

# CAZENOVIA MIDDLE SCHOOL

31 EMORY AVENUE

CAZENOVIA, NY 13035

PHONE: 315-655-1324 FAX: 315-655-5305

## IMPORTANT PHONE NUMBERS

Main Office—655-1324

School Principal  
Dr. Jean Regan—655-1324

School Psychologist  
Eliza Collins—655-1315

School Nurse  
Katy Pushlar—655-1332

Transportation  
Karen Cowherd—655-1367

CSE Chairperson  
Terry Ward —655-1361

## CAZENOVIA MIDDLE SCHOOL GOALS

To have students learn and demonstrate:

- Respect for self and others
- Responsibility and resourcefulness
- Basic skills in language arts, mathematics, social studies, and science, needed for everyday living and for future success
- A broad base of knowledge in music, art, foreign language, information studies, and physical education that will enrich their lives and stimulate other learning experiences

## CAZENOVIA CENTRAL SCHOOL MISSION STATEMENT

Each individual will strive to attain his/her potential in a positive and safe learning environment in which the entire school community encourages self-worth, a sense of responsibility, a caring attitude, an appreciation for learning, and distinguished achievement of required academic standards.



This School Agenda Belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Homeroom \_\_\_\_\_

### EQUAL OPPORTUNITY

Cazenovia Central School does not discriminate on the basis of age, color, creed, disability, marital status, veteran status, national origin, race, or sex in the educational programs and activities which it operates. Inquiries concerning this policy may be referred to the Superintendent of Schools, Cazenovia Central School, Cazenovia, New York 13035.

Funding for this handbook was shared by the Cazenovia Middle School PTA and the Cazenovia Central School District.

I have read and discussed this with my child \_\_\_\_\_

parent signature

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GENERAL INFORMATION

## ATTENDANCE

The administration, faculty and staff at Cazenovia Middle School recognize their obligation to provide educational opportunities for every student in a positive and safe learning environment.

Regular attendance is a life-long habit and an individual responsibility that is necessary for success. Good attendance directly influences a person's progress on the job and in the classroom. The Cazenovia Middle School believes that good attendance is an essential part of a successful educational program which prepares students for their adult lives.

New York State requires a written excuse for any absence.

NEW YORK STATE

REQUIRES A WRITTEN

EXCUSE FOR ANY

ABSENCE.

### *Excused Absences:*

- Sickness
- Sickness/death in the family
- Scheduled appointments with physicians, health clinics and/or related agencies
- Religious observance
- Court appearance
- Approved music lesson
- Impassable roads
- Quarantine

Absences are considered unexcused for any other reason.

### *Unexcused Absences:*

- Hunting, fishing
- Vacation trip with family
- Shopping
- Missed the Bus
- Babysitting
- Needed at home
- Unexplained personal reasons

The aforementioned unexcused absences are considered parental discretion as they usually occur with the knowledge of the parent.

When a student's attendance becomes a concern, his/her attendance record will be reviewed with the school nurse and school counselor. If attendance becomes a problem, further action may result in:

- Parent letter
- Conference with parent
- Detention
- Doctor's note for each absence
- Report of excessive absences to the Department of Social Services

## TRUANCY

Truancy is skipping school, skipping class, tardiness to school or leaving school without permission. Truancy is another form of unexcused absence but it occurs without prior parental knowledge.

## TARDINESS GUIDELINES

In an effort to encourage regular attendance and punctuality, students who are in school every day and on time during a marking period are recognized. Those students who have more than three unexcused late arrivals to school during a marking period are assigned lunch detention on each day of additional tardiness. To be considered on time, students must be in their homerooms at 7:58 AM.

Students who are tardy more than five days in a marking period will receive a letter of concern.

GENERAL INFORMATION **BULLYING AND CYBERBULLYING  
INFORMATION FOR MIDDLE  
SCHOOL PARENTS**

**Definition of Bullying:** Bullying is commonly understood as behavior that: (a) is intended to cause mental distress and or physical harm, (b) exists in a relationship in which there is an imbalance of power and strength, and (c) is repeated over time.

**Definition of Cyberbullying:** Cyberbullying is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using electronic communication media. Such media includes, but is not limited to, e-mail messages, text messages, social networking sites, internet based video sites and posting of blogs.

- Bullying Prevention Tips for Parents:** Parents play a central role in preventing bullying and stopping it when it happens:
- Teach your child to solve problems without using violence and praise them when they do.
  - Help give your child self-confidence to stand up for what they believe in.
  - Ask your child about their day and listen to them when they talk about school, social events, their classmates, and any problems they have.
  - Take bullying seriously. Many kids are embarrassed to say they have been bullied.
  - If you see bullying, stop it right away, even if your child is the one doing the bullying.
  - Encourage your child to help others who need it.

Don't bully your child or bully others in front of them. Many times kids who are

bullied at home react by bullying other kids. If your children see you hit, ridicule or gossip about someone else, they are also more likely to do so themselves.

**Cyberbullying Tips for Parents**

- Keep the computer in a common area of the house.
  - Ask your child to tell you immediately about any uncomfortable online experiences, with assurances that you will not be angry if he/she confides in you.
  - Consider the age of your child before allowing them on social networking sites.
  - Consider filtering and monitoring software.
  - Create a written internet safety plan with your child. Set rules for internet and e-mail use. Post these rules by your computer.
  - Save or print inappropriate messages and pictures that your child has received.
  - Contact your internet service provider and file a complaint if your child receives messages or images of concern.
- Talk frequently with your child. Discuss their online friends just as you talk about their other friends.

Additional bullying and cyberbullying information is available on the Cazenovia Central School Website under Middle School tab.

Use of race, color, national origin, ethnic group, religion, religious practices, disability, gender, sex, weight, or sexual orientation as a basis for treating another in a negative manner will not be tolerated.

The Dignity for All Students Act requires that each school designate a Dignity Act Coordinator. The Middle School Coordinator is Eliza Collins, the Middle School Psychologist (655-1315). Any questions or reports of bullying should be directed to Mrs. Glasgow.

GENERAL INFORMATION

CAFETERIA

CELL PHONES &

PERSONAL ELECTRONIC DEVICES



Good behavior in the cafeteria is a constant concern of school officials. Students are responsible for the entire table and floor area around their table. This joint responsibility for keeping the cafeteria clean is shared by all students. During the lunch period, students should not be involved in shouting, running, pushing, jumping ahead of others in line, throwing food, or leaving items of litter on tables or floor area. No food, *other than water*, is to be taken from the cafeteria without permission of a teacher. Students should not bring glass containers to school. Plastic containers, thermos containers, or cans are acceptable. If a student forgets his/her lunch or money at home, he/she may borrow from the cafeteria.

Many parents choose to prepay for meals. To prepay, please send a check made out to Cazenovia Central School with the student's name and PIN number. The money will be applied to your student's account.

Parents may access detailed information about what their child is purchasing for meals during school through NutriKids on the Cazenovia Website ([www.caz.cnyric.org](http://www.caz.cnyric.org)). Also, if you wish, you can inform cafeteria personnel about food allergies and this will be recorded on your child's account. Please contact our Food Services Director, Debbie Fernan, at 655-5346 if you would like information about your child's purchases or if you would like us to be aware of any food allergies.

Students are not permitted to use cell phones or iPods without teacher permission. If parents need to get in touch with their child during the school day they should call the Main Office or Guidance Office and we will either relay the message or have the child call the parent back from a school phone. If a child is to receive news that is less than pleasant, we prefer to have an adult there with them to handle any possible repercussions.

**Please do not call or text message your child during the school day.**

We ask for your help and cooperation. All student messages should be directed to the Main Office.

Cazenovia Middle School Office - 655-1324  
Middle School Guidance Office - 655-1315

Students who use a cell phone without permission are subject to the following:

**First Offense**—Item is taken away and given to an administrator. Item is returned to the student at the end of the school day.

**Second Offense**—Item is taken away and given to an administrator. A call is made to the parent by an administrator. Item may then be retrieved by the parent.

**Third Offense**—Item is taken away and given to an administrator. A call is made to the parent by an administrator. Item must be retrieved by the parent.

PARENTS MAY ACCESS  
DETAILED INFORMATION  
ABOUT WHAT THEIR  
CHILD IS PURCHASING  
FOR MEALS DURING  
SCHOOL THROUGH  
NUTRIKIDS ON THE  
CAZENOVIA WEBSITE  
([WWW.CAZ.CNYRIC.ORG](http://WWW.CAZ.CNYRIC.ORG))

GENERAL INFORMATION

CLUBS/ACTIVITIES

The Middle School offers a few clubs. Please check the calendar for specific clubs and dates. Parent permission is required and late bus transportation is available.

CONSENT FOR USE OF PHOTOGRAPHS/VIDEOS

Throughout the school year, photographs or videotapes may be taken of students for use in district-produced publications and videos or by the news media. If you do not wish your child to be photographed or videotaped, please indicate this, in writing, to the Middle School Office.

CONTRABAND ITEMS

Guns, ammunition, knives, BB guns, slingshots, smoke bombs, fireworks, cigarettes, matches, lighters, and squirt guns are among the items that are not permitted on school grounds for any reason. These items will be confiscated. Parents may come to the school and schedule a conference with the principal to discuss conditions for the return of these items to the parent.

DISMISSAL CHANGES

Dismissal changes by phone or in writing, must be received by the Middle School Office before 2:00 pm daily. Due to bus capacity and other safety reasons, we cannot allow students to ride other buses for any reason other than child care.

Special passes will be issued for students who bring notes to the office before homeroom time. These notes should be written and signed by a parent and explain the nature of the emergency.

DRUG-ALCOHOL POLICY

If a student becomes involved in the use or distribution of drugs or alcohol, the following policies apply:

Information received by school officials indicating suspicion of use of drugs or alcohol will be communicated to parents. Evidence of law violation related to possession of distribution of drugs will be communicated to the appropriate authorities as well as the parents.

A student known to be directly involved in drug use or distribution will be removed from the school setting. The following requirements must be met as a prerequisite for readmission.

- conference with parents.
- evidence that a satisfactory program of action has been developed to prevent reoccurrence of the problem.
- other conditions for reinstatement may be established by the Superintendent and/or the building principal if deemed necessary to secure the health, safety or welfare of the student himself/herself or other students.

IF YOU DO NOT WISH YOUR CHILD TO BE PHOTOGRAPHED OR VIDEOTAPED, PLEASE INDICATE THIS, IN WRITING, TO YOUR CHILD'S TEACHER.

GENERAL INFORMATION

EARLY DISMISSAL

MAKING UP WORK AFTER ABSENCE

If it should be necessary to close school earlier than the usual dismissal time (for example because of weather conditions), your child needs to know what to do. This is particularly important if both parents may be at work and there is no one to look after your child in the event of an early dismissal. Please discuss this with your child if you wish to have him/her do something other than what he/she usually does at the end of a normal school day. Please make certain that your child understands the arrangements. All after-school activities are cancelled when school is dismissed early. Notification of early dismissal will be broadcast over local radio and TV stations.

If a student misses school for any reason, excused or unexcused, it is the student's responsibility upon returning to school to contact his/her teachers and make arrangements to make up all the work missed. Generally, students will be expected to make up work within two (2) days of an absence. In cases of prolonged absences, please contact your child's homeroom teacher to establish a plan to insure academic progress.

SINCE COMMUNICATION IS ONE OF THE KEYS TO STUDENT SUCCESS, CAZENOVIA CENTRAL SCHOOL DISTRICT HAS INSTITUTED THE USE OF THE POWERSCHOOL

EXTENDED VACATIONS

Students who leave with their parents on an extended vacation must notify the school prior to leaving. Upon their return, students must contact each teacher and will be responsible for assignments. If not handed in, no credit will be given. Such vacations unless school related are considered **unexcused absences**.

EXTRA HELP

Each teacher in the Middle School provides weekly after school help. The schedule varies depending on teacher schedules. Any student staying after school with a teacher may take the late bus home. Arrangements to stay after school with a teacher should be made in advance.



GENERAL INFORMATION

## GRADES

### PARENT PORTAL

Since communication is one of the keys to student success, Cazenovia Central School District has instituted the use of the PowerSchool Student Information System. This web-based program includes a Parent Portal allowing parents secure access to their children's grades, attendance and other school information. Please note that although current grades are accessible, there will be a lapse to allow teachers time to grade assignments and enter the information. The Parent Portal's email capability allows for automated communication between school and home, as well as providing a means of emailing teachers. Parents will be issued a user name and password enabling them to access their student's data. Usernames and passwords will be issued through the Middle School Office. You must present a photo id in person.

Faculty/Staff email addresses:

1st initial + last name@caz.cnyric.org

### INTERIM REPORTS & REPORT CARDS

Interim reports are available on the Parent Portal after the 5<sup>th</sup>, 15<sup>th</sup>, 25<sup>th</sup>, and 35<sup>th</sup> weeks of school.

Report cards are posted for students in school after the 10<sup>th</sup>, 20<sup>th</sup>, 30<sup>th</sup>, and 40<sup>th</sup> week of school.

Grades and assignments may be viewed at any time through the Parent Portal.

Letter grades A+ through F are given in all subjects .

Numerical equivalents are:

A+ = 97-100

A = 93-96

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D = 65-69

F = Below 65

## HOMEWORK GUIDELINES

Homework is important because it is a valuable aid in helping students make the most of their experience in school. Homework is given because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits. Whenever possible, class time will be given to begin homework assignments.



GENERAL INFORMATION

TIME/DAY GUIDELINES:

The following are appropriate grade level time allotments for homework. This would be in addition to long-term projects:

5<sup>th</sup> grade - 50 minutes/day

6<sup>th</sup> grade - 60 minutes/day

7<sup>th</sup> grade - 70 minutes/day

It is expected that students will also read daily for 15 to 20 minutes. This time reflects the approximate time that an average student on an average day would need to complete his/her homework assignment. Whenever possible, students will be required to use any study hall time to work on homework and/or independent reading.

Parental involvement is a key factor in your child's academic success. If you find that your child is frustrated, please try these Homework Helpers:

- Be present and available for questions whenever possible. It may help to sit and relax in the same room in which your child is working.
- Have your child do homework "unplugged." Turn off the t.v. and music. Minimize distractions.
- Provide a consistent homework time and place.
- Have your child organize for the next day before going to bed.

- Have your child develop good study skills. Work with your child on ways to:
  - organize assignments
  - schedule and manage time
  - follow directions
  - take notes
  - plan long-range assignments
  - study for tests

If your child is still feeling frustrated or overwhelmed, it is important to contact your child's teachers in a timely manner.

LATE BUS

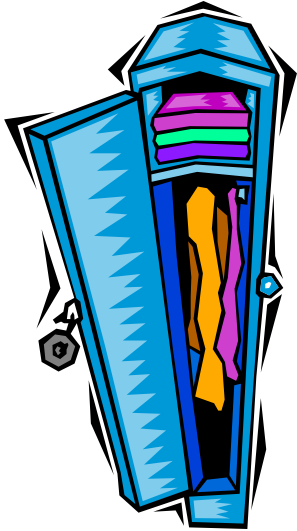
In addition to the regular bus run, there will be a late bus run every day that school is in session at 3:45 PM. Students who remain after school must be under the direct supervision of the teacher and may not travel on the late bus run unless they have a late bus pass signed by the supervising teacher.

LEAVING SCHOOL GROUNDS

Students are not excused from school grounds without written parental permission. It should also be noted that written permission from a parent or legal guardian is required for any student who does not wish to ride the bus home from school.

STUDENTS SHOULD NOT BRING RADIOS, IPODS, CELL PHONES, SKATEBOARDS, OR TOYS TO SCHOOL. NEVER LEAVE MONEY IN YOUR DESK OR LOCKER.

GENERAL INFORMATION



READING FOR 20  
MINUTES EVERY  
DAY HAS BEEN  
PROVEN TO HAVE A  
POSITIVE EFFECT  
ON ACADEMIC  
SUCCESS.

LOCKER RULES

- Don't tell your combination to others.
- Don't paste or tape any notes, pictures, or stickers in or on your locker.
- Decorating lockers for birthdays or other occasions will not be permitted.
- Never climb inside a locker.
- Remember, lockers are SCHOOL PROPERTY, and are subject to unannounced inspection by school officials.
- Do not leave valuables in your locker.
- After closing your locker, turn the combination dial one full turn to activate the lock.

LOITERING

Although the school buildings and grounds are public property, the care and maintenance of that property, as well as the safety and welfare of the students, are the responsibility of all of us. In the interest of meeting our obligations in this regard, there shall be NO LOITERING on school property. Any student who remains on school property after the regular dismissal time must be under the immediate supervision of a Cazenovia Central School staff person until that student has transportation home. Students found loitering will be subject to disciplinary action.

LOST OR STOLEN ITEMS

During the course of the year, students should report missing books, jackets, hats, money, lunches, etc. Many of these items usually turn up in the lost and found.

Textbooks and library books are loaned to students with the understanding that the borrowing student will be 100% responsible for the return of the book in good condition. Students will not be issued end of year report cards or *textbooks the following year* until all outstanding debts for lost, stolen or damaged books have been paid. Money will be returned to students if the lost book is found at home or in school.

OPEN HOUSE

Date: September 22, 2016  
Time: 6:30—8:30 pm  
Format: Parents Only. We will run a regular schedule to allow parents an opportunity to meet each one of their child's teachers.



GENERAL INFORMATION

PLAYGROUND RULES

- Students are to use the playground only when supervised by a teacher, teacher aide, or monitor.
- Whenever on the playground, students should stay in full sight of the adult supervisor, and ask permission to re-enter the building to use restroom facilities, etc.
- No pushing, shoving, fighting, or contact sports such as tackle football, chicken fights, etc. are allowed. No snowballs are allowed!
- In general, use common sense to avoid injury to yourself and to others.
- If an injury does occur, report it immediately to the adult supervisor and request to go to the nurse's office.
- If a student is acting inappropriately, other students should not attempt to discipline that student, or to get revenge. Instead, report the inappropriate behavior to one of the playground supervisors. Use common sense!



CAZENOVIA P.T.A.

Cazenovia Central School is a member of the National PTA, which is the largest volunteer association in America. PTA works for the education, health and safety of all children. Cazenovia has three separate PTA's within its district. They are the Burton Street PTA, the Cazenovia Middle School PTA and Cazenovia High School PTSA.

The mission of our PTA program is to support and speak on behalf of children and youth in schools, to assist parents in developing skills they need to raise and protect their children, and to encourage parent and public involvement in the public school. Please join us and have a voice. Membership forms and information are available in the main office.

PARENT-TEACHER  
CONFERENCES

During the course of the school year, three half-days are scheduled for Parent-Teacher Conferences. Parents will be contacted by the Middle School Office to invite them to a conference. If parents have special concerns about their child's progress, parents may call the school to set up a conference. Conferences will be scheduled throughout the school year.

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 establish rules for public conduct on school property and at school functions. Such rules, as well as consequences for violation of such rules, are contained in this code, as well as Board of Education Policy.

GENERAL INFORMATION

RIDING THE SCHOOL BUS

Special bus passes for students to ride on buses other than their normally assigned buses will only be issued in emergency situations.

Due to bus capacity and other safety reasons, we cannot allow students to ride other buses for any reason other than child care.

Special passes will be issued by the office staff for students who bring notes to the office before homeroom time. These notes should be written and signed by a parent and explain the nature of the emergency.

Riding the school bus is a right that carries the responsibility of good behavior on the bus. Improper conduct on the bus will result in the privilege of riding being denied.

Students are reminded that when waiting for the school bus to stand back safely by the side of the road and pay attention to the traffic. Weather permitting, be ready and waiting by the side of the road or designated pick up point.

The bus drivers may assign seats to any or all students.

When leaving the school bus, if it is necessary to cross the road, cross at least fifteen feet in front of the vehicle. After leaving the school bus, go directly to your home. Don't linger by the roadside.



SEVENTH GRADE

ACCELERATED MATH 7 PROGRAM

Students may be recommended to participate in the accelerated math 7 program at the end of sixth grade. This recommendation will be based on a set of criterion that begins in grade five. To holistically represent students' mathematical potential across multiple years, standardized assessment scores and diagnostic testing are used to determine this recommendation. Students who are accelerated in the Math 7 program are eligible to be recommended for the accelerated science program, Earth Science Honors, in 8th grade.

STUDENTS IN THE  
ACCELERATED MATH  
ARE ELIGIBLE TO BE  
RECOMMENDED FOR  
THE ACCELERATED  
SCIENCE PROGRAM IN  
GRADE 8

ACCELERATED 8 SCIENCE PROGRAM

Students who are in accelerated Math 7 are considered for Earth Science Honors as 8th graders based on their seventh grade science test average, class average and the accelerated math test average for quarters one and two. Students with the highest averages may be eligible for this class on a space available basis. If students are not able to take Earth Science Honors in 8<sup>th</sup> grade, they will take Physical Science 8 and may have the opportunity to take Earth Science Honors in 9<sup>th</sup> grade based on teacher recommendation and a placement test.

SEVENTH GRADE DANCES

Throughout the year, seventh graders may attend dances in the Middle School. The first dance of the year is sponsored by the P.T.A. and usually coincides with Halloween. The dance will be in the Middle School Gym from 7:00 pm—9:30 pm. Listed below are a few rules in place with respect to dances:

- Students must be at the dance by 7:30 pm unless there are extenuating circumstances that have been pre-approved by the principal.
- Once students enter the dance, they may not leave until a parent comes to the gym to pick up that student. If someone other than a parent is picking up your child, please inform them of this rule. Students may not walk home.
- Students will be expected to behave appropriately and abide by all school rules while attending the dance. The dress code is enforced for dances.
- Only seventh graders who are currently attending Middle School may attend the dance unless a student receives a guest pass from the principal two days prior to the dance. Only seventh graders from other schools may receive a guest pass if they are students in good standing.
- Students must be in school on the day of the dance in order to attend. A doctor's appointment is a legal excuse.
- Please plan to be at our school at 9:30 pm to pick your child up so that he/she does not have to call you. Enter our building through the cafeteria doors. Students are not allowed out of the building unless accompanied by an adult.

Parents are welcome to visit our dances anytime. Please call the principal with any questions.

SEVENTH GRADE

MODIFIED SPORTS



Cazenovia Middle School offers a variety of interscholastic sports for 7th and 8th graders. Try out and practice schedules are available from the particular coach. Students must have a current physical to participate. Please call Mike Byrnes, our Athletic Director, at 655-1358 with questions.

MODIFIED ACADEMIC PROBATION FOR JUNIOR HIGH STUDENTS

Students are placed on Modified Academic Probation when they receive a failing grade in two or more classes. Students on Modified Academic Probation may still participate in extracurricular activities provided they follow the simple steps below. The same academic eligibility standards and timeline used for high school students will be used for 7<sup>th</sup> and 8<sup>th</sup> grade students.

*HOW TO CORRECTLY USE THE MODIFIED ACADEMIC PROBATION FORM:*

Thursday morning: pick up your Modified Academic Probation form from the Middle School or High School office.

Thursday during the school day: Bring the form to the

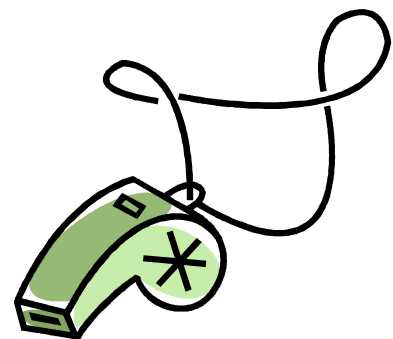
appropriate classes for completion by your teachers.

Thursday after school: Bring the forms to your coach for his or her signature.

Friday before 3:00 pm: Bring your completed form to the Middle School Principal or High School Assistant Principal.

*FOR WHAT DURATION WILL A 7<sup>TH</sup> OR 8<sup>TH</sup> GRADE STUDENT BE ON MODIFIED ACADEMIC PROBATION?*

When a student is placed on Modified Academic Probation, the student will remain on probation for the entire sport season or duration of an extracurricular activity. The student will need to fill out forms every week until the season or activity is over.



*HOW ARE MY MODIFIED ACADEMIC PROBATION FORMS SCORED?*

Teachers can score your week's performance as satisfactory or unsatisfactory.

SEVENTH GRADE



If you receive all satisfactory marks from your teacher, there is no consequence in your ability to participate the next week.

If you receive one or more unsatisfactory marks on your form, you will be placed on restricted practice or participation for the following week.

Failure to submit the forms in the correct manner will automatically deem the week's report as unsatisfactory.

*RESTRICTED PRACTICE OR PARTICIPATION.*

When a student is on Modified Academic Probation and receives an unsatisfactory report from his or her teacher, he/she is placed on restricted practice or participation for the next week. When a team practices or an extracurricular group meets, the student on restricted practice must not participate for the first 40 minutes. The student should be doing homework or attending an extra help session with their teacher. The student is expected to join the team or group after the 40 minute time period is over. Failure to attend practice could result in a range of possibilities including suspension from the team or club.

*IS A STUDENT WHO IS ON MODIFIED ACADEMIC PROBATION ELIGIBLE FOR GAMES AND PERFORMANCES?*

Yes, a student on Modified Academic Probation is eligible for games and events. If a participant is consistently missing part of practice or rehearsal due to unsatisfactory marks on his or her modified academic probation forms, a coach or advisor may appropriately adjust a student's playing time or student's role in an event or club activity.

Failure to submit the Modified Academic Probation forms in the correct manner listed above may result in a range of consequences to be determined by the building principal. The most severe consequence may be a suspension or dismissal from your sport or extracurricular activity.

**JUNIOR HIGH MUSICAL**

All 7th and 8th graders at Cazenovia Central school have the opportunity to try out for the Junior High Musical. Auditions consisting of vocal, dance and readings are traditionally held the first week of school in September. Audition packets are available in the Middle School Office during August. Cast members will have scheduled evening and weekend rehearsals culminating in an early November performance.

DISTRICT INFORMATION

## CAZENOVIA CENTRAL SCHOOL DISTRICT CODE OF CONDUCT

The Board of Education, in order to provide a safe and orderly learning environment, establishes a Code of Conduct for students, school personnel, parents and visitors when on Cazenovia District property or school buses.

**Definitions:** The Code defines a disruptive student as one who substantially disrupts the educational process or interferes with the teacher's authority over the classroom. A violent student is one who, while on Cazenovia District property, school bus or at a Cazenovia District function, commits an act of violence upon another student, staff member or other person on Cazenovia District property, school bus or at a Cazenovia District function; possesses or displays a weapon or what appears to be a weapon (a weapon is defined as a firearm or other device which can cause serious physical injury or death when used as a weapon); or intentionally damages District property or the property of any person lawfully on District property, school bus or at a District function.

STUDENTS HAVE A

RIGHT TO A SAFE,

HEALTHY AND

ORDERLY LEARNING

ENVIRONMENT

### Student Bill of Rights

Cazenovia Central School District is committed to safeguarding the rights of all students under state and federal law. In addition to those rights, all Cazenovia Central School District students have the right to:

1. A safe, healthy, orderly and civil learning environment.
2. Take part in all Cazenovia Central School District activities on an equal basis regardless of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex.
3. Present their version of the relevant events to Cazenovia Central School District personnel authorized to impose a disciplinary penalty as in connection with the imposition of the penalty.
4. Access to Cazenovia Central School District rules and when necessary, to receive an explanation of those rules from Cazenovia Central School District personnel.

### Student Responsibilities

All Cazenovia Central School District students have the responsibility to:

1. Contribute to maintaining a safe and orderly learning environment that is conducive to learning and to show respect to others and to property
2. Be familiar with and abide by all Cazenovia Central School District policies, rules and regulations dealing with student conduct.
3. Attend classes every scheduled day and period on time unless legally excused, and be prepared to learn.
4. Work to the best of their ability in all academic and extra-curricular pursuit and strive toward their highest level of achievement.
5. React to direction given by teachers, administrators and other Cazenovia Central School personnel in a respectful and positive manner
6. Work to develop mechanisms to control their anger
7. Ask questions when they do not understand
8. Seek help in solving problems to avoid disciplinary action
9. Dress in accordance with the Student Dress Code for class and Cazenovia Central School District functions.



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10. Accept responsibility for their actions.
11. Conduct themselves as representatives of Cazenovia Central School District when participating in or attending Cazenovia Central School District sponsored extracurricular events and to hold themselves to the highest standards of conduct, as per Cazenovia Central School Board of Education Policy #1520 and Regulation 1520R
12. Notify a teacher or school official if they have knowledge of a situation where any student is disrespected, harassed, abused, or threatened
13. Tell a responsible adult if they believe violence will occur
14. Refrain from using inappropriate language at any time and in any place.



**Responsibilities of Essential Partners:** Parents, teachers, guidance counselors, principals, the Superintendent and the Board of Education, in each of their respective roles, are expected to support the children of the District by insuring that there is a safe and orderly environment allowing students to reach their highest possible level of achievement.

**Student Dress Code:** All students are expected to give proper attention to personal cleanliness and to dress appropriately for Cazenovia Central School District programs. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other Cazenovia Central School District personnel should exemplify and reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the educational setting.

A student's dress, grooming and appearance shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Exclude extremely brief garments and see-through garments.
- Ensure that underwear is completely covered with outer clothing. Foundation garments should be worn but not seen. Dresses and tops with straps less than one inch in width will not be permitted. Midriffs must be covered at all times.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include the wearing of hats in the classroom except for a medical or religious purpose where it is part of a uniform.
- Not include "weapon jewelry", spikes or other such things worn on the body that could injure others.
- Not include items that are vulgar, obscene, libelous, or that denigrate others on account of race, color, religion ancestry, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- During the school day, students should not carry iPods, pagers or cell phones.
- Skirts or shorts must be no shorter than where longest fingertips fall at the leg. Leggings may be worn under skirts or shorts of questionable length.
- Students will be permitted to wear coats and/or hats only upon entering or leaving the building. Sweatshirt or fleece is acceptable.

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

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**Prohibited Student Conduct:** Students are prohibited from engaging in conduct that is disorderly, insubordinate, disruptive, violent, unsafe, illegal or unethical. These rules apply in a school building, on school grounds, on school buses or at any District function. Students may not possess or use tobacco, alcohol or drugs on school property, on school buses or at a school function. Students are also prohibited from using alcohol or illegal drugs and then coming on school property, school buses or school functions.

**Reporting Violations:** Any student observing prohibited student conduct should report the violation to a teacher or other school official. Any conduct constituting a crime or affecting the security of the school will be reported to local law enforcement by the building principal or program supervisor.

**Disciplinary Procedures and Penalties:** Disciplinary action will be fair and impartial, taking into consideration the student's age, disability or any extenuating circumstances. Penalties are progressive, ranging from verbal warnings to suspension and expulsion, and including removal from class. Teachers may remove a disruptive student from class with appropriate notification to the principal and parents. Students who bring a weapon to school may be subject to suspension for one year.

**Alternative Instruction:** School age students removed from class by a teacher will have materials and assignments provided by the teacher. When a compulsory school age student is suspended from school pursuant to Education Law §3214, the District will provide alternative instruction and classroom materials for a student suspended from school.

**Discipline of Students with Disabilities:** The District will comply with all State and Federal laws when disciplining students with disabilities. The Code recognizes definitions unique to students with disabilities, disciplinary action consistent with special rules regarding the suspension or removal of students with disabilities, expedited due process hearings specified by the Regulations of the Commissioner of Education and the referral to law enforcement and judicial authorities of crimes committed by a child with a disability to the appropriate authorities.

**Corporal Punishment:** Corporal punishment of any student by any District employee is forbidden. Reasonable physical force may be used to (1) protect oneself, another student, teacher or any person from physical injury; (2) protect the property of others or the District; and/or (3) restrain or remove a student whose behavior interferes with the orderly exercise of the educational process or school function.

**Investigating Violations of Laws and School Rules:** School administrators are authorized to question students and to conduct searches of students' belongings if there is reasonable suspicion to believe that the search will result in evidence that the student has violated the law or the Code of Conduct. Student lockers, desks, and other school storage places may be searched at any time without prior notice to students and without their consent. Students who are questioned by police officials on school property will be afforded the same rights as they have outside school.

**DISTRICT INFORMATION** **Visitors to Schools:** Visitors to the school are expected to observe a set of rules outlined in the Code of Conduct to ensure the safety of the building's occupants. Visitors must register in the school's main office.

**Public Conduct on School Property:** All persons on school property will conduct themselves in a respectful and orderly manner, be properly attired and act in a responsible manner. The Code contains penalties for violations and rules for enforcement.

**Publication, Distribution and Review:** Annually the Code will be publicized and explained to all students and a written summary distributed to parents and guardians of students, and to the community at large. A school committee will annually review the Code of Conduct and update it if necessary.

## BEHAVIOR-RELATED OFFENSES AND CONSEQUENCES

Students are expected to conduct themselves in an appropriate and civil manner with regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The rules of conduct listed hereafter are intended to focus on safety and respect for the rights and property of others. Students who did not accept responsibility for their own behavior and who violate school rules will be required to accept penalties for their conduct.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. The staff at a school has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school. When determining the consequences, they will take the following into consideration.

- The nature of the offense and the circumstances which led to the offense.
- The age-appropriateness of the consequence.
- The student's prior disciplinary record
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate.
- The extent to which the offense interfered with the responsibility/rights/privileges/property of others.
- The extent to which the offense posed a threat to the health and safety of others.
- Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lesser penalty than subsequent violations. In the case of students who are habitually disruptive or who frequently violate school rules, administrators have the prerogative of applying more severe penalties at any stage, including removal from class and suspension from school. Some violations, however, are severe enough to merit maximum penalty on the first occasion.

Although not all inclusive, the following list of consequences apply in most circumstances.

DISTRICT INFORMATION

RANGE OF CONSEQUENCES FOR  
BEHAVIOR RELATED OFFENSES

I Options

- Warning/verbal reprimand
- Time-out of classroom
- Loss of privilege
- Conference with student
- Communication with parent
- Detention after school by teacher
- Counseling
- Restitution\*
- Loss of Recess
- Detention after school by administrator\*

II Options

- Removal from class
- Suspension\*
  - In-School
  - Out-of-School
- Police notification\*
- Removal from school property\*
- Suspension from Bus Transportation\*
- Restitution\*
- Long Term (more than 5 days) Out-of-School Suspension\*\*

III Options

- Alternative placement\*
- Expulsion (permanent suspension)\*\*

\* Administrator action only

\*\* Superintendent action only