the 7th grade must be vaccinated against Hepatitis B. Your child will not be allowed to attend school without proper vaccinations.