

March 1, 2019

Dear Parents/Guardians:

Please take a few moments to read and review the information included in this letter, related to important issues at the high school.

### **Student Pick-Up**

At times, students are dismissed early from school. Please review the information related to procedures for signing students out of school.

- **Dismissals During the School Day**

A parent requesting a student's early dismissal from school should provide the child with a written excuse on that day, noting the time and reason for the dismissal. Students should bring excuses to the main office before homeroom. Students will be dismissed from school at noted time and parents do not need to sign student out of the building.

- **Dismissal During the School Day Due to Illness**

Dismissals during the day, because of illness, must be cleared through the Health Office. Students may leave school only after the school Health Office or the Main Office has contacted a parent/guardian. Ill students are to be picked up from the Health Office. Students who are driving or walking home due to illness, must have written parent/guardian permission (email/fax).

- Faculty and Staff will direct any student who is not feeling well to the Health Office .
- Students will not be given permission to contact parents via personal cell phone to request dismissal due to illness. Doing so is a violation of the school cell phone policy.
- It is imperative that students that are not feeling well are assessed by the school nurse.
- Please do not come to school to pick up a student due to illness without being contacted by school personnel.

### **Cazenovia High School Code of Conduct: Tobacco Violation**

- Possession or use of any tobacco product on school property or at a school function is a code of conduct offense.
- A Tobacco Violation offense falls in the Level II, III Consequence Range.
- e-Cigarettes, such as Juuls, are tobacco products.

- The first offense consequence for a Tobacco Violation is:
  - Parent notification and conference
  - 2 days out of school suspension
  - 2 days in-school detention
  - Research paper and presentation to administration related health implications connected with the use of E-Cigarettes.
- Additional violations receive progressive consequences.
- The following is an excerpt from the Cazenovia Central Schools Extracurricular Handbook Code of Conduct:
  - *Because the use of alcohol and other drugs prevent the normal development of a health mind and body, the following \*Code of Conduct has been established:*
  - No student-athlete or club member will possess, consume, or facilitate the use of any tobacco products **and/or tobacco-like products such as E-cigarettes** at any time or any place during the *school year\** (*The school year is defined as July 1st through June 30th of the subsequent year.*)
  - If a violation of the \*Code of Conduct is confirmed, the following consequences will occur for first time offense:
    - The student will be suspended for 25% of the number of games listed on the regular season schedule. It does not matter if the infraction occurs in-season or out-of season. A reduction of the consequence percentage can be applied by the administrator at the discretion of the administrator dependent upon the level of cooperation displayed by the student and parents and dependent upon the severity of the code of conduct violation. Any code of conduct violation involving possession of, or consumption of alcohol, illegal drugs, prescription drugs or tobacco will result in the full 25% game suspension.
    - Please see the Extracurricular Code of Conduct for 2nd and 3rd offense consequences.

I am sharing this information so that we can work together to keep our students and your children safe. Please review this information with your children and help them to make good choices. Please contact me with any questions. Have a great weekend!

Sincerely,  
Mrs. Hagan