

# Cohen Middle School!

Welcome to Cohen Middle School for the 2014-2015 school year. We are excited to have you here with us! This year is going to be full of learning, enjoyment, activities and growth. This handbook will provide you with an overview of Cohen Middle School including information about academic curriculum, guidelines, expectations, activities, and school organizations, etc.



The Elmira Heights Central School District believes that character building is an integral part of the foundation of education. We hold all students to the same expectations with being responsible academically and behaviorally. We promote an environment that is safe and healthy for learning.

We believe that the six pillars of Knighthood -- respect, responsibility, caring, trustworthiness, fairness, and civic responsibility -- are necessary traits that will allow students to develop the attitudes and abilities necessary to function effectively in a diverse and rapidly changing society.



## ATTENDANCE

School hours are from 8:15 a.m. – 3:20 p.m. Students will be marked tardy to school after 8:15 a.m. Consistent attendance is vital for success in school. Irregular attendance may lead to disorganization and academic difficulty. *Students are expected to be in school on a daily basis* a) Excused absences/tardy arrivals are defined as those due to personal illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearance, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, remedial or mental health treatments, or approved academic experiences. Contact will be made when a student is absent and/or tardy to school. If your child will not be in school, we request that parents call the school office at 734-5078 by 10:00 AM to acknowledge the absence and/or to request homework.



**In addition, parents are required to provide a note explaining the cause for the absence. Parents will be given an orange booklet called "Note to School." One page is to be completed and turned in to the main office at school each time your child is tardy and/or absent.** Regular school attendance will contribute to a successful school experience and create a habit much sought after in the world of employment. Please help us make school a top priority by encouraging daily attendance.

When a student is absent for a legal (excused) reason, he/she is allowed one extra day to make up any assignment, tests, quizzes, etc. When a student is absent for an illegal (unexcused) reason, he/she will receive zeroes for all missing assignments, tests, quizzes, etc.

Since excessive tardiness can also affect a student's quality of class work and grades, all students who arrive tardy without a legal excuse will be assigned a lunch detention the same day. If the behavior continues, additional consequences consistent with our progressive discipline procedures will apply. Students, who arrive late due to a doctor or dentist appointment, etc., should bring in an excuse and will not be assigned a lunch detention. Students who participate in extra-curricular activities and athletics will not be allowed to

participate if they arrive later than 8:25 without a legal excuse. For further information see Board of Education policies.

The school has put in place letters that will be automatically generated and sent home at designated points for absences and tardy arrivals. **No distinction will be made between excused and unexcused absences when generating the letters.** The following tables outline the process for generating letters regarding absences and tardy arrivals:

<b>After the 6<sup>th</sup> absence</b>	<ul style="list-style-type: none"> <li>• Written Notification of absences/ encouragement of parent to support regular school attendance</li> <li>• Required Dean/ Student conference</li> </ul>
<b>After the 10<sup>th</sup> absence</b>	<ul style="list-style-type: none"> <li>• Written Notification of absences/ encouragement of parent to address chronic problem that seems to be occurring</li> <li>• Required Principal/ Student conference</li> </ul>
<b>After the 14<sup>th</sup> absence</b>	<ul style="list-style-type: none"> <li>• Written Notification of absences/ arrange required parent-school support team meeting</li> </ul>
<b>After the 18<sup>th</sup> absence</b>	<ul style="list-style-type: none"> <li>• Written Notification of absences and school’s responsibility to notify county officials of chronic attendance issues for student/family</li> </ul>

<b>After the 6<sup>th</sup> tardy</b>	<ul style="list-style-type: none"> <li>• Written Notification of tardiness will be provided to parent/ encouragement of parent to support regular school attendance</li> <li>• Required Dean/ Student meeting</li> </ul>
<b>After the 10<sup>th</sup> tardy</b>	<ul style="list-style-type: none"> <li>• Written Notification of tardiness will be provided to parent/ encouragement of parent to address chronic problem that seems to be occurring</li> <li>• Required Principal/ Student conference</li> </ul>
<b>After the 14<sup>th</sup> tardy</b>	<ul style="list-style-type: none"> <li>• Written Notification of tardy/ single class absences will be provided to parent/ arrange required parent-school support team meeting</li> </ul>
<b>After the 18<sup>th</sup> tardy</b>	<ul style="list-style-type: none"> <li>• Written Notification of tardy/ single class absences and school’s responsibility to notify county officials of chronic attendance issues for student/family</li> </ul>

### **BILL OF STUDENT RIGHTS AND RESPONSIBILITIES**

Pursuant to Section 100.2(1) (I) of the Regulations of the Commissioner of Education, a bill of student rights and responsibilities is established. A student in the Elmira Heights Central School District shall:

#### Student Rights



The district is committed to safeguarding the rights given to all students under state, federal law and in accordance with the *Dignity For ALL Students Act*. 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 and be free from all forms of harassment, particularly those based on a student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
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.
4. The student's right to a Superintendent's Hearing before a suspension to the Board of Education pursuant to Education Law ss3214 is recognized by the Board of Education.

## 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 and administrators and other school personnel in a respectful, positive manner.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to discipline.
8. Dress appropriately for school and school functions.
9. **Accept responsibility for their actions.**
10. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of 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. Provide the school with up-to-date residency and phone/emergency contact information
5. Ensure that absences are legally excused (as defined by New York State Law). See Attendance Policy
6. Insist their children be dressed and groomed in a manner consistent with the student dress code.

7. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
8. Know school rules and help their children understand them.
9. Follow all school rules that apply to all aspects of the Elmira Heights Community
10. Convey to their children a supportive attitude toward education and the district.
11. Build good relationships with teachers, other parents and their children's friends.
12. Help their children deal effectively with peer pressure.
13. Inform school officials of changes in the home situation that may affect student conduct or performance.
14. Provide a place for study and ensure homework assignments are completed.
15. Communicate with teachers, administrators and other school personnel in a respectful, positive manner.

### **BIKES/SKATEBOARDS/SCOOTERS/ROLLERBLADES**



Scooters, rollerblades, and skateboards are not permitted to be used on school property. Bicycles are permitted if used properly and responsibly. Bicycle racks are located at the front of the Cohen School building across from the busport. It will be the responsibility of students to provide locks and to secure bicycles on school grounds. The school district is not responsible for lost or stolen items.

### **COOPERATIVE LEARNING, CHEATING, AND PLAGIARISM**

During the course of a school year it is acceptable for students to work *cooperatively* with one another. *Cooperative learning* takes place when students work on a common assignment or prepare for an assessment by sharing tasks such as reading portions of an assignment, taking notes, highlighting/underlining relevant information, or discussing information related to the assignment or assessment. Ideas and information are shared but are not copied.

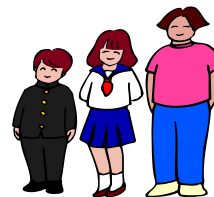
*Cheating*, however, takes place when students deliberately exchange completed work for the purpose of copying from one another prior to turning an assignment in for a grade. Cheating implies ANY direct copying of information, whether it is in verbal or written form. When this takes place both the student who supplies the information and the student who receives the information are both guilty of cheating. Most teachers will give students a zero grade for an assignment on which a student cheats and contact his/her parents. Repeat instances of cheating may be addressed through conduct referrals and consequences will be applied by the Principal and/or the Dean of Students.

*Plagiarism* occurs when a student copies work from a source of information but fails to cite (note) where that information has been taken from by quoting, footnoting, or otherwise clearly documenting the source of the information. Consequences for plagiarism will be addressed in the same manner as instances of cheating.

## **CLUBS & ACTIVITIES**

The following clubs and activities are available to all Cohen Middle School Students:

- ◆ Builders Club
- ◆ Variety of athletic teams
- ◆ Yearbook Club
- ◆ Medieval Festival Club
- ◆ National Junior Honor Society
- ◆ Student Council
- ◆ Heights Heroes
- ◆ Talent Show
- ◆ Medieval Festival
- ◆ School-wide Dances— Students will be excluded from dances if they are suspended, absent from school or arrive to school tardy for an unexcused reason on the day of the dance. If there are behaviors at the dance, they will be handled with appropriate consequences such as removal from the dance and exclusion from future dances.



## **DISCIPLINARY CONSEQUENCES**

Schools – Students are assigned to “schools” when they are in violation of our code of conduct. Schools are offered for the following types of behaviors; disrespect, responsibility, substitute, safety (school or bus), bullying, and tardiness. These schools are generally held after school and provide explicit instruction on the behaviors we expect from them. We review strategies to deter the negative behaviors and that reinforce our belief in the Six Pillars of Knighthood.

Lunch Detention -- Lunch detention takes place during the entire lunch period. It is supervised by an adult and held in the ALS room.

Teacher Detention --Teacher detention varies from teacher to teacher, please see the individual classroom management systems.

Office Detention – Office detention is held either in the morning from 7:30-8:15 or after school from 3:30-4:30 PM in a supervised setting. The Principal or the Dean of Students can assign it.

Saturday Detention – Saturday morning detention is held from 8:00-11:00 AM.

In-School Suspension – In-school suspension is a partial or full day suspension at Cohen Middle School in a contained supervised setting. All class work is sent to the student from his/her teacher(s). The student is responsible for completing all work assigned. **In-school suspension results in the loss of the privilege to attend any extracurricular activities during the time of suspension.**

Out-of-School Suspension – Students are not allowed to attend school and will be offered two hours of tutoring. Parents are responsible for providing transportation to and from tutoring. Grades may be negatively impacted if the student does not attend tutoring. **Out-of-school suspension results in the loss of the privilege to attend any extracurricular activities during the time of suspension.**

## **DISCIPLINARY LEVELS**

Violations of disciplinary policies will be addressed on several different levels within the school. At Cohen Middle School consequences follow our progressive discipline policy. Behaviors are grouped by teacher managed and office managed behaviors as follows:



1. **Teacher Managed Behaviors:** The teacher will be the first person to address any disciplinary problems which interfere with learning or disrupt the functioning of the school. All teachers will act in accordance with the team, building, and district policies to ensure consistency and maintain a safe and peaceful environment positive to learning. Infractions at this level shall include, but are not limited to, the following:
  - Non-aggressive/inappropriate language- RESPECT
  - Disruption/excessive talking- RESPECT
  - Non aggressive physical contact RESPECT
  - Insubordination and non-compliance RESPECT
  - Disrespect- tone, attitude RESPECT
  - Touching, PDA, horseplay RESPONSIBILITY
  - Dress code violation RESPONSIBILITY
  - Tardy to class- RESPONSIBILITY
  - Preparedness- RESPONSIBILITY
  - Food or drink- CITIZENSHIP
  - Property misuse- CITIZENSHIP
  - Teasing, taunting and put-downs- CARING
  - Technology violations- non serious, inappropriate- TRUSTWORTHINESS
  - Lying and cheating- TRUSTWORTHINESS
  - Other- NEED TO SPECIFY ONE OF PILLARS
  
2. **Office Managed Behaviors:** The principal or dean of students will be the person(s) to address any behaviors which are at an office managed level. These behaviors are at an elevated degree and require further action outside of the classroom. Most of these behaviors will result in detention, ISS, or OSS. District Administration may also be involved to impose further consequences if necessary.
  - ◆ Fighting
  - ◆ Arson
  - ◆ Bomb threat, false alarm
  - ◆ Use, possession or sale of alcohol
  - ◆ Use, possession or sale of drugs
  - ◆ Use, possession or sale of tobacco
  - ◆ Use, possession or sale of weapons
  - ◆ Indecent exposure
  - ◆ Aggressive physical contact
  - ◆ Forgery/theft
  - ◆ Abusive language
  - ◆ Theft
  - ◆ Property damage/vandalism

- ◆ Harassment
- ◆ Plagiarism/major dishonesty/false reporting
- ◆ Truancy
- ◆ Technology violations- serious
- ◆ Inappropriate location/out of bounds area
- ◆ Inappropriate physical contact with an adult
- ◆ Threatening actions
- ◆ Unmanageable escalation of teacher managed behavior
- ◆ Other

### District Administration

Severe violation of disciplinary policies which repeatedly disrupt learning or represent a threat to the physical security of others will most likely be addressed by District Administration and under District Policies.

### Law Enforcement

In the event that a serious crime is committed within the school, local law enforcement agencies will be contacted.

**\*\*ALL DISCIPLINE WILL FOLLOW THE DISTRICT CODE OF CONDUCT\*\***

### **DISMISSAL**

Student dismissal time is 3:20 p.m. Bussers will be excused at this time. Walkers and parent pick-ups will be dismissed once busses have left the school premises. Student athletes are dismissed with walkers and pick-ups unless prior arrangements have been made by the Athletic Director.



Students are expected to bring a "Note to School" from home if there is a change in dismissal arrangements. **Parents who pick up their Middle School children are expected to park in the visitor parking lot at the bottom of the stairs by the loading dock. Only students riding the bus will be released at 3:20, all others will be released after the buses depart via announcement.**

If it is necessary for a student to leave school early for any reason, a "Note to School" page must be completed and brought in to school that day. All students must be signed out in the school office by a parent or designee before leaving school for an early dismissal.

### **DISTRICT POLICIES**

#### ALCOHOL, TOBACCO, DRUG, & OTHER SUBSTANCES POLICY

The Board of Education recognizes that the misuse of drugs, alcohol and/or tobacco is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of

alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored event or on school property at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances.

Through the collaborative efforts of staff, students, parents/guardians and the community as a whole, a comprehensive program shall be developed addressing alcohol, tobacco, drugs, and other substances to include the following elements:

### Primary Prevention

Preventing or delaying alcohol, tobacco, drugs, and other substance use/abuse by students shall be the major focus of a comprehensive K through 12 program in which proactive measures of prevention and early intervention are emphasized. This program shall include:

1. A sequential K through 12 curriculum based on recognized principles of effectiveness that is developed and incorporated into the total educational process. This curriculum shall be concerned with educational and prevention in all areas of alcohol, tobacco, drugs, and other substances use/abuse;
2. Training school personnel and parents/guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials.
3. An effort to provide positive alternatives to alcohol, tobacco, drugs, and other substances use/abuse through the promotion of drug/tobacco/alcohol-free special events, service projects and extracurricular activities that will develop and support a positive peer influence.

### Interventions

School-based intervention services shall be made available to all students, grades K through 12, and provided by professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol, tobacco, drugs, and other substances and to identify students considered to be at risk for use/abuse. Intervention programming shall include:

1. Counseling of students in groups and as individuals on alcohol, tobacco, drugs, and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose.
2. Referring student to community or other outside agencies when their use/abuse of alcohol, tobacco, drugs, and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services.
3. Providing a supportive school environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing

student and/or family counseling and emphasizing positive alternatives to alcohol, tobacco, drugs, and other substance use/abuse.

4. Developing a parent network to serve as a support group and provide a vehicle of communication for parent education.
5. Ensuring confidentiality as required by state and federal law.

### Disciplinary Measures

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the *District's Code of Conduct on School Property*.

### Staff Development

Designated district staff will receive ongoing training about the components of an effective alcohol, tobacco and other substances program. Training shall include, but not be limited to, District policies and regulations and the staff's role in implementing such policies and regulations. Teachers shall be trained to implement the District's K through 12 alcohol, tobacco, drugs and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

### Implementation, Dissemination and Monitoring

It shall be the responsibility of the Superintendent to implement the alcohol, tobacco, drugs, and other substances Board policy by collaboration with school personnel, students, parents/guardians and the community at large.

Additionally, copies of Board policy shall be made available to District staff, parents/guardians and community members. The Superintendent/designee shall periodically review the tobacco, drugs and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

### PUBLIC CONDUCT ON SCHOOL PROPERTY

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 for which they are on school property.

### SEXUAL HARASSMENT OF STUDENTS POLICY

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events,

programs and activities including those that take place at locations off school premises. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities;
2. Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and
3. Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances, expectations and relationships should be evaluated including, but not limited to, the ages of the harasser and the victim; the number of individuals involved; and the type, frequency and duration of the conduct. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District. Sexual harassment may occur from student-to-student, from staff-to-student, from student-to-staff, as well as staff-to-staff.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual harassment in the school environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated complaint officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis.

Based upon the results of the investigation if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations,

immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension in accordance with District policy and regulation the Code of Conduct, and applicable laws and/or regulations. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, the Code of Conduct and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

Regulations will be developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable complaint officer(s).

Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to sexual harassment in the schools, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks, and/or school calendars.

## SPORTS AND THE ATHLETIC PROGRAM POLICY

Athletics are an integral part of a well balanced educational program. Therefore, the Board supports within its resources a broad sports program with equal access for both males and females, with emphasis on maximum participation, through interscholastic and intramural activity.

The interscholastic athletic program shall conform to the Regulations of the Commissioner of Education as well as the established rules of the New York State Public High Schools Athletic Association and the State Education Department.

Eligibility for interscholastic athletic competition requires that the students:

1. Provide written parental/guardian consent;
2. Pass satisfactorily the medical examination administered by the school physician/nurse practitioner or the student's personal physician. The school physician retains final approval on all physicals performed by the student's personal physician; and
3. Meet the requirements for interscholastic competition as set forth by the Commissioner's Regulations and the New York State Public High School Athletic Association.

### Primary Goal

This policy sets forth the ideals and expectations of all players and coaches involved in our Interscholastic Athletic program.

Coaches will set as their primary goal to develop the highest standards of sportsmanship in their players. While doing this through their own example, players will learn the benefit of individual fitness, team accomplishment and personal sacrifice for a common goal. As role models, coaches will stress the importance of respect toward their teammates, opposing players, officials and fans. Expectations for conduct will be reviewed with the Athletic Director prior to each sport season.

Players and coaches will at all times remember they are representing the Elmira Heights Central School District, both in practice and official contests.

Players must remember that their goal to develop their athletic ability is important, but the development of good sportsmanship and fair play in all student athletes is the reason our Interscholastic Sports program exists.

### Student Athletic Injuries

No student should be allowed to practice or play in an athletic contest if he/she is suffering from an injury. The diagnosis of and prescription of treatment for injuries is strictly a medical matter and should under no circumstances be considered within the province of the coach. A coach's responsibility is to see that injured players are given prompt and competent medical attention, and that all details of a doctor's instructions concerning the student's functioning as a team member are carried out. No student will be allowed to practice or compete if there is a question whether he/she is in adequate physical condition.

A physician's certificate may be required before an athlete is permitted to return to practice or competition.

### Athletic Program – Safety

The District will take reasonable steps to see that physical risks to students participating in the interscholastic athletic program shall be kept at a minimum by:

1. Requiring medical examinations of participants;
2. Obtaining appropriately certified and/or licensed officials to coach all varsity, junior varsity, and modified games;
3. Ensuring that equipment is both safe and operative within approved guidelines.

The Elmira Heights Central School District approves the use of the selection/classification process for all secondary school interscholastic athletic team membership in accordance with regulations as outlined by the New York State Public High School Athletic Association and the Commissioner of Education. The Board of Education recognizes that the program is designed to allow **mature and unusually gifted athletes** that possess physical maturity, high levels of fitness and exceptional athletic skills to be placed beyond other youngsters in his/her chronological age bracket.

Students in Grade 8 will be permitted to go through the selection/classification process as outlined in the regulations supporting this policy. The Athletic Director shall oversee all procedures for consideration which shall include, but are not limited to:

1. Receipt of parental permission;
2. Arrangement for appropriate medical clearance;
3. Receipt of coaches recommendations;
4. Administration of required fitness exams;
5. Establishment of review committee for final determinations.

### **DRESS GUIDELINES**

All students are expected to give proper attention to personal cleanliness and to dress respectfully for school and school functions. **Clothing which is distracting, unsafe and interferes with the educational process is not permitted.** Students and their parents have the primary responsibility for dressing properly for school. Students who are not in compliance will be required to change into appropriate clothing. The following rules outline the Cohen Middle School dress code:

1. All tops must have shoulder straps at least 1" wide with no cleavage or midriff showing.
2. Clothing must provide adequate coverage and not be revealing.
3. Ensure that underwear is completely covered with outer clothing.
4. Pajama pants are not permitted.
5. Clothing or accessories containing or implying any of the following is not permitted:
  - Drugs, alcohol or tobacco
  - Gang related
  - Discrimination or prejudice
  - Sexual innuendo
  - Insulting, violent or vulgar language
6. Hats and bandanas are not allowed. Hats may be worn to school but must be removed upon entering the building and must be stored in lockers during the school day.

7. Footwear must be worn at all times. Footwear that is a safety hazard will not be allowed. All footwear must fit properly and have a sole.
8. Jackets and book bags are to be placed in the lockers at the start of the day and are to remain in the lockers until the end of the day.

**Certain events such as concerts and dances may have a special dress code. Students will be notified of those particular codes in time to prepare appropriately. No hats are permitted.**

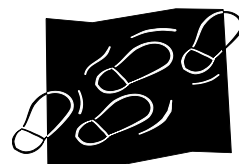
The building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year and will have the final determination if the attire is in violation of the dress code.

Students who do not meet these guidelines shall be required to modify their appearance by covering or removing the inappropriate item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to a disciplinary consequence up to and including in-school suspension.

### **FIRE DRILLS**

Fire drills will be held frequently at the beginning of school and in the early spring. It may be necessary to make adjustments or alter the established procedures as we participate in actual drills.

- ◆ Check the instructions posted in the Safety Handbook.
- ◆ WALK, NO TALKING, MOVE QUICKLY AND QUIETLY TO THE DESIGNATED AREA.
- ◆ In case the route is blocked, you will be re-routed to the nearest safe exit.



### **GRADE LEVEL ACTIVITIES/FIELD TRIPS**

Field trips are an enhancement to the Middle School experience. It is important that educational purposes for these trips is stated and expressed to students, and followed up after the event (through writing and/or reflection). Please see guidelines listed below and refer to BOE Policy 8460 with further questions.

There are two types of field trips; educational and non-educational. Educational fieldtrips can occur during the school day and all students are allowed to attend. Students are excluded only if they are absent from school that day and/or if they have ISS or OSS that day. Other than that, if any student is excluded from the field trip it will be by the Principal's determination. Non-educational field trips cannot take place during the school day. Ability to attend non-educational field trips may be determined on academic and behavioral performance.

## **GRADE LEVEL COURSES**

All **6<sup>th</sup> graders** will be enrolled in Social Studies, Math, Science, and English. In addition they take a half of a year of Family and Consumer Science and a half a year of Technology. All 6<sup>th</sup> graders also have Physical Education every other day. Sixth grade students have the *choice* to participate in a music course. Their options are Band and Choir. In addition, if their New York State math and/or ELA scores are below a level three (3), they are mandated to be scheduled for Academic Intervention Services (AIS) in ELA, math or both.

All **7<sup>th</sup> graders** will be enrolled in Social Studies, Math, Science, and English. In addition they take a half of a year of Technology and a half a year of Family and Consumer Science. All 7<sup>th</sup> graders also have Physical Education and Art every other day. Seventh grade students have the *choice* to participate in a music course. Their options are Band, Choir or General Music. However, if a student chooses not to participate in music in their 7<sup>th</sup> grade year, they must in their 8<sup>th</sup> grade year. In addition, if their New York State math and/or ELA scores are below a level three (3), they are mandated to be scheduled for Academic Intervention Services (AIS) in ELA, math or both. At the 7<sup>th</sup> grade level some students are also selected for advanced courses in Science and/or Math.

All **8<sup>th</sup> graders** will be enrolled in Social Studies, Math, Science, English, and Spanish. All 8<sup>th</sup> graders also have Physical Education and Health every other day. By 8<sup>th</sup> grade, all students *must have* participated in a music in either their 7<sup>th</sup> or 8<sup>th</sup> grade year. Their options are Band, Choir, or General Music. In addition, if their New York State math and/or ELA scores below a level three (3), they are mandated to be scheduled for Academic Intervention Services (AIS) in ELA, math or both. If students are successful in their advanced courses in 7<sup>th</sup> grade, those students will continue on to Integrated Algebra and/or Living Environment which are high school courses that will have New York State Regents exams at the end of the year.

## **GRADE LEVEL GRADING POLICIES**

Classes at each grade level utilize the same grading and homework policies. Classes that are multi-grade level may differ in their grading policy but that information will be provided in the class syllabus. To keep up to date on student grades, check parent portal frequently.

### Grade Six

Classwork/Homework	- 25%
Quizzes	- 25%
Tests	- 30%
Participation	- 30%
Final Exam	- Counts as two test grades in the Fourth Marking Period
Homework Policy	- During MP 1 and 2, late HW accepted for two weeks. During MP 3 and 4, late HW accepted for one week

### Grade Seven

- Homework and Projects - 30%
- Classwork/Quizzes/Labs - 30%
- Tests - 30%
- Participation - 10%
- Final Exam - 1/5 of yearly grade

Homework Policy - Up to 100% for on-time/quality work, 75% by end of next day, and 50% by the end of one week following the due date

### Grade Eight

- Homework - 30%
- Classwork - 40%
- Assessments - 30%
- Final Exam - 1/5 of yearly average

Homework Policy - Students will have up to one week to earn half-credit for assignments

## **HOMWORK AGENDAS**

The agenda has been provided for every student in order to help him/her organize daily assignments. It is required by all teachers and is to be used daily. Teachers post a daily/weekly assignment in their rooms and it is your responsibility to record these assignments. Homework assignments expand on classroom learning. Individual grade level teams establish their own homework guidelines and will be presented to you at the beginning of the school year. Loss of an agenda will result in the student being charged \$5.00 for a replacement.

## **HONOR ROLL**

Cohen Middle School recognizes both academic and civic achievement. An academic honor roll listing will be published in the local newspaper at the end of each ten-week grading period. High honor roll consists of students with averages ranging from 90-100. Merit honor roll consists of students with averages ranging from 85-89.9. Civic honor roll is awarded every marking period to students who exhibit qualities exemplifying the Six Pillars of Knighthood.

## **LOCKS AND LOCKERS**

Please be aware that locks and lockers are the property of the school district and are provided for student convenience. **LOCKERS MAY BE SEARCHED AT ANY TIME.** Combination locks and lockers will be issued the first day of classes. The following guidelines will apply to locker usage:



1. Do not share your locker or combination with any other student. This may result in damaged or stolen property and/or your loss of locker privileges. Students are not permitted to use their own locks!
2. Locker visitations may be limited according to individual grade levels.
3. Students are not to share lockers with anyone else. Any student found to be sharing may lose locker privileges for a period of time.
4. Multiple tardy arrivals to class may result in loss of locker privileges.

### **LOST AND STOLEN ARTICLES**

It is recommended that personal belongings, which are brought to school, be labeled with the student's name. Articles found in and around the school should be turned into the main office where owners may claim lost property. Unclaimed property will eventually be donated to the Salvation Army. The Elmira Heights Central School District is not responsible for lost or stolen property.

### **LUNCH AND LUNCH EXPECTATIONS**

Lunch is to be an enjoyable time for all students. Students are expected to be courteous and must remain in the cafeteria until dismissed. Respectful behavior toward other students and staff supervisors is expected at all times.

Please consult the lunch menu for lunch prices. Free and/or reduced lunch prices will be offered to families who qualify under federal guidelines.

The following cafeteria rules will be enforced daily. The progressive discipline process will be followed when students are not obeying the rules. Students are expected to:

- ◆ Be courteous at all times.
- ◆ Arrive on time.
- ◆ Wait patiently and talk quietly at their seats.
- ◆ Remain seated at tables until dismissal.
- ◆ Get permission and use your agenda before leaving the cafeteria.



### **MEDICATION IN SCHOOL**

All medication, prescriptions, and non-prescriptions (over the counter) need to have the following:



1. Physician's written permission – forms may be obtained from the Health Office.
2. Parental permission in writing.
3. Medication brought to the Health Office in its original container by a parent/guardian. Your pharmacist can create a separate container for this purpose if notified. We would like to strongly encourage you to refrain from allowing students to transport medication to and from school on a daily basis.

## **PASSES**

Agendas will be used for all passes. They must get permission from the teacher and have the pass in the agenda signed before entering the halls **and** must sign out of the room. Agendas must be carried with the student in the halls. Students are expected to maintain polite and courteous behavior in the halls and should move quickly and quietly from one point to another.

If a student loses his/her agenda, he/she will be only allowed to leave classes for the bathroom. All other pass privileges will be restricted including library, pillar pass, another teacher's classroom, etc. In addition, students will be escorted to the bathroom by an office staff until they find their agenda or maintain another one. Students who lose their agendas can purchase a new one in the main office for \$5.00.

## **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 people 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, or 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 activities.
4. Distribute or wear materials on school ground 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. Enter; remain in or on any school district property without permission.
10. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, synthetic cannabinoids or be under the influence of either on school property or at a school function.
11. Possess or use dangerous instruments in or on school property or at a school function except in the case of law enforcement officers or except as specifically authorized by the school district.
12. Loiter on or about school property.
13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

b. Penalties

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

1. Individuals. Their authorization 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. They may also be referred to law enforcement.
2. Students. They shall be subject to disciplinary action as the fact 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 3020a 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 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law 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 the 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 person 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.

### **REPORT CARDS AND INTERIM REPORTS**

Report cards will be issued every ten weeks and interim reports will be issued in the middle of each marking period. **ALL report cards and interim reports will be sent home with students, they will no longer be mailed home.** If the student is failing any classes then then the parent will be required to sign and return a copy of the report card and/or interim report. Parents will have access to grades at any time through our Internet based grading system. To access this system (Parent Portal), please contact the middle school main office.

Marking Period Dates and Interim Dates are as follows:

Marking Period 1 - Ends November 7, Interim MP 1 - On October 3

Marking Period 2 - Ends January 29, Interim MP 2 - On December 12

\*Benchmark #1 grade will be reported on marking period report card.

Marking Period 3 - Ends April 17, Interim MP 3 - On March 12

Marking Period 4 - Ends June 19, Interim MP 4 - On May 21

\*Benchmark #2 grade will be reported on marking period 4 interim report.

## **SCHEDULE**

### **CMS TIME SCHEDULE 2014-2015**

8:10	BUSES BEGIN TO UNLOAD	
8:15	TARDY BELL	
8:15 – 8:35	HOMEROOM	20 Minutes
8:37 – 9:27	BLOCK 1	50 Minutes
9:29- 10:19	BLOCK 2	50 Minutes
10:21 – 10:51	BLOCK 3a	30 Minutes
10:51 – 11:21	BLOCK 3b	30 Minutes
11:21– 11:51	BLOCK 3c	30 Minutes
11:53 – 12:43	BLOCK 4	50 Minutes
12:45 – 1:35	BLOCK 5	50 Minutes
1:37 – 2:27	BLOCK 6	50 Minutes
2:29 - 3:20	BLOCK 7	51 Minutes
3:20	DISMISSAL	
3:25	BUSES DEPART	

**2 MINUTE PASSAGE TIME BETWEEN PERIODS**

## **STANDARD OPERATING PROCEDURES**

Cohen Middle School will be putting a number of standard procedures into place, for use throughout the entire building, during the 2014-2015 year. Students will be expected to be familiar with and to comply with the following procedures:

1. Food and Drink
  - a. Food is not allowed outside of the cafeteria.
  - b. Only water is permitted throughout the building excluding use around electronic devices or in the auditorium.
  - c. No sodas or energy drinks are allowed throughout the building, including the cafeteria during school hours.
  
2. Bathroom, Locker, and Drink Procedures
  - a. No more than one student per class may leave the room at a time to go to the bathroom, drinking fountain, or to a locker.
  - b. Except for emergencies, usage of bathroom and drinks should occur when it least impacts learning.
  - c. The agenda will be used to track any time a student leaves the room.
  - d. If a student does not have an agenda he/she will lose all pass privileges except for the bathroom and will be escorted to the bathroom by office staff.
  
4. Dismissal
  - a. All students remain in the room until they are dismissed.
  - b. Walkers/pick-ups don't go to their lockers until walkers/pick-ups are dismissed via announcement.
  - c. Students in the office for disciplinary reasons are to be dismissed by office staff.
  - d. Athletes will be dismissed with walkers/pick-ups unless prior arrangements are made by the Athletic Director.
  
5. Absence Procedures
  - a. Students are allowed one extra day for each *legal* day missed to make up any assignments or tests.
  - b. Each teacher will have past assignments available for students in a designated location in his/her classroom.
  
6. Study Hall Procedures/Rules
  - a. Students must remain silent in study halls.
  - b. Students are to work on assignments and/or prepare for tests.
  - c. Students who do not owe any work may read.
  - d. Students can be permitted to work with a partner on assigned work using whisper voices, in a location which provides minimal distractions to others at the discretion of the teacher.

## **SCHOOL CANCELLATIONS**

When weather conditions warrant, local radio and television stations will announce a two-hour delay or school closing by 7:00 AM. In the event of a two-hour delay, all transportation routes will run two hours later than normal and dismissal will be at the regularly scheduled time.

If weather conditions become severe enough to require an early dismissal, local radio and television stations will announce the dismissal. Parents and students **MUST** create an Early Dismissal Plan early in the year. (See District Calendar) In addition, all students must have the following current information on file in the school office:

1. Parent or guardian names
2. Parent or guardian email address
3. Complete and up-to-date address
4. Home, work, and cell phone numbers
5. Emergency phone number of a friend or relative
6. Physician's name and number
7. Medical alert information
8. Authorized person(s) allowed to pick up a child other than the parent or guardian



***PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGES***

### **SPECIFIC GUIDELINES FOR COHEN MIDDLE SCHOOL**

In addition to the District Policies, Cohen Middle School has established guidelines and rules that will be enforced within the Middle School and on Middle School grounds. These guidelines and rules will be in effect at Cohen Middle School:

1. Cell phones may be brought to school but must be turned off and placed in lockers at all times during the school day. Students in possession of a cell phone within the building during school hours will have it confiscated. The parent will be notified and must pick it up. If a student is in violation more than once, they receive an office referral and subsequent consequence.
2. Bags, book bags, and backpacks may not be worn or carried by students during school hours. Students may use them to carry materials to and from school, but they must be stored in the lockers during the day.

Any item, which is not needed for learning, and/or is distracting may be confiscated and held by faculty and staff members pending parent notification. Items included in this policy, but not limited to, are: electronic devices of any kind (iPods, games, cell phones, laser pointers, etc.), lighters, sporting gear, toys, pictures, inappropriate accessories and picture albums, etc.

## **STUDY HALL**

Study halls are to be quiet periods that will be used for completing academic work (assignments and studying for quizzes and tests) or to read (if all academic work has been completed). Teachers may allow students to work together using whisper level voices as long as this does not distract others. Students who are allowed to work together may be assigned to a location within the room to minimize distractions.

## **TELEPHONE ACCESS AND CELL PHONES**



The office telephone may only be used for emergency calls and school business. A pass in the agenda must be completed by a teacher before a student may receive permission to use the office phone. Students should **NOT** use classroom telephones without permission from the teacher. Students are **NOT** allowed to use cell phones in school. Cell phones must be turned off and remain in your locker at all times.

## **VISITORS TO THE SCHOOL**

The following rules apply to visitors to the school:

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 (Main Office) 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 and sign out before leaving the building.
3. Visitors attending school functions that are open to the public and that take place outside of the school day, such as parent-faculty organization (PFO) meetings or public gatherings, are not required to register.
4. Teachers are expected not to take class time to discuss individual matters with visitors.
5. 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.
6. All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.