

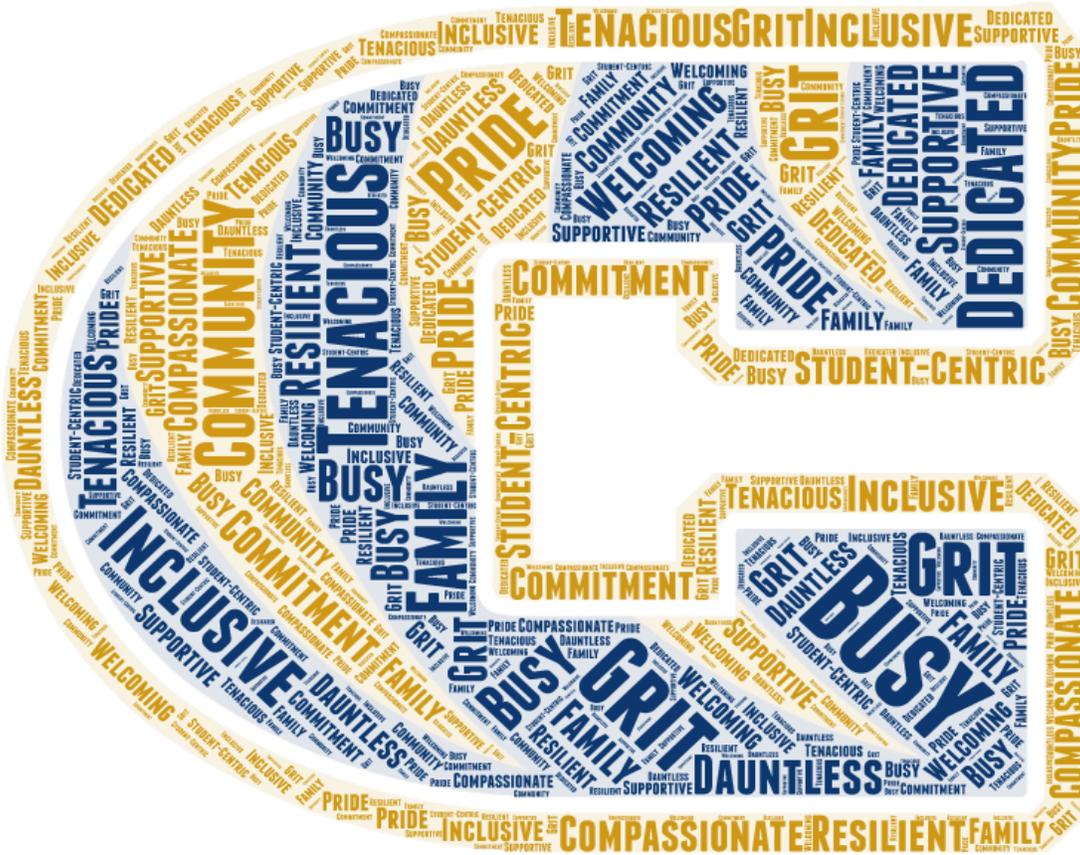
Cohoes Middle School

CMS Student Handbook

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Summary Code of Conduct

2022 - 2023



Cohoes Middle School

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

Home/School Communication:

We embrace the opportunity to communicate with parents and guardians concerning their child's progress. Please feel free to contact our staff regarding your child at any time via phone at 237-4131, e-mail, or through Schoology (our Parent Portal) or through Parent Square as outlined below.

Schoology/Parent Portal:

We encourage all families to utilize this free offering.

Schoology is a web-based learning management system that allows parents instant access to learn about their child's grades, information about assignments, school calendar, and view teacher pages. Middle school students also have access to the portal by way of their own username and password. Please visit www.cohoes.org for additional information, and to download the appropriate forms.

Parent Square:

Parent Square is a web based system that we use to communicate with parents. Important announcements are posted on Parent Square, but parents and staff can also communicate through direct messages. Please visit www.cohoes.org and click on the Parent Square link.

Parent/Team Conferences:

All parents and guardians are encouraged to schedule a parent/team teacher conference through our guidance office at 237-4131 x2227. At this conference you will meet with your child's core academic team (ELA, math, science, and social studies teachers) and guidance counselor. Specials teachers will be requested to attend as needed.

At your child's parent/team meeting, you can expect the following:

- We will encourage you to ask questions and offer your parent perspective and details that will help us know your child better.
- We will ask you to please review and update your contact information and emergency contacts as needed.
- You will receive a copy of your child's most recent interim report or report card.
- You will receive a copy of your child's current grades, explanation of any progress monitoring that has occurred, and a discussion of current classroom activities.
- There will be an opportunity to move forward with a plan of action, coordinated by your child's guidance counselor.

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 10 or more tardies, 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, 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 8:00 AM 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 attendance office 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 privileges, or contact of outside agencies.

The following reasons are considered to be excused absences or tardies to school:

1. Personal illness/medical necessity
(may require documentation)
2. Impassable roads or weather
making travel unsafe
3. Religious observance
4. Serious illness/death in family
5. Court or legal appointment
6. Doctor/dentist appointment

The following are examples of **unexcused** absences or tardies:

1. Babysitting
2. Transportation issues
3. Vacation
4. Walking younger siblings to school

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 or assigned 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. Adhering to the CMS Code of Conduct, cooperation, and school citizenship are expected of all students.

Once on school property (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), 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

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, assignment points, and disciplinary consequences.

Our Response to Behavior Infractions:

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 after a student's first violation, subsequent violations will usually merit a more severe penalty.

CMS Behavior Points Program:

Disciplinary behavior points are assigned through a discipline referral for breaking school rules and are in addition to other consequences. A referral that results in a teacher or lunch detention counts as 1 point. Referrals that result in the student receiving a 45-minute detention count as 2 points, two-hour detentions count as 3 points, and external suspensions from school count as 5 points.

Throughout the school year, students without referrals will be invited to participate in school 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. It is in a student's best interest to reduce behavior points to fewer than 10 as soon as they are able to. This ensures that the points do not accumulate to such a high number that reducing them to fewer than 10 is unattainable in the time period prior to

the event that they wish to participate in. After the Memorial Day holiday, students will no longer be able to work off behavior points. **It is the primary responsibility of students to track their points and make arrangements to work them off.**

Academic Eligibility:

The Academic Eligibility Guidelines are meant to identify academic problems as early as possible and encourage students to meet with teachers and take advantage of extra help opportunities in order to be successful. Students who are not in good academic standing are expected to follow a remedial plan to help them return to good academic standing. The purpose of academic eligibility is to improve performance in the classroom instead of it being a punishment.

Grade Report Periods

Student's grades will be reviewed every 5 weeks based on progress reports and report cards. A grade report will be generated and sent to the designated officials from the athletic office and main office to review grades of all students who participate in extracurricular programs. Students who receive failing grades (not including incompletes) for two or more classes will be subject to academic eligibility for all interscholastic athletic teams and co-curricular clubs and activities (includes class events, senior release, school functions- i.e. prom, snowball, fundraisers, drama productions). The academic eligibility will begin the Monday following the day ineligibility lists are published.

Academic Probation- students are allowed to practice and participate in games, contests, matches, and co-curricular clubs & activities.

Academic Suspension- students are allowed to practice but **not** participate in games, contests, and co-curricular clubs & activities.

Students in grades 6-12 participating in athletics and co-curricular clubs & activities, who are failing two or more classes, will be placed on **Academic Probation**. Students who are on **Academic Probation:**

- If a student agrees to an individual improvement plan, he/she is allowed to fully participate in games, contests, and co-curricular clubs & activities if he/she is following the improvement plan.
- If a student does not agree to the individual improvement plan, he/she is placed on **Academic Suspension** and not allowed to participate in games, contests, and co-curricular clubs & activities until the next five-week grade report.

Improvement Plan

- Student eligibility will be decided on a week by week basis based on review of the student progress report.
- The student will report to a structured after school study period (Academic Seminar)
- The frequency in which the student attends the Academic Seminar will be as follows:
 - Failing 2 Courses = attend 2 Academic Seminars per week
 - Failing 3 or more courses = attend 3 Academic Seminars per week

- The student will hand in a weekly progress report for all courses to the main office for review.
- The designated official will review the weekly progress report at the end of each week.
 - If the student is following the improvement plan and making progress they will continue on **Academic Probation** for the next week.
 - If the student is not following the improvement plan or making progress they will be on **Academic Suspension** the following week.
- **Students will stay on the improvement plan until the next five-week grade report.** If the student is passing all classes on the grade report at the end of the five period, they are removed from the improvement plan. If they are still failing any courses they will continue the improvement plan for the next five-week period.

Vacations

- There are times when vacations immediately follow a grade report. When this occurs, students will work with their teacher to put together a portfolio of work to be completed in place of the weekly progress report. The portfolio must be approved by the designated official and completion of the portfolio during vacation will substitute for the weekly progress report.

4th Quarter

- Students who fail courses during the 4th quarter will begin the Fall on **Academic Probation**.

The superintendent and/or principal will have the final authority to determine the eligibility for any student based on extenuating circumstances not covered under this guideline

Eighth Grade Students:

Eighth grade students who are failing two or more classes (math, ELA, science, social studies, technology, PE, health, foreign language, and band or chorus) at the time of their **fourth quarter interim** report are academically suspended from participation in the eighth grade dance or field trip.

As a reminder, eighth grade students are responsible for knowing their behavioral eligibility for the dance and field trip. Students must pre-arrange to work off behavior points (students must have less than 10) by the **Memorial Day Holiday**.

Eighth grade students have until Thursday, May 25th at 2:49 PM to meet academic eligibility requirements. They may then obtain a co-curricular eligibility form from the CMS Guidance Office. When all teachers (every subject) indicate on the form that the student is not failing more than one class, the form is signed by the principal. Eighth grade students will then earn eligibility status for the eighth grade dance and field trip. This grace period is only for students who are failing at the 4th quarter interim. Students who are failing two or more classes for the year will not be eligible. (please see below)
Students who have missed more than 18 days of school (chronic absenteeism) will not be eligible for the 8th grade dance or fieldtrip.

Parents/guardians may appeal to the principal in writing for consideration of extenuating circumstances.

Eighth grade students who are failing two or more classes (math, ELA, science, social studies, technology, PE, health, and foreign language) **for the year** will not be eligible to attend the eighth grade dance or field trip. The calculation used for this determination will be quarter 1 average + quarter 2 average + quarter 3 average + quarter 4 interim average ÷ 4 (this is for each subject, each quarter). We will round to the nearest hundredth of a point.

8th grade Promotion Ceremony

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 ceremony. The calculation used for this determination will be quarter 1 average + quarter 2 average + quarter 3 average + **quarter 4 average** ÷ 4 (this is for each subject, each quarter). We will round to the nearest hundredth of a point.

Eighth grade students who fail two or more core classes will be strongly recommended to attend our high school summer transition program.

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 /guardian may petition the Faculty Advisory Council to reconsider the eligibility of the student.

Student Obligations:

Students are responsible for all textbooks, Library books, and Chromebooks that are issued to them during the school year and are expected to return these items 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 may not be allowed to take part in the promotion ceremony until these obligations are completed.

Chrome Books:

Chromebooks are assigned to students for their sole educational use only. Chromebooks are the property of the Cohoes City School District. If a student withdraws from the district, the Chromebook and its charger must be returned at the time of withdrawal or request. Students will be responsible for paying for any damages to equipment. For the complete Cohoes City Schools Chromebook handbook please visit www.cohoes.org.

COMPUTER/ INTERNET USE

CCSD Computer/Device & Internet Acceptable Usage Agreement

These rules are intended to provide guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. This agreement applies to CCSD district technology, network, and personal devices (BYOD). Failure to comply with this agreement and these rules may result in loss of computer, BYOD, internet access privileges, disciplinary action and/or legal action.

No Expectation of Privacy-CCSD 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.

Computer/Electronic Device Use is a Privilege, Not a Right - Student use of computers/electronic devices, 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.

Acceptable Use - Student access to district computers, BYOD, 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 that govern student use of computers and electronic devices also applies 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, BYOD, networks and Internet services.

Prohibited Use - The user is responsible for his/her actions and activities involving CCSD computers, BYOD, 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:

Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are obscene, threatening, discriminatory, harassing, illegal, or otherwise inappropriate;

Illegal Activities - Using the school's computers, resources, networks and Internet services for any illegal activity or activity that violates other policies, procedures and/or school rules. This includes any instance in which cyberbullying causes a substantial disruption of the work of the school or impinges on the rights of other students; the person committing the act shall be subject to school disciplinary procedures.

Violating Copyrights - Copying or downloading copyrighted materials without the owner's permission.

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.

Copying Software - Copying or downloading software without the express authorization of the system administrator.

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;

Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;

Malicious Use/Vandalism - Any malicious use, disruption or harm to the school's computers, others BYOD, networks and Internet services, will not be tolerated.

Compensation for Losses, Costs and/or Damages - The student and/or the student's parent/guardian shall be responsible for compensating CCSD for any losses, costs or damages

incurred by the school related to violations of policy and/or these rules, including investigation of any violations.

CCSD 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 a copyright violation.

Student Security - A student shall not reveal his/her full name, address or telephone number on the Internet/CCSD network 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.

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. Students who engage in unacceptable use may lose access to the District's technology system and may be subject to further disciplinary actions including revocation of computer use and additional consequences as deemed appropriate. Parents, please discuss these rules with your student to ensure he or she understands them.

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. Physical education teachers may ask students to remove piercings or jewelry as they may interfere with student safety during class. Students must tie their sneakers as directed to prevent injury. Failure to dress appropriately, remove jewelry, or participate properly will result in reduction in grades and/or disciplinary action.

Student athletes must fully participate in PE class on the day of a practice or contest in order to participate in those athletic practices or contests.

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 the locker room or any locker.

Middle School 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 CMS Code of Conduct. These actions will be determined by the severity of the misconduct and the student's 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 dances.**
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 9:00 PM. If students leave for any reason, they may not be readmitted.

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.

Middle School Student Dress Code:

Students often dress as they see others dress on television or at the mall. Being fashionable, however, is not always the same as being appropriate for school. Young adolescents often do not see how their appearance is perceived by their peers and by adults. We emphasize to all students that school is a place where students are engaged in the **business of learning** and that they need to dress in a manner that promotes self-respect and the respect of others.

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:

- A. Be safe, appropriate and not disrupt or interfere with the educational process. A student's attire shall not be excessively baggy. Coats are not to be worn in school. Students must keep coats and jackets in their lockers during the school day.
- B. 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. Shorts and skirts must completely cover a student's buttocks and should not be excessively brief. Pajamas/pajama pants are not allowed. A student's attire will ensure their midriff is completely covered while standing. Garments that expose the navel at any time are not permitted.
- C. Ensure that undergarments are completely covered with outer clothing.
- D. Include footwear at all times. Footwear that is a safety hazard will not be allowed. Heelys are not allowed at any time.
- E. Not include items that are vulgar, obscene, libelous, or denigrate others on account of actual or perceived race, color, weight, religion or religious practice, creed, national origin, gender and gender identity, sexual orientation, sex or disability.
- F. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities. This includes prohibition on gang symbols, signs, colors, or other related apparel. Images of guns or other weapons are not appropriate for school.
- G. Not include the wearing of hats, displaying of hats, or wearing hoods in the middle school except for a medical or religious purpose.
- H. Coats, sunglasses, and headphones are not to be worn or displayed in school.
- I. Proper, safe footwear must be worn during technology class and physical education to prevent possible injuries.

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary consequences, up to, and including out of school suspension.

Electronic Devices:

Students are not to engage in inappropriate use of electronic devices during the school day; including, but not limited to, cell phones, tablets, cameras, radios, iPods and other electronic music players.

Mobile phones, and headphones (including ear pods) are to be turned off and are to remain out of sight at all times. No pictures, video, live streaming, or audio recordings are to be taken during school time using any device. Music devices, MP3 players, video game players, tablets, etc. need to stay in lockers or backpacks and may not be used in classrooms or hallways. CMS is not responsible for lost or stolen items.

Cyberbullying using electronic devices, including mobile phones, Chromebooks, computers, gaming systems, or other communication apps on any device is prohibited. 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.

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 jeopardize the integrity of the testing environment, a student may receive a grade of zero for the examination and disciplinary consequences. All students may be asked to turn over electronic communication devices during all assessments.

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/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 Principal, the Principal's designee or the Superintendent of Schools. Any student observing a student being harassed, bullied and/or discriminated against by another student or a staff member shall report this information either orally or in writing, immediately to a teacher, the Principal, the Principal's designee, the Superintendent of Schools or the Dignity Act Coordinator.

For the 2022 – 2023 school year, the **Cohoes Middle School Dignity Act Coordinator is Deanna Kelly – CMS Assistant Principal**. Mrs. Kelly can be reached in person within the CMS Office, 237-4131 x2224, or dkelly@cohoes.org.

CODE OF CONDUCT (Summary Document)

This Code of Conduct is developed in an effort to:

- clearly define the expectations for acceptable conduct on school property;
- identify the possible consequences of unacceptable conduct;
- ensure that discipline, when necessary, is administered promptly and fairly;
- support the Dignity For All Students Act

For purposes of the code, a set of common definitions were developed. Definitions of the following terms are available in the complete document that can be picked up at the Main Office of your school or found on the district's website www.cohoes.org.

STUDENT RIGHTS AND RESPONSIBILITIES

The Code of Conduct defines the rights and responsibilities of students as members of the school community. These rights and responsibilities relate to academic, school citizenship, behavioral and extra-curricular activities. No student shall be subjected to intimidation, harassment, bullying and/or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, gender, including gender identity, or sexual orientation, by employees, students, and visitors on school property or at a school sponsored event, function or activity. Students have the responsibility to show respect to others, attend school each day, strive to achieve at the highest level possible, follow rules and directions, and hold themselves to the highest standards of conduct, demeanor and sportsmanship both in school and while attending/participating in school-sponsored events.

ESSENTIAL PARTNERS

The following adults are identified as essential to support students as they develop as students / citizens and to respond to issues of discrimination and harassment: Parents, Teachers and Other Staff, Counseling Staff, Principals and Supervisory Personnel, Superintendent and District Administration, and the Board of Education. Their roles and responsibilities are explained in detail in the complete document.

PROHIBITED STUDENT CONDUCT

Students may be subject to disciplinary action, up to and including suspension from school, when they engage in the following prohibited conduct. These are explained in extensive detail in the full document

A. Disorderly conduct B. Insubordinate C. Disruptive conduct D. Violent conduct E. Endangering the safety, moral, health or welfare of others including intimidation, bullying, harassment, vulgar or offensive language, drugs, tobacco products and electronic smoking devices F. Misconduct on a school bus G. Academic misconduct H. Use of electronic devices which creates a risk of substantial disruption including cyberbullying

STUDENT DRESS CODE

Students and their parents have the primary responsibility for acceptable student dress and appearance. A student's dress, grooming and appearance shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that garments which excessively expose the body are not appropriate.
3. Ensure that undergarments are completely covered.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include items that are vulgar, obscene, libelous, or denigrate others on account of actual or perceived race, color, weight, religion or religious practice, disability, creed, national origin, gender and gender identity, sexual orientation, or sex.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or

encourage other illegal or violent activities. This includes prohibition on gang symbols, signs, colors, or other related apparel.

DIGNITY FOR ALL STUDENTS

In accordance with the Dignity for All Students Act, the Board of Education recognizes that a safe and respectful learning environment is essential for promoting student attendance and academic achievement. The District is committed to creating an environment free from discrimination and harassment and will promote civility and respect throughout the District to prevent and prohibit conduct that is inconsistent with this goal.

The District condemns and strictly prohibits all forms of discrimination, harassment and/or bullying of any student, by employees or students, that creates a hostile school environment by conduct or by threats, intimidation or abuse, including cyberbullying. Such prohibited conduct shall include, but is not limited to acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender on school property, at school-sponsored activities and events that take place off school property.

"Harassment" under the Dignity Act means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex.

"Bullying" refers to a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group. Bullying may include a power imbalance, intent to harm, threat of further aggression and/or terror. Bullying can be in the form of verbal (i.e. name calling, gossip, threats etc.), physical (tripping, hitting, spitting, punching, damaging personal property or threatening gestures etc.) or social/relational (excluding or isolating someone from a group etc.).

Any person who has reasonable cause to suspect that a student has been subjected to discrimination or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. Additionally, the Board prohibits any retaliatory behavior of individuals who participated in an investigation of a complaint.

REPORTING DASA VIOLATIONS

Any student or employee who observes a student being harassed, bullied and/or discriminated against by another student or a staff member shall promptly report this information to a teacher, the Principal, the Principal's designee, the Superintendent of Schools or the Dignity Act Coordinator.

Whenever a complaint of bullying is received by a staff member, whether verbal or written, it should be reported to the principal or their designee within one (1) school day of receiving or witnessing the incident; within two (2) school days of verbally reporting the incident, the staff member must file a written report with the principal or their designee. Except in the case of severe or criminal conduct, the principal, the principal's designee or the Dignity Act Coordinator (DAC) shall make all reasonable efforts to resolve complaints at the school level. The goal of the investigative process is to promptly address incidents of harassment, bullying and/or discrimination, and to end the bullying, prevent future incidents, ensure the safety of the target and obtain a prompt and equitable resolution to a complaint.

As soon as possible, but no later than three school days following receipt of a complaint, the principal, the principal's designee or the Dignity Act Coordinator (DAC) will begin an investigation of the complaint by

Reviewing any written documentation provided by the target(s).

The Superintendent or their designee shall promptly arrange for the investigation and resolution of all bullying, harassment and/or discrimination appeals complaints that are referred to him/her. No later than 30 days following receipt of the complaint, the Superintendent will notify the target and alleged perpetrator, in writing, of the outcome of the investigation.

Any party who is not satisfied with the outcome of the District-level investigation may appeal to the Board of Education by submitting a written request to the Board President within 30 days.

REMEDIATION/DISCIPLINE/PENALTIES FOR DASA VIOLATIONS

Any individual who engages in harassment, bullying and/or discrimination will be subject to appropriate action, which may include disciplinary action. Remedial responses to bullying include measures designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial measures may include, but are not limited to:

- Restitution and restoration;
- Peer mediation;
- Corrective instruction or other relevant learning or service experience;
- Changes in class schedule
- Supportive intervention;
- Conflict coaching/restorative practices;
- Behavioral assessment or evaluation;
- Behavioral management plan, with benchmarks that are closely monitored;
- Student counseling;
- Parent conferences; or
- Counseling services.

Disciplinary measures available to school authorities include, but are not limited to the following:

Students: Discipline may range from a reprimand up to and including suspension from school, to be imposed consistent with the Code of Conduct and applicable law.

Employees: Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or their designee. Any student observing another 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 Principal, the Principal's designee or the Superintendent of Schools.

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 Office of Special Programs 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.

Students who are found to have violated the district's code of conduct may be subject to the following penalties: oral warning, written warning, written notification to parents, detention, suspension from transportation, suspension from athletic participation, suspension from social/extra-curricular activities or other privileges, in-school suspension, restitution, restorative justice, short-term suspension, long-term suspension

DISCIPLINE OF STUDENTS WITH DISABILITIES

This code of conduct affords students with disabilities certain procedural protections whenever school authorities intend to impose discipline upon them. These procedures are consistent with the safeguards required by applicable laws and regulations.

STUDENT SEARCHES AND INTERROGATIONS

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. School officials are not required to contact a student's parents before questioning the student. All students will be told why they are being questioned.

School property including student lockers are areas that are subject to search by school officials. Searches may be conducted 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. A limited search may be conducted without reasonable suspicion.

District officials are committed to cooperating with police officials to maintain a safe school environment. Before police officials are permitted to question or search any student, the authorized school official shall first try to notify the student's parents to give the parent the opportunity to be present during police questioning or search. If the parent cannot be contacted, the questioning or search shall not be conducted. The principal or designee will be present during any police questioning or search of a student on school property or at a school function.

The district is committed to keeping students safe from harm and is obligated 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 or students on school property relating to allegations of suspected child abuse and neglect or custody investigations. Specific procedures are detailed in the complete document.

VISITORS TO THE SCHOOLS

The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors and volunteers to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the office or the Principal upon arrival. 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.
- Visitors attending school functions that are open to the public are not required to register.
- Any unauthorized person on school property will be reported to the Principal or their designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

- All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

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. Prohibited conduct, penalties and enforcement are specified in the code of conduct document.

DISSEMINATION AND REVIEW

This summary document is to be included in all student handbooks and the Code of Conduct Summary Document will be distributed to all students, parents and staff. It will be reviewed and updated as necessary each year. The complete document, which has been approved by the School District Board of Education, is available in every school building for parent and community review. Any questions or clarifications may be requested from school district and building administrators.

COHOES MIDDLE SCHOOL BELL SCHEDULE

	Breakfast	7:30am	-	8:07am
	PERIOD 1	8:10am	-	8:59am
	PERIOD 2	9:02am	-	9:49am
	PERIOD 3	9:52am	-	10:39am
LUNCH 6	PERIOD 4	10:42am	-	11:06am
	PERIOD 5	11:06am	-	11:29am
LUNCH 7	PERIOD 6	11:32am	-	11:56am
	PERIOD 7	11:56am	-	12:19pm
LUNCH 8	PERIOD 8	12:22pm	-	12:46pm
	PERIOD 9	12:46pm	-	1:09pm
	PERIOD 10	1:12pm	-	1:59pm
	PERIOD 11	2:02pm	-	2:49pm