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**The 2021-2022 Student Handbook has been adjusted and modified
based on the Cazenovia CSD Reopening Plan**

CAZENOVIA CENTRAL SCHOOLS

EQUAL OPPORTUNITY

The Cazenovia Central School District does not discriminate on the basis of age, color, creed, disability, marital status, orientation, veteran status, national origin, race, or gender 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.

MISSION STATEMENT

We nurture every student's maximum personal, intellectual, and civic potential in a safe and stimulating environment for all that fosters creativity, innovation, and readiness for a dynamic world.

KNOW YOUR SCHOOL

2021 - 2022 BOARD OF EDUCATION

Mr. David Mehlbaum - President
Mrs. JoAnne Race – Vice President
Ms. Katherine Hahn
Mrs. Meghan Kelly
Mr. Ronald Luteran
Ms. Jennifer Parmalee
Dr. Jan Woodworth

DISTRICT ADMINISTRATION

Mr. Chris DiFulvio – Superintendent of Schools
Mr. Thomas Finnerty – Assistant Superintendent
Mr. Patrick Ruddy - Director of Pupil Services
Mr. Benjamin New – Director of Curriculum & Instruction
Mr. Geoffrey Brown – Superintendent of Building & Grounds
Mr. Chris Hennigan – Technology Coordinator

HIGH SCHOOL ADMINISTRATION

Mrs. Molly Hagan – Principal
Mrs. Jennifer Raux – Assistant Principal

HIGH SCHOOL STAFF

Applied Arts

Agriculture Science

Miss Millen

Business

Mrs. New – Dept. Leader

Family & Consumer Science

Mrs. McDowell

Technology

Education/Business

Mr. Hammond

Technology Education

Mr. Hyatt

Mr. Phan

IT & Computers

Mrs. Chiarello

Ms. Lammi

Mr. Larson

Counseling

Mr. Oldfield

Mrs. Tresco

Ms. Zumpano

English

Mrs. Chiarello – Dept. Leader

Mrs. Brenneck

Miss DiNapoli

Mrs. Everard

Mrs. Littlepage

Mr. Murlin

Fine Arts

Ms. Dougherty - Dept. Leader

Mrs. Frear - *Art*

Mr. Reynolds - *Art*

Mrs. Coburn - *Music*

Mr. Macreery - *Music*

Mr. Wakeman - *Music*

Language

Mrs. Bullis - Dept. Leader

Mrs. Connors

Ms. Miller

Mrs. Nourse

Miss Rydelek

Library & Media Specialist

Mr. Wightman

Math

Miss Byrne

Mrs. Milana

Mrs. Miller

Ms. Miner

Mrs. Schug – Dept. Leader

Mrs. Senehi

Mrs. Stauffer

Nurse

Mrs. Kathy Hudson

Office Staff

Mrs. Haube – Administrative

Assistant to the Principal

Mrs. Mattina – Administrative

Assistant to the Asst. Principal

Mrs. Forrett - Counseling

Assistant/Registrar

Mrs. Trush – CSE Secretary

Physical Education & Health

Mr. Byrnes - A.D.

Mr. Condon - Dept. Leader

Mr. Ellithorpe

Miss Merkley

Mrs. Moesch

Science

Mr. Carroway

Mrs. Johnson

Mr. Kelly

Mr. Martin

Dr. Nourse – Dept. Leader

Mr. Pritchard

Mr. Schug

Social Studies

Mr. Cappella

Mr. Harney

Mr. Kelly

Mrs. LaHart

Mr. Schettine

Mr. Wheeler – Dept. Leader

Special Services

Mr. Ruddy – CSE Chair

Mrs. Axe – Special Ed.

Mrs. Cooke – Special Ed.

Mrs. Costello – Special Ed.

Mrs. Greene – Speech/Language

Mr. Mascari – Special Ed.

Mr. MacIntosh – Special Ed.

Mrs. Sessler – Academic

Assistance

Mrs. Sprague – Special Ed.

School Psychologist

Miss Tarsel

Mental Health Coordinator

Mrs. Reger

Occupational Therapist

Mrs. Linck

Physical Therapist

Mrs. Frazee

Teacher Aides &

Assistants

Mrs. Boone – Special Ed.

Mrs. Desmond – Special Ed.

Mrs. Dewan – Library

Mrs. King – Special Ed.

Mrs. Munn – Special Ed.

Mrs. Namy – Special Ed.

Ms. Smith – Special Ed.

Mrs. Swart – Special Ed

ENL

Dana Cole

Regular School Day Bell Schedule

Period	Time
Drop Off	8:15 am
Warning Bell	8:30 am
Homeroom	8:32 am - 8:36 am
1st	8:39 am - 9:19am
2nd	9:22 am - 10:02am
3rd	10:05 am - 10:45am
4th	10:48 am - 11:28 am
5th	11:31 am - 12:10 pm
6th	12:13 pm - 12:52 pm
7th	12:55 pm - 1:34 pm
8th	1:37 pm - 2:17 pm
9th	2:20 pm - 3:00 pm
Dismissal	3:00 pm
Detention	3:05 - 3:45 pm

HANDBOOK

ACADEMIC & GRADUATION REQUIREMENTS

ACADEMIC INTEGRITY PHILOSOPHY STATEMENT

A quality education can only be achieved and justly measured in a setting where students' work is truly their own. Giving or receiving unauthorized help on schoolwork obscures actual achievement and is unfair to fellow students who may be adhering to a higher ethical standard. At Cazenovia High School, it is the responsibility of every student and teacher to maintain and promote the fundamental values of academic integrity: honesty, trust, and respect.

BLOCK SCHEDULING

Virtually all courses will be presented in a block format. This means that classes run 80 minutes and are held on either odd or even days of the cycle. Attendance is imperative. Absences, appointments, and extended vacations should be kept to an absolute minimum.

COURSE LOAD

All students are required to take six (6) credits of academic subjects plus Physical Education each semester. Each year a Program of Studies booklet is posted on the school website for use by parents, students, and staff. This booklet contains a list of courses available, explanations of each course, and patterns of courses that students may follow in grades eight through twelve.

COLLEGE CREDIT COURSES

Cazenovia High School offers students a wide variety of courses for potential college credit. Students and parents should refer to the Program of Studies booklet for further information.

DROPPING/ADDING A COURSE

The period of time when a student may request to add or drop a course is during the course request process that occurs each spring. Changes are only made on a limited basis and considered on a case-by-case basis

SCHEDULE FOR INTERIMS AND REPORT CARDS**

**See school calendar for specific dates

EARLY GRADUATION

Any student planning early graduation must submit a Request for Approval for Early Graduation to their counselor **prior to the start of the year they plan on graduating**. A student, parent, and counselor conference will be held, credits will be reviewed, and final approval by the High School Principal is required.

EXTERNAL COURSES

Students taking courses outside of the high school may be eligible to receive credit. Students taking these courses must see their counselor and complete the Request for Dual Credit form for approval. ALL such courses must be approved by the Principal BEFORE starting the course.

FINAL EXAMS AND GRADES

The final average for courses is determined by the following:

1. Grades for courses in which a mid-year exam is given are determined by an 8/11+1/11+2/11 ratio: 8/11 of the final average is determined by work during the course, 1/11 by the mid-year exam and 2/11 by the final exam, whether it be a local or Regents exam.

$$[2x (Q1+Q2+Q3+Q4+final\ exam) + mid\text{-}year\ exam] / 11$$

2. Grades for courses in which no mid-year exam is given are determined by a 4/5+1/5 ratio: 4/5 of the final average is determined by work during the course and 1/5 by the final exam, whether it be a local or Regents exam. $[(Q1+Q2+Q3+Q4) + (final\ exam)] / 5$

3. Grades for semester courses are determined by a 4/5 + 1/5 ratio: 4/5 of the final grade is determined by work during the course and 1/5 by the final exam, whether it be a local or Regents exam $[2x (Q1+Q2) + (final\ exam)] / 5$.

GRADES

School year grades are reported as numerical values. The following system can be used as a reference for letter grades. Some resources may list letter grades and below are numerical equivalents:

100-97 A+	87-89 B+	77-79 C+	65-69 D
93-96 A	83-86 B	73-76 C	Below 65 F
90-92 A-	80-82 B-	70-72 C-	

A weight of 1.06 for AP courses will be used in determining the Valedictorian and Salutatorian.

GRADE LEVEL CLASSIFICATION

Outlined below are the criteria for classification at each of the grade levels:

Grade 9: Satisfactory completion of 8th grade course work and/or faculty recommendation and approval of the Principal

Grade 10: Satisfactory completion of core courses

Grade 11: Satisfactory completion of core courses

Grade 12: Satisfactory completion of core courses

RANKING

Transcripts will not display a student's class rank.

REPORT CARDS

Quarterly Report Card Averages shall be calculated using a weight equal to the credit value of the course. This will also be the basis for calculating quarterly Honor Rolls.

End of Year or Course Final Averages shall also carry an extra credit value for AP Exam Courses. A value of 1.06 shall be multiplied to the annual course average for a student who has been enrolled in and completes an AP course, including taking the AP exam. AP weighting takes place after the AP exam. If a student in grades 9-12 enrolled in an AP course does not take the AP exam at the end of the year, then that final course grade shall not have an AP extra credit value.

Selection of Valedictorian and Salutatorian

The following criteria shall apply to determine the Valedictorian and Salutatorian:

A student must be in attendance and have earned course grades from Cazenovia High School for at least three consecutive semesters, beginning with the junior year.

- Final course grades shall be used for grades 8 (high school courses only), 9, 10, 11, and the first semester of grade 12.
- The first semester grade in AP courses taken in grade 12 will not be weighted by 1.06 because the student had not taken the AP exam by the end of the first semester.
- Grade Averages for Valedictorian and Salutatorian shall be calculated by using the final grades in all high school credit-bearing courses.
- Any high school course taken in 8th grade, in addition to the course grades in 9 – 11 grades will be used in the calculation.

Averages shall be calculated and rounded off to the hundredths place (example 98.42).

Courses identified as AP include AP English Language, AP English Literature, AP Calculus AB, AP Biology, AP Physics, AP Chemistry, AP World History, AP US History, AP Government & Politics, AP Studio Art, and AP Computer Science. The High School Principal is authorized to make additions or deletions to this list prior to the start of a given school year. Enrichment level courses, honors courses, or other college credit bearing courses are not to receive weighted grading for the Average, Valedictorian, and Salutatorian unless they are recognized as AP courses and culminate with the student taking the AP exam in that course.

If two students tie for Valedictorian, then no Salutatorian will be named.

GRADUATION REQUIREMENTS

<i>Course Requirements</i>	<i>Regents</i>	<i>Regents with Advanced Designation</i>
Total Credits Required for Graduation	22	22
English	4	4
Social Studies	4	4
Math	3	3
Science	3	3
Fine Art and/or Music	1	1
Physical Education	2	2
College Seminar (Junior year)	.25	.25
Health	.50	.50
Foreign Language	1	3

Electives	3	1.5
Community Service	40 hours	40 hours

Regents Diploma Requirements

For a Regents Diploma, students must pass all Regents examinations which are given in required courses and sequences with a score of 65 or above.

Regents Diploma with Honors

A Regents Diploma with Honors is awarded if Regents exam scores average 90 or higher.

*Note: Students seeking an Advanced Regents Diploma who pursue a 5-unit sequence in Art, Music, Fine Art, or Career and Technical Education may replace the foreign language requirement.

Students must pass all Regents Exams listed below:

<u>Regents</u>	<u>Regents with Advanced Designation</u>
English	English
Common Core Algebra I	Common Core Algebra I, CC Geometry, CC Algebra II
Global Studies	Global Studies
US History/Government	US History/Government
Science (1)	Sciences (2)
Foreign Language (Proficiency Exam)	Foreign Language Sequence

Community Service Graduation Requirements

Students entering eighth grade are required to complete 40 hours of community service prior to graduation. Students may earn hours at non-profit organizations, churches, libraries, and for school-approved opportunities. Students are expected to complete ten (10) hours per year. ***To be eligible for early release/late entry privileges, seniors must have completed thirty (30) hours of community service by the first day of senior year and (40) hours at the start of semester two.***

Procedure

Community service forms may be obtained in the high school office or from the district website/high school drop-down menu. If you are unsure of the validity of an activity, you should check with the Principal or Assistant Principal. Completed forms are to be returned

to the main office. All records will be maintained through the main office. Hours will be tabulated and posted on student report cards.

HOMework AFTER ABSENCE(S)

Each teacher will develop a policy regarding make-up work, which will be posted in the classroom. It is the student's responsibility to see each teacher on the day they return to get missed assignments and schedule make-up tests where necessary.

DO NOT WAIT UNTIL THE NEXT CLASS PERIOD

If a student is absent from school three or more consecutive days due to illness, homework assignments may be requested by calling the Counseling office (655-5301). The assignments may be picked up in the Counseling office the day after the actual request. Unless a previous arrangement has been agreed upon with your teacher, assignments are due on the date required.

HONOR ROLL

Honor roll is determined by average. (See "Grading")

Honor Roll 85 – 89.9

High Honor Roll 90 – 94.9

Highest Honors 95 - 100

Only full time students (those taking six or more credits are eligible for honor roll). Students with incompletes are ineligible for honor roll.

INCOMPLETES

Students who fail to complete course requirements by the end of the marking period and are granted an extension by the teacher, must do so as soon as possible. The next interim report must reflect the updated grade. Any deviation from this policy must be by agreement between teacher and student and must be approved by the administration. Any incomplete must be pre-approved by the principal.

PHYSICAL EDUCATION

New York State requires PARTICIPATION in physical education classes in order to receive credit toward graduation. Students who have any incompletes in Physical Education during the course of their high school career are required to make up all incompletes to graduate.

TESTING

ADVANCED PLACEMENT (AP)

The AP Examinations are offered annually to give high school students the opportunity to demonstrate college level achievement.

Cazenovia High School offers exams in *Art, Computer Science, US Government & Politics, World History, English Language, English Literature, Calculus AB, Chemistry, Physics, Biology* and *US History*. The exams are given in May and the students receive their scores online approximately mid-July.

Final grades, based on the student's entire examination, are reported on a five point scale: 5 - extremely well qualified, 4 - well qualified, 3 - qualified, 2 - possibly qualified, 1 - no recommendation.

More than a thousand colleges and universities collaborate in the program. Well over 100 such institutions stand ready to grant course credit on the strength of four and in some cases three Advanced Placement scores, thus offering students real savings and advancement in their education.

Students signing up for AP courses are expected to take AP exams in May. The day of the exam is considered a regular school day and any student taking the exam is expected to be in school for the morning if they have an afternoon exam, and return to school afterwards if they have a morning exam. The cost is approximately \$96.00 per exam but may prove to be the most inexpensive way to obtain college course credit when one considers the cost of on-campus college courses. Fee reductions for exams are granted each year to students based on family income. To apply see the Assistant Principal.

PSAT/NMSQT

Preliminary Scholastic Aptitude Test & National Merit Scholarship Qualifying Test - The PSAT/NMSQT is a test that measures written expression, verbal and mathematical reasoning abilities important in college work. Most students are juniors at the time they take the PSAT/NMSQT, but some take it as sophomores. The test is co-sponsored by the College Board and the National Merit Scholarship Corporation (NMSC) and is developed and administered for them by the Educational Testing Service (ETS). The cost is approximately \$20.00 per student.

Information from the PSAT/NMSQT can be helpful to students and their counselors in planning a student's education beyond high school. PSAT/NMSQT scores can be used to estimate a student's probable performance on the College Board's Scholastic Aptitude Test (SAT), which is required for admission to many colleges. Such an estimate is possible because the PSAT/NMSQT is a shortened version of the SAT and its score scale of 20 to 80 is equivalent to the 200 - 800 SAT scale. (A verbal score of 41 on the PSAT/NMSQT, for instance is comparable to an SAT verbal score of 410).

The PSAT/NMQST is the qualifying test for students who wish to participate in the nationwide scholarship competitions by the National Merit Scholarship Corporation. Although students are permitted to take the PSAT/NMQST for guidance purposes more than one time, they may compete for scholarships offered by NMSC only once. Students who qualify for Special Accommodation on Standardized Tests should contact their School Counselor to insure that modifications are provided.

ACTIVITIES

Students should strongly consider participating in extra-curricular activities each school year. The program allows each student to select an activity where he or she has a special interest and also provides an opportunity for participation in some areas not typically offered during the regular school day.

The following is a list of some of the opportunities Cazenovia offers to students:

Academic Decathlon	Athletics
Drama Club	Environmental Study Team
International Club	Senior High FFA
National Honor Society	Yearbook
SADD	Cazenovia Odyssey
Shakespeare Club	Friends of Rachel (FOR)
Student Council	Model UN
Sanctuary Club	FCCLA
Audio Visual Club	Communications Club

STUDENT GOVERNMENT

The Student Government represents the entire student body through its elected officers and class representatives. The Student Government attempts to provide the students with a voice in the democratic process of our school by working closely with the Student Government Advisors and the school administration. Members of our Student Government have the responsibility to maintain high standards of conduct. A constitution exists which details the rights and responsibilities of all elected officials in our Student Government. A copy of the constitution is available in the Library or from the Student Government Advisors.

According to the constitution of the Cazenovia High School Student Government, its goals are:

- Promoting school spirit
- Preserving harmony
- Supporting academic excellence
- Furthering democratic practices among the student body for the purpose of promoting student interests.

NATIONAL HONOR SOCIETY

Eligibility Requirements:

- Students must have earned a cumulative high school GPA of 90 or above at the end of sophomore year for incoming juniors, or at the end of junior year for incoming seniors.
- Incoming juniors must have completed 40+ hours of documented community service by the first school day of junior year.
- Incoming seniors must have completed 40+ hours of documented community service by the first school day of senior year.
- Students must complete all necessary forms and attend the mandatory informational meeting to be considered for membership. These forms must be returned to the NHS advisor by the given deadline, which will be announced at our informational meeting.
- Each student must obtain two adult recommendations, of which two recommendations must be from a Cazenovia High School faculty member.
- Students must complete an essay that is a personal reflection on the organization's four standards: scholarship, leadership, service, and character. This essay must be submitted as part of the formal application.
- A complete review of the student's disciplinary folder will occur as a last step in

consideration of acceptance into NHS.

- Students will be notified of their acceptance in writing.

Review of Rules:

As a member of the Cazenovia High School chapter of the National Honor Society, you will have certain obligations in order to maintain your membership. You must:

- Maintain an average of 90 average or higher.
- Participate in Induction
- Participate in the Blood Drive
- Participate in an individual service project for a minimum of three service credits. Each credit must be a minimum of two hours of service.
- Participate in a minimum of four community service hours sponsored by the Owahgena Chapter.
- Remain a good school citizen. Any suspension may result in immediate loss of membership.
- Follow the academic code of conduct expected of all students.
- Failure to meet NHS membership requirements will be reviewed on a case-by-case basis by the NHS advisor and High School Principal. A plan will be developed to return member to good standing. Failure of NHS member to return to good standing will result in loss of membership.

ACTIVITY CODE OF CONDUCT

The activity program at Cazenovia High School provides opportunities for participation in a wide range of activities. It is a privilege to participate in the activity program, and you represent the school and Cazenovia through your conduct, manners, and appearance. We expect that you will be proud to represent both your school and Cazenovia, and work hard to keep its' honor untarnished. Therefore, you must maintain a high standard of conduct, both in and out of school, as a host or as a guest of another school, and in all your activities in the community.

As a member of a school organization, students are required to:

1. Attend all classes on days of a scheduled event/game.

2. Accept full responsibility for taking care of any equipment/uniform issued to them.
3. Report any injury occurring during an extra-curricular activity immediately to their advisor.
4. Utilize school transportation for all extra-curricular events. The only exception will be transportation by the student's parents. (For additional information see: *CCSD Extracurricular Handbook for Students and Parents*.)
5. Attend all meetings, practices, etc. as called by their advisor, notifying their advisor well in advance if they are unable to do so.
6. Abide by all school rules and regulations as stipulated in the Student Handbook.
7. Show respect to all staff members, advisors, personnel, and anyone involved in the event.

An activity participant who fails to abide by the provisions of the Code of Conduct may be declared ineligible to participate in scheduled events and risks dismissal from participation in activities.

***In addition to this Code of Conduct, individual organizations may develop rules specific to their own needs.*

DASA

The Dignity Act was signed into law on September 13, 2010 and took effect on July 1, 2012. This legislation amended State Education Law by creating a new Article 2 – Dignity for All Students. The Dignity Act also amended Section 801-a of New York State Education Law regarding instruction in civility, citizenship, and character education by expanding the concepts of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes. The Dignity Act further amended Section 2801 of the Education Law by requiring Boards of Education to include language addressing The Dignity Act in their codes of conduct.

Additionally, under the Dignity Act, schools will be responsible for collecting and reporting data regarding material incidents of discrimination and harassment. The DASA Complaint form is on the District website. Point of Contact: Mrs. Molly Hagan – Dignity Act Coordinator

DASA Definitions:

- **Race:** This term is now considered by many cultural anthropologists and sociologists to be more of a social or mental construct than an objective biological fact. In common usage, the word appears to be used to describe geographically local or global human population groups distinguished as a more or less distinct group by genetically transmitted physical characteristics. For purposes of enumeration, the U.S. Census Bureau uses terms such as: “White/Caucasian”, “Black/African American/African-descent”, “Asian”, “Bi-racial”, “Hispanics/Latinos”, etc. to describe and classify the inhabitants of the United States.
- **Color:** In this usage, the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of their race. [Source: Oxford Dictionary]
- **Weight:** Aside from its obvious meaning in the physical sciences, in weight discrimination legislation from a variety of sources, the word is used in reference to a person’s “size” or sometimes interchangeably with a person’s size. Interestingly, the District of Columbia has a law that prohibits discrimination based on “personal appearance”.
- **National Origin:** A person’s country of birth or their ancestor’s country of birth. [Source: Wisconsin Civil Rights publication]
- **Ethnic Group:** A group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and or ideology that stresses ancestry. Some ethnic groups may emphasize marrying within the group or “endogamy”.
- **Religion:** A person or group’s religion is the specific fundamental beliefs and practices generally agreed to by large numbers of the group...a body of persons adhering to a particular set of beliefs and practices.
- **Religious Practice:** This term includes practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc. The motivation for the practice is more significant than the nature of the activity in this definition. One individual may eat a certain diet for religious reasons while another may eat the exact same identical diet for secular (health/environmental) reasons. [Source: EEOC Govt. policy]
- **Sex:** The biological and physiological characteristics that define men and women. (MALE and FEMALE denote “sex”). [Source: World Health Organization]

- *Gender*: The socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women. (MASCULINE and FEMININE denote “gender”). [Source: World Health Organization]
- *Sexual orientation*: The sex to which a person is sexually attracted. Someone attracted primarily or exclusively to members of the opposite sex is characterized as straight or heterosexual. Someone attracted primarily or exclusively to members of the same sex is characterized as homosexual. A person with a strong or viable attraction to both genders is characterized as bisexual or pansexual. [Source: About.com.Civil Liberties]
- *Disability*: Any restriction or lack (due to any impairment) of ability to perform an activity in the manner or within the range considered normal for a human being. [Source: W.H.O]

CODE OF CONDUCT

This Code of Conduct applies to any student who is:

1. On school property;
2. On school district technology or network;
3. In attendance at school;
4. At any school-sponsored activity.

I. INTRODUCTION

The Cazenovia Central School District Board of Education is committed to providing a safe and orderly learning environment where students may receive, and Cazenovia Central School District personnel may deliver, quality educational services without undue disruption or interference. Responsible behavior by students, teachers, other Cazenovia Central School District personnel, parents and other visitors is essential to achieving this goal.

Cazenovia Central School District has a long-standing set of expectations for conduct on school property and at all of its functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, integrity, and the belief in the educational goals of the organization.

Accordingly, in collaboration with students, parents, teachers and administrators, the Board of Education has established this Code of Conduct.

Unless otherwise indicated, this code applies to all students, school personnel, parents and

other visitors when on Cazenovia Central School District property or attending a Cazenovia Central School District function within or outside the district.

II. DEFINITIONS

For purposes of this code, the following definitions apply:

"Disruptive student" means a student who is substantially disruptive of the educational process or interferes with the teacher's authority over the educational environment. A substantially disruptive student is a student who affects the teacher's ability to teach and can make it difficult for other students in the classroom to learn.

"Parent" means the biological, adoptive or foster parent, guardian or person in parental relation to a student.

"Cazenovia Central School District property" means in or within any building, structure, play area, parking lot or land contained within the real property boundary line of a Cazenovia Central School District facility, or in or on a school bus, as defined in Vehicle and Traffic Law § 142.

"Cazenovia Central School District function" means any Cazenovia Central School district sponsored field trip, instructional activity, sports activity or extracurricular event or activity.

"Violent student" means a student who may be described by any of the clauses below:

1. Commits an act of violence upon a Cazenovia Central School District employee.
2. Commits, while on Cazenovia Central School District property or at a Cazenovia Central School District function, an act of violence upon another student or any other person lawfully on Cazenovia Central School District property or at a Cazenovia Central School District function.
3. Possesses a weapon while on Cazenovia Central School District property or at a Cazenovia Central School District function.
4. Displays what appears to be a weapon, while on Cazenovia Central School District property or at a Cazenovia Central School District function.
5. Threatens to use a weapon, while on Cazenovia Central School District property or at a Cazenovia Central School District function.
6. Knowingly and intentionally damages or destroys the personal property of any

Cazenovia Central School student, District employee or person lawfully on Cazenovia Central School District property or at a Cazenovia Central School District function.

7. Knowingly and intentionally damages or destroys Cazenovia Central School District Property.

A "weapon" means a firearm as defined in 18 USC 921 for purposes of the Gun-Free Schools Act. It also means any other gun, pistol, air gun, BB gun, disguised gun, razor, knife, brass knuckles, sling shot, box cutter, electronic dart gun, throwing star, electronic stun gun, pepper spray or other noxious spray, fireworks, explosive or incendiary bomb, smoke bomb, paddle or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

III. STUDENT RIGHTS AND RESPONSIBILITIES

A. 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.

B. STUDENT RESPONSIBILITIES

Students are expected to:

1. Contribute to maintaining a safe and orderly learning environment that is conducive to learning and to show respect to other persons and to property.
2. Attend classes every scheduled day and period, on time unless excused, and be prepared to learn.
3. Work to the best of their ability in all academic and extra-curricular pursuits and strive toward their highest level of achievement.

4. React to direction given by teachers, administrators and other Cazenovia Central School personnel in a respectful and positive manner.
5. Work to develop mechanisms to control their anger.
6. Ask questions when they do not understand.
7. Seek help in solving problems to avoid disciplinary action.
8. Dress in accordance with the Student Dress Code for class and Cazenovia Central School District functions.
9. Accept responsibility for their actions.
10. 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.
11. Notify a teacher or school official if they have knowledge of a situation where any student is disrespected, harassed, abused, threatened, or is in danger.
12. Tell a responsible adult if they believe violence will occur.
13. Refrain from using inappropriate language at any time and in any place.

IV. ESSENTIAL PARTNERS IN EDUCATION

Providing a safe and orderly school environment involves a partnership of parents and school personnel. The following are expectations of each:

A. PARENTS

1. Recognize that the education of their children is a joint responsibility of the parents and the educational community.
2. Send their children to educational programs ready to participate and learn.
3. Ensure their children attend class regularly and on time.
4. Ensure absences are properly documented.
5. Insist that their children be dressed and groomed in a manner consistent with the Student Dress Code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe and orderly environment.
7. Know Cazenovia Central School District rules, policies and academic requirements and help their children understand them.
8. Convey to their children a supportive attitude toward education and Cazenovia Central School District.
9. Build good relationships with teachers, other parents and their children's friends.

10. Help their children deal effectively with peer pressure.
11. Inform the school principal, counselor and/or teachers of changes in the home situation or potentially violent student behavior that may affect conduct, performance, or safety.
12. Provide a place for study and ensure homework assignments are completed.
13. Initiate contact with teachers, counselors, and school officials as a way to resolve problems.
14. Conduct themselves as representatives of Cazenovia Central School District when participating in or attending Cazenovia Central School District sponsored extra-curricular events and to hold themselves to the highest standards of conduct, as per Cazenovia Central School District Board of Education Policy #1520 and Regulation 1520R.
15. Attend Back-to-School night and other school-wide informational meetings.

B. FACULTY AND STAFF

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-confidence and promote confidence to learn.
2. Demonstrate interest in teaching, and a concern for student achievement and well-being.
3. Know Cazenovia Central School District policies and rules and enforce them in a fair and consistent manner.
4. Communicate regularly with students, parents, counselors, and other teachers concerning student growth, achievement and expectations.
5. Initiate contact with parents, students, and school officials as a way to resolve problems.
6. Maintain appropriate confidentiality of information regarding students, parents, and staff.

C. SCHOOL COUNSELORS

1. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress, and educational and career plans.
4. Provide information to assist students with career planning and college application/selection.

5. Encourage students to benefit from the curriculum and extracurricular programs.
6. Initiate contact with students, parents, faculty, and school officials as needed, as a way to resolve problems.

D. ADMINISTRATORS

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
2. Ensure that students, staff, and parents have the opportunity to communicate with the administrators and for correcting the wrongdoing.
3. Evaluate all instructional programs on a regular basis.
4. Support the development of and student participation in appropriate extra-curricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Initiate contact with students, parents, faculty, counselors, and school officials, as needed, as a way to resolve problems.

E. BOARD OF EDUCATION

1. Collaborate with student, teacher, administrator, and parent organizations, Cazenovia Central School District safety personnel and other Cazenovia Central School District personnel to develop a code of conduct that clearly defines expectations for the conduct of students, Cazenovia Central School District personnel and visitors on Cazenovia Central School District property and at Cazenovia Central School District functions.
2. Annually review the Cazenovia Central School District's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.

V. 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, administrators 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:

1. Exclude see-through garments.
2. Tops should entirely cover the student's chest and midsection.
3. Bottoms must fully cover the buttock area.

4. Ensure that underwear is completely covered with outer clothing. Foundation garments should not be seen. Bottoms must be fastened at the waist.
5. Include footwear at all times. Footwear that is determined to be a safety hazard will not be allowed.
6. Not include the wearing of hats, hoods, coats, jackets, and bandanas in the classroom, except for a medical or religious purpose or where it is part of a uniform.
7. Not include a weapon, jewelry, spikes, or other such things worn on the body that could injure others.
8. Not include items that are vulgar, obscene, libelous, or that denigrate others on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, or disability.
9. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

*Some degree of flexibility to the dress code will be permitted for school sponsored spirit/theme days.

VI. 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 do 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, timely, 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:

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

8. 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.

The following is a list of offenses on school property or at a school function. This list is not all-inclusive and includes the range of consequences.

RANGE OF CONSEQUENCES FOR BEHAVIOR RELATED OFFENSES

Level I Consequences

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

Level II Consequences

- Removal from class
- In-School Detention
- *Out of School Suspension
- *Police notification
- *Removal from school property
- *Suspension from Bus Transportation
- *Restitution
- **Long Term (more than 5 days) Out-of-School Suspension
- *Suspension from attendance at extra-curricular activities (including

dances, club activities & athletic events)

Level III Consequences

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

* = **Administrator action only**

** = **Superintendent action only**

Offenses and Consequences

<u>Offense</u>	<u>Definition</u>	<u>Range of Consequences</u>
Absence (Unexcused)	An absence for a day or any portion of a day for any reason other than those cited as excused (as listed in the Student Handbook) and/or failure to bring a note by a parent/guardian to verify an excused absence.	I, II, III
Academic Dishonesty	Plagiarism, cheating, academic misconduct, and fabrication.	I, II, III
Alcohol/Drug Violation	Possession, distribution, consumption, being under the influence, or sale of illegal drugs, synthetic cannabinoids and/or designer drugs, or alcoholic beverages, drug paraphernalia, or prescribed medication not the individual's own, "huffing" which is a deliberate inhaling of a concentrated substance for the purpose of intoxication, on school property, at a school function, on a school bus, or in a school vehicle.	II, III
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.	II, III
Bus Misbehavior	Any violation of bus behavior rules (as listed in the Student Handbook).	I, II, III

Cell Phone Violation (1)	Use of a cell phone or mobile device without permission during the school day.	I, II, III
Cell Phone Violation (2)	Unauthorized use of a cell phone during the school day or at a school sponsored event, including transmission of pictures, recording of videos, live-streaming videos, sending text messages or making social media posts.	I, II, III
Cheating/Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions.	I, II
Computer Electronic Communication Misuse	Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet; accessing another's e-mail or an inappropriate website; misuse of a website.	I, II
Cutting Class	Unexcused absence from a class or school activity.	I, II
Defamation	False or unprivileged statement or representation about an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group.	I, II
Destruction of Property/Vandalism	Damage, destruction or defacement (graffiti) of property belonging to another or the school.	II, III
Discrimination	Use of race, color, national origin, ethnic group, religion, religious practices, disability, gender, weight, or sexual orientation as a basis for treating another in a negative manner.	I, II, III
Disrespect Toward Others	Inappropriate comment or physical gesture to a student, teacher, staff member, or other adult.	I, II
Disorderly Conduct	Behavior disturbing the atmosphere of order, to include obstructing or restraining the authorized or lawful	I, II

	movement or participation of another.	
Disruption – Classroom	Behavior that is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.	I, II, III
Disruption – School	Behavior that interferes with the safe and orderly environment of the school or school activity.	I, II, III
Dress Code Violation	Failure to comply with School Dress Code.	I
Driving/Parking Violations	Failure to obey all state, district, and campus traffic and parking signs and rules. Parking on school property during school hours.	I, II
False Alarms/Bomb Threats	Initiating a report or warning of fire or catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.	II, III
Failure to Serve assigned Consequences	Failure to serve detention, suspension, or other assigned consequences.	I,II
Fighting	A hostile confrontation with verbal or physical contact involving two or more students.	II, III
Fireworks or Explosives	Possession, use and/or threat to use a firework, smoke bomb, flare, or combustible/explosive substance.	II, III
Forgery	Signing the name of a staff member, parent/guardian.	I, II
Gambling & Games of Chance	Wagering money or property anywhere on school grounds or at school functions.	II, III

Harassment	An action or persistent pattern of actions or statements directed at an identifiable individual or group which is intended to be, or which a reasonable person would perceive as ridiculing, demeaning, or offensive; including cyber bullying (where harassment extends to school environment).	I, II, III
Hazing	Negative or reckless act required for the purpose of initiating into, affiliating with, or maintaining membership in any activity, organization, club or team.	I, II, III
Indecent Exposure	Exposing the private parts of the body in a lewd or indecent manner.	II, III
Insubordination	Refusing to follow reasonable requests of teachers, staff, or administration, including failure to identify self or knowingly providing false information.	I, II, III
Leaving School Grounds Without Permission	Leaving school grounds during regular school hours without written permission from parent/guardian, administrator or someone listed on the emergency procedure record.	II
Loitering	Idle presence in an area without authorization.	I, II
Lookout	Facilitating the violation of school rules.	II, III
Physical Attack on Staff/Student/Others	Assault or aggressive physical action, directed at students, staff, or others, including a situation where a staff member is intervening in a fight or other disruptive activity.	II, III
Possession/use of Disruptive Items	Unauthorized possession of a sound box, laser pointer, squirt gun, water balloon, personal audio device, or any other disruptive item.	I, II
Possession/use of	Unauthorized use or possession of a skateboard, scooter,	I, II

Skateboards/Roller blades/Scooters	or roller blades on school property.	
Profanity	Using vulgar or abusive language, cursing, or swearing.	I, II
Sexual Conduct and/or Harassment	Unwanted and inappropriate verbal, written, or physical conduct of a sexual nature. Title IX Grievance Procedure documentation can be found on the Cazenovia Central School website – District Office drop-down menu.	I, II, III
Tardiness	Unexcused lateness to school or class.	I, II
Theft	Taking or obtaining property of another without permission of the owner. Possession of stolen property.	I, II, III
Threat to Staff, Student or Others	Expression conveyed by word or action, of intent to abuse, intimidate, coerce, or injure a staff member, student, or other person.	I, II, III
Tobacco Violation	Possession or use of any tobacco product, including e-cigarettes and vaping devices/products.	II, III
Trespassing	Unauthorized presence on school property, including while on suspension.	I, II
Truancy	Unlawful absence without parental knowledge and/or permission.	I, II
Weapon Possession	Possession of a weapon.	II, III

VII. INVESTIGATING VIOLATIONS OF LAWS AND SCHOOL RULES

A. Any student observing a student possessing a weapon, alcohol or illegal substance on Cazenovia Central School District property or at a Cazenovia Central School District

function shall report this information immediately to a teacher, a Cazenovia Central School District administrator, or the Superintendent.

B. Any weapons, alcohol or illegal substances found shall be confiscated immediately, followed by notification of the parent of the student involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution.

C. School administrators may interview and question students regarding violations of the Code of Conduct, school rules, and about violations of laws committed on school grounds or at school events.

Administrators may also interview students where conduct at any other time or place has a direct and/or immediate effect on maintaining order and discipline or protecting the safety and welfare of the students or staff in the schools.

Students are not entitled to any sort of Miranda-type warnings before being questioned by school officials, nor are school officials required to contact a student's parents before questioning the student. Cazenovia Central School officials will tell a student why he or she is being questioned.

Searches of student lockers, bags, desks and other school storage places by school officials are permissible, as students should have no reasonable expectations of privacy with respect to these places. In addition, the Board of Education authorizes Cazenovia Central School administrators to conduct a search of a student's book belongings and request that a student empty his or her pockets if the school official has reasonable suspicion to believe that the search will result in evidence that the student violated school rules or State/Federal Law. Students' book bags or other belongings may be searched whenever school officials are concerned about an immediate threat to student safety.

D. An Administrator, program supervisor, and his or her designee, must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Administrator learns of the violation.

Cazenovia Central School officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in Cazenovia Central School buildings or at Cazenovia Central School functions, or to use our facilities in connection with police work. Police officials may enter Cazenovia Central School property or a Cazenovia Central School function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant.
2. Probable cause to believe a crime has been committed on Cazenovia Central School property or at a school function.
3. Been invited by Cazenovia Central School officials.

Before police officials are permitted to question or search any student, the administrator and his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the parent shall be informed of the questioning or search by the administrator, program supervisor, and his or her designee as soon thereafter as possible. The Administrator, program supervisor, and his or her designee will also be present during any police questioning or search of a student on Cazenovia Central School property or at a Cazenovia Central School function.

ALCOHOL AND DRUG POLICY

Any student found in possession of, under the influence of, consumption, sharing, selling and/or distributing drugs, designer drugs, counterfeit drugs, or alcohol on school grounds, on a school bus or at a school-related activity or event will be suspended immediately for five (5) days pending a Superintendent's Hearing. Consequences may include removal of the student to an alternative instructional program or long-term suspension from school. A suspended student is not allowed on school property and may not participate in any school events or activities, including sports and the graduation ceremony. All drug and alcohol violations will be reported to the local authorities.

ALCOHOL SENSOR USE

No student under the influence of alcohol and/or illegal drugs will be allowed in school or admitted to any extra-curricular event sponsored by the school district. Students under reasonable suspicion in school or seeking entrance to a school-sponsored event or activity are subject to the administration of an Alcohol Sensor to determine the presence of alcohol in the student's system.

The test will be administered by school district officials or their designees. Any student refusing to submit to the Alcohol Sensor test will not be permitted to enter the event and their parent or guardian will be called to arrange transportation of the student from the premises. The student will be subject to further disciplinary action as a result of insubordination.

If a student tests positive for alcohol during the school day, a parent or guardian is notified to arrange transportation of the student from the premises. The student will also be subject to further disciplinary action as defined by the alcohol and drug policy.

VIII. REMOVING SUBSTANTIALLY DISRUPTIVE STUDENTS

A substantially disruptive student affects a teacher's ability to teach and makes it difficult for students in the classroom to learn. In most instances, the classroom teacher shall control substantially disruptive student behavior by using good management techniques. In some instances, however, it may be necessary for a teacher to remove a disruptive student from the classroom to ensure that the other students continue to learn.

A. Traditional Means for Removing a Substantially Disruptive Student

Teachers may remove substantially disruptive students from their classes by following current behavior management procedures. One of these procedures is a "time out" in the Principal's Office until the teacher contacts the office to have the student return to class or to his or her next class. According to Education Law 3214(3-a), a teacher may remove a student from their classroom.

Another procedure is to send the substantially disruptive student to the office, where the student remains until the teacher can contact the administrator in charge. Parental notification, detention, in-school suspension and out-of-school suspension are some of the consequences that may be initiated by the administrator after conferring with the teacher and the student.

Whenever a student is assigned to detention or in-school suspension, the parent will receive a letter from the administrator.

In all disciplinary cases, except where a substantially disruptive student is a danger to himself/herself or to others, the student will be told the reasons for removal from class.

B. Teacher Removal of a Substantially Disruptive Student

A teacher may remove a substantially disruptive student from class for up to two (2) instructional periods of that class. An instructional period is defined as a one 80 minute block class at the High School.

If the student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student, before the student is removed, with an explanation for why he or she is being removed. The student must also be given the opportunity to present his or her version of the relevant events. Only after this informal discussion may a teacher remove a student from class.

If the student does pose a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or

her version of the relevant events within one full school day.

The teacher must complete a Cazenovia Central School District established Teacher Removal of a Substantially Disruptive Referral Form and meet with the Principal or program supervisor as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the referral forms. If the Principal or supervisor is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or supervisor prior to the beginning of classes on the next school day. Additionally, within twenty-four hours, the teacher must notify the student's parents by telephone of the removal and provide reasons for the removal.

Within one school day after the student's removal, the Principal, or another Cazenovia Central School District administrator designated by the Principal must inform the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal, Supervisor, or the designated administrator to discuss the reasons for the removal and behavior modification(s) to remedy the cause for the removal. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice by the day after the student's removal at the last known address for the parent. Where possible, notice should also be provided by telephone if Cazenovia Central School District has been provided with a telephone number(s) for the purpose of contacting parents. At the informal conference, the teacher will present reasons for the removal.

The teacher, the Principal, or the designated administrator must give the student and the student's parents a chance to present the student's version of the relevant events at an informal meeting. This meeting must be held within two school days of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent, teacher, and Principal.

The unavailability of the parent for telephone contact or informal conference shall not impede the removal process. In this case, the student maintains the right to an informal conference.

The Principal or the designee may overturn the removal of the student from class if the Principal, supervisor, or designee finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law.
3. The conduct warrants in-school detention and that penalty is imposed by the administrator in charge.
4. The conduct warrants suspension from school pursuant to Education Law 3214 and

- a suspension will be imposed.
5. The removal is inconsistent with the Code of Conduct.

The Principal or his or her designee must make a determination as to whether to overturn the removal before the close of business on the day after the day of the informal hearing. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal, supervisor, or designee makes a final determination, or the period of removal expires, whichever is less. At the teacher's discretion, they may rescind the removal prior to the expiration of the full period of removal.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued behavioral and/or educational programming and activities until he or she is permitted to return to the classroom. As soon as possible, but no later than the beginning of the next school day, the removing teacher must provide a guide for instruction and appropriate instructional materials for the student.

Nothing in this section of the Code of Conduct abridges the customary right or responsibility of a Principal to suspend a student. Further, nothing in this code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom.

IX. DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities are allowed certain procedural protections whenever Cazenovia Central School District authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations (I.D.E.A. (Individuals with Disability Equity Act) and New York State Education Law).

X. CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used by a District employee to:

1. Protect oneself, another student, teacher, or any person from physical injury.
2. Protect the property of Cazenovia Central School District or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of Cazenovia Central School District functions, powers, and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with commissioner's regulations.

XI. VISITORS TO THE SCHOOL

Parents and other district citizens are encouraged to visit the District's schools. Since schools are places of work and learning, however, certain limits must be set for such visits. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school is considered a "visitor".
2. Except for those who are attending public gatherings or meetings after school hours, visitors must sign in at the main entrance and obtain a visitor's pass.
3. Parents or citizens, who wish to observe a classroom while school is in session, are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum and to abide by Board Policy 1240 "Visitors to School", and its corresponding Administrative Regulation.
4. All visitors are expected to abide by the rules for public conduct on school property contained in Board of Education Policy.

The administration has authority to determine whether the visitor has an appropriate reason for being in the building. If the visitor is judged by the administrator not to have an appropriate reason, the visitor will be asked to leave. If the situation warrants the police may be called.

XII. 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.

XIII. PUBLICATION, DISTRIBUTION AND REVIEW

Each year the district will provide copies of the code, or a summary of the code, to all students at the beginning of the school year. Hard copies will be available upon request.

COMPREHENSIVE ATTENDANCE POLICY

School Attendance Procedures

The administration, faculty, and staff at Cazenovia High School recognize their obligation to provide educational opportunities for every student in a positive and safe learning environment. Along with the school's commitment, however, is an accompanying obligation for each student to accept responsibility for their education and strive to attain their potential. The high school attendance system includes important roles for students, parents/guardians, teachers, and administrators. The following guide has been established in conjunction with regulations set forth by the New York State Department of Education.

Excused Absences, Tardy Arrival, and Early Dismissal, as defined by Cazenovia High School Policy

- Sickness
- Sickness/death in the family
- Required court appearances
- Scheduled appointments with physicians, health clinics, and/or related agencies with doctor's note
- Religious observance
- Approved internship/work program
- Approved school-related activity
- Counselor-endorsed college visit with college confirmation.
- Approved job-shadowing opportunities
- Appointment at DMV for permit and road test.

A. Responsibilities of Parents/Guardians

Within three (3) school days of the student's return to school following an absence or tardy arrival, the parent/guardian should provide them with a written excuse containing the student's full given name, grade level, the reason for the absence or tardy, the exact date of the absence(s) or tardy, and parent/guardian signature. An email is acceptable.

The following is a list of acceptable written excuses for each cause of absence or tardy:

Cause of Absence or Tardy Arrival	Acceptable Written Excuse
Sickness	Note from parent/guardian
Sickness/death in family	Note from parent/guardian
Required court appearance	Note from parent/guardian

Scheduled health appointment	Note from medical professional
Religious observance	Note from parent/guardian
Approved internship/work program	Note from parent/guardian and teacher or counselor
Approved school-related activity	Note from teacher
Counselor-endorsed college visit	Verification of attendance from college
Approved job-shadowing opportunities	Note from teacher

B. Time Limit for Bringing in Written Excuse for Absence and Tardy Arrival

Students are expected to bring in written excuses for any absence and tardy arrival within two school days upon returning to school. These excuses should be given to the main office. If no note is received within two school days, a detention will be issued each day until a note has been turned in according to the Cazenovia High School Student Code of Conduct.

C. Tardy Arrival to School

- All students must be in their homerooms by 8:32 a.m.
- Students who arrive in homeroom after 8:32 a.m. are considered tardy.
- Students arriving after 8:32 a.m. must sign in at the main office on arrival.
- Notes for all tardy arrivals must be given to the main office.
- Failure to sign in immediately at the main office when arriving late to school will result in detentions and/or loss of privileges.
- Students will be given detention on the third and *every* following unexcused tardy arrival during each marking period.
- For participation in extra-curricular activities students must be in class by 8:39 a.m.

D. Tardy Arrival to School and Participation in Extracurricular Activities

Acceptable causes of tardiness for students who want to participate in extracurricular activities on the day they are tardy are:

- Scheduled health appointment (*a note from a medical professional is required unless pre-approved by administrator*)
- Required court appearance
- Religious observance
- Approved internship/work program
- Approved school-related activity
- Counselor-endorsed college visit
- Approved job-shadowing opportunities
- Special circumstances (*in the event of a special circumstance, parents/guardians must inform the Principal's office no later than the same day.*)

Students must provide an acceptable written excuse on the day they are tardy to participate in extracurricular activities (e.g., practices, games) on that day. Otherwise, they will not be

able to participate in extracurricular activities.

Unless excused by a Doctor's note, students must be present in school for a full day in order to be eligible for participation in sports and extra-curricular activities.

F. 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. Dismissals during the day, because of illness, **must** be cleared through the nurse's office. Students may leave school only after the school nurse's office or the main office has contacted a parent/guardian. If approved, the student will be given a pass. **No student will be dismissed without a parent's written consent.**

G. Truancy

Students are expected to attend school on a daily basis. Absence from school/school programs without an excuse and/or prior permission is truant. Offenses will result In-School Detentions. Chronic truancies may be referred to the Madison County Department of Probation for further action.

H. Class Cutting Policy

If you cut or leave class without permission, you are subject to the following discipline.

Infraction #1	Detention for <u>every</u> period cut. (i.e., cut 2 classes=4 detentions, 1 for each period missed)
Infraction #2	1 Day in School Detention
Infraction #3	2 Days in School Detention
Infraction #4	3 Days in School Detention
Infraction #5	5 Days in School Detention
Thereafter	5 Days in School Detention for each infraction

Students, who cut class and leave school, will be subject to the above policy in addition to being assigned in-school detention for one additional day.

ACADEMIC DISHONESTY DEFINITIONS

A. Plagiarism

Plagiarism is the act of stealing and using the ideas, data, and writing of another as if they were one's own. A person has plagiarized when they:

1. Copies phrases, sentences, or paragraphs out of books, magazines, or other sources and presents it as their own.
2. Presents someone else's argument, opinion, idea, or style as their own.
3. Copies someone else's paper and presents it as their own.
4. Borrows facts, statistics, data, or other illustrative unless information is common knowledge. Submits as their own any academic exercise (e.g. written work, documentation, lab reports, and homework, photographs, or artwork) prepared totally or in part by another.

B. Cheating

Cheating is an act of deception by which a student misrepresents that they have mastered information on an academic exercise that they have not mastered.

Examples (including but not limited to):

1. Copying from another student's test paper and/or other assignment.
2. Using the course textbook or other materials such as notes not authorized for use during a test.
3. Collaborating during a test with any other person by knowingly receiving or providing information without authority.
4. Using specifically prepared unauthorized materials or equipment during a test, e.g. notes, formulas, lists, etc.
5. Falsifying reports of clinical visits, laboratory exercises, field experiences, interviews, or using an online Foreign Language translation program to look up the meaning/use of more than one or two isolated words in a passage.

C. Academic Misconduct

Academic misconduct is tampering with grades, or taking part in obtaining or distributing any part of an un-administered test or distributing any information about a test.

Examples (including but not limited to):

1. Stealing, buying, or otherwise obtaining all or part of an un-administered test.
2. Selling or giving away all or part of an un-administered test.
3. Bribing any other person to obtain an un-administered test or any information about the test.
4. Entering a building, office file, or computer/computer system for the purpose of changing a grade on a test, in a grade book, or on other work for which a grade was given.
5. Actively facilitating another student's copying from one's own test paper.
6. Changing, altering, or being an accessory to the changing or altering of a grade or

grade book on a test, a change of grade form, or other official record.

D. Fabrication

Fabrication is the use of invented information or the falsification of research or other findings with the intent to deceive. Examples (including but not limited to):

1. Citing information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.
4. Taking a test for someone or permitting someone else to take a test for you.
5. Reporting a clinical visit, observation, or interview completed when it was not.

BRING YOUR OWN TECHNOLOGY (BYOT)

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students in select classes may bring their own technology to Cazenovia High School, which is now using the BYOT (Bring Your Own Technology) initiative.

Definition of "Technology"

For purposes of BYOT, "technology" means privately owned wireless and/or portable electronic hand-held equipment that includes existing and emerging mobile communication systems and smart technologies, portable internet devices, or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information, transmitting, receiving, storing, etc.

It is recommended that devices with screens smaller than six inches not be utilized in the classroom setting. However, smart phones and appropriate applications may be used under the direction of a teacher in a classroom setting.

Internet

Only the Public Wireless provided by the school may be accessed while on campus. Personal internet connective devices such as, but not limited to, cell phones/cell network adapters are not permitted to be used to access outside Internet sources at any time.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. Cazenovia CSD is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches be used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

BYOT Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device, while at school. When abused, privileges will be revoked. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use Policy. Additionally, technology:

- Must be in silent mode while on school campuses and while riding school buses.
- May be used for non-instructional purposes, such as for making a phone call or sending a text, with explicit permission from a faculty or staff member
- May not be used to cheat on assignments or tests, or for non-instructional purposes.
- May not be used to record, transmit or post photographic images or videos of a person, or persons on campus during school activities and/or hours, without teacher permission for instructional purposes.
- May only be used to access files on computer or Internet sites, which are relevant to the classroom curriculum. Games are not permitted. Students acknowledge that the school's network filters will be applied to one's connection to the Internet and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Policy.
- Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of Policy.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Access to the school network allows downloading files but not always uploading files. Files may have to be saved on a laptop, a jump-drive, an external drive, or another media device.
- Printing from personal laptops will not be possible at school.
- Personal technology is charged prior to bringing it to school and runs off its own battery while at school.

Chromebooks

We are pleased to offer all students in grades 8-12 Chromebooks for instructional use for the 2021-22 school year. To maintain the safety and security of this equipment, all parents must agree to the following guidelines:

- Chromebooks are for instructional purposes only.
- Parents are responsible for replacement of lost or damaged equipment.
- Students are not allowed to download Apps.
- Parents and students agree to the Cazenovia Acceptable Use Policy.

- Chromebooks and chargers will be returned to the computer labs during summer recess.
- Chromebooks and chargers should be returned clean and in good working order.
- Students agree to not violate copyright laws.
- Additional guidelines may be added or the Technology Coordinator may make changes during the school year.

Parents and students will be expected to comply with these guidelines. Violations may result in a loss of access to equipment or other action as deemed appropriate. User may be responsible for replacement of equipment.

WARRANTY

The school will repair or replace damaged equipment resulting from normal and appropriate use. All other damages will be the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full \$240.00 replacement cost to purchase a new device. There is a \$20 replacement fee for lost or misplaced chargers.

CONFERENCES WITH TEACHERS AND COUNSELORS

Teachers and Counselors are available for conferences with parents. Counselors are available during the school day as well as before and after school. Parents are encouraged to make appointments any time they have questions/concerns about their child by calling the Counseling Office at (315)-655-5301. Parents may also access teachers' email via PowerSchool.

DANCES

Dances at Cazenovia are restricted to Cazenovia Central Senior High School students and their guests who are under 21 years of age. Guest Dance forms must be completed and are available from the main office with Mrs. Haube. All forms must be completed and returned to the main office *two days prior to the dance*. Final approval of a guest pass is made at the discretion of the Administration. Guests of Cazenovia students will not be admitted at the door if prior arrangements have not been made. ***ONLY guests UNDER the age of 21 will be allowed to attend school dances if approved by an administrator.***

The following rules will be in effect at dances held at Cazenovia Central School:

- Only students of Cazenovia Senior High school and their guests may attend (see policy above).
- Once students and their guests have entered the building, they must stay. Anyone who leaves will not be re-admitted.

- Everyone, except parents, chaperones, and student government officers, must buy a ticket in order to be admitted.
- Students who are not properly dressed will not be admitted.
- Students who appear to have been drinking or are in possession of alcohol and/or drugs will be subject to disciplinary action according to district alcohol and drug policy.

Students **MUST** enter within an hour of the start of the dance unless previous arrangements have been made with the Assistant Principal.

DISCIPLINE

Detention – When Cazenovia students do not abide by the rules of our school, they are subject to detention. Detention is scheduled after the school day on Tuesday, Wednesday and Thursday from 3:05 – 3:45 p.m. Tuesday through Thursday. Students must arrive to detention prepared to work the full period. An atmosphere of academic study hall will be maintained at all times. Students must report to detention *on time*, the day scheduled. Any difficulties and/or changes must be cleared with the high school office. **IF A STUDENT IS ABSENT ON A DAY OF ASSIGNED DETENTION, THE DETENTION WILL BE REASSIGNED FOR THE NEXT DAY ON WHICH DETENTION IS TO BE HELD. A student who cuts a detention will have the detention reassigned and receive an additional detention.** Detention must be served regardless of any extra-curricular activities scheduled. Students who wish to see a teacher during detention must have a pre-signed pass with verbal confirmation.

In-School Detention (ISD) - Cazenovia students who do not conform to the rules of our school are subject to In-School Detention (ISD). Students report to homeroom as usual and then report to the ISD room where they remain for the entire day working on teacher provided daily assignments and tests. A lunch period will be designated and students will eat in the ISD room.

If a student is absent on a day of assigned ISD, they will be re-assigned ISD for the next day. Students in ISD will be permitted to leave the ISD room for one a.m. and one p.m. lavatory break and lunch. Students who get in trouble in ISD may receive a warning, detention, or another day of ISD. ***Students in ISD are not eligible for participation in extra-curricular activities that day.***

Out-of-School Suspension (OSS)

Students who have been suspended out of school are not allowed on school grounds for the duration of the suspension, unless arrangements have been made with the administration. Arrangements will be made to provide students with schoolwork. The district is ***not*** obligated to provide tutoring for students 16 years of age and older.

DROP OFF/PICK UP OF STUDENTS

The west lot will be closed to traffic during arrival and dismissal times. There is limited space for the drop-off/pick-up of students. Students are to be dropped off on Emory Ave and use the sidewalk leading to the portico to enter the building. We urge parents/guardians to exercise caution in these congested areas. Please be courteous and safety-conscious of other drivers and pedestrians on Emory and Green Street.

EMERGENCY CONTACT INFORMATION SHEET

Each student is required to complete and sign a contact sheet at the beginning of the school year. It contains telephone numbers of people who can be contacted in the event of an emergency. It is the child's and parent's responsibility to ensure that this information is complete, accurate, and current. If you have new emergency information during the school year, please contact the counseling office secretary at (315)655-1370.

EVACUATION PROCEDURE

If evacuation of the building is required because of a bomb threat or any other reason, students will travel to the Cazenovia College gymnasium or another public building. For safety purposes, students must stay with their teacher and will not be allowed to go to their lockers unless specifically notified by an administrator.

EXTENDED VACATIONS

Students who leave with their parents on an extended vacation must notify the school prior to leaving. The student must contact each teacher, will be responsible for assignments, and must submit the work to each teacher on the date designated by the teacher. If not handed in, no credit will be given. Such vacations are considered unexcused absences. It is imperative that students miss as little school as possible. Any absence, excused or unexcused, affects a student's instructional experience.

EXTRA HELP FOR STUDENTS

Teachers will communicate their availability for extra help to students. Extra help may take place in-person or virtually.

FIRE EVACUATION

The following rules are to be followed when the fire alarm sounds:

- Everyone will leave the building quickly and quietly following your teacher's directions.
- Close all windows and doors.

- Once outside, move to the Emory Avenue Green, to the designated department and resume social distancing. Do not walk next to the building when evacuating.
- Remain quiet and attentive, being alert to further instructions.
- Do not return to the building until the proper instructions have been given.
- Fire exit routes are posted in each room.
- Call buttons located in stairwells are activated during evacuation drills and need to be used if students are unable to use the stairs during an evacuation.

COUNSELING SERVICES

The Counseling Office is located in Room 109. Counselors provide information or direct services related to: Academic Problems, Career Planning, College Entrance, Course Selection, Discipline Problems, Drug Problems, Family Problems, Graduation, Job Placement, Personal Problems, Scholarships and Loans, and Special Programs.

In order to reach out to all students, counselors engage in a variety of activities: one-to-one counseling, group counseling, student/teacher/parent conferences, etc. The counselors also coordinate academic programs such as College Planning Seminar. Our Counseling Office maintains an “Open Door” policy, making themselves readily available to students, parents, and teachers. No problem is too trivial to be discussed; no problem is too complex that the team cannot offer assistance, either personally or by referral to specialists.

HALL PASSES

All students are required to sign out and sign back into class when utilizing a hall pass. Passes should be signed, dated and include a departure time and destination

The use of a hall pass by students during class to go to the lavatory, get a drink, or retrieve materials from their locker **is a privilege**. As such, abuse of this by any student who is chronically tardy to class, who has cut a class, and/or does not use the pass for its intended purpose, will result in the **suspension of this privilege**. The duration of this suspension will be at the discretion of the Principal or the Assistant Principal.

When a student has lost their hall pass privileges, they will not be allowed out of the classroom during class. Students may only move about the building between classes.

LEAVING DISTRICT

Parents must notify the Guidance office by telephone or mail if a student is moving out of our district, or leaving school for any reason. Records will not be released unless appropriate forms are completed and all arrears are paid.

LIBRARY/MEDIA CENTER

To begin the year, the library will be closed to students. A phased re-opening of the library will begin several weeks into the school year. This plan will be shared upon implementation.

The Library Resources Page, available at: <http://www.caz.cnyric.org/library/library.htm/> offers a searchable library catalog and many databases, including Proquest, Worldbook, Grolier's, EBSCO Masterfile Select and CQ Electronic Libraries.

LOCKERS

Lockers are the property of Cazenovia High School and are loaned to students during the school year. Periodic inspections may be made by an administrator. Students should not have any expectation of privacy from school personnel.

- Use only the locker assigned to you.
- Student lockers are assigned as requested. Student should see Mrs. Haube in the main office for a locker assignment.
- Keep lockers locked at all times.
- Keep only essential books and outer garments in lockers.
- PLAN AHEAD! Use lockers only during the passing periods and before and after school. No lockers should be used during lunch time.
- Do not use personal locks.
- Do not give your combination to another student.
- Do not tamper with another locker.
- Only students with a teacher signed pass are allowed to quietly open their lockers during a class period.
- Do not keep valuables (money, watches, etc.) in lockers.
- Refrain from posting obscene materials within lockers.
- No posting on exterior of locker without permission (i.e.: team spirit, birthday greetings).

THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR ITEMS LEFT IN LOCKERS

LOST AND FOUND *It is strongly recommended that valuables be left at home.* Students may ask the main office staff to hold cash and/or valuables if necessary. If an item is lost, the student should check the High School Office. Missing articles of value should be reported to the High School Office. The district is not responsible for lost personal items.

LUNCH

Cafeteria Rules are as follows:

- Clear tables of all litter and spills five minutes prior to the end of the period or if asked by a lunch monitor.
- Place all waste materials in containers provided.
- Students without an assigned lunch period must obtain a lunch pass from the teacher in order to take food from the cafeteria.
- Students are to remain in designated areas. Students may NOT go to their lockers during lunch.
- Mask wearing resumes after eating is complete.
- Cafeteria monitors are school staff members and their instructions must be followed (i.e.: to discard food items and trash). Failure to comply with instructions may result in disciplinary action.
- Gambling or games of chance are not allowed.
- Phone use is permitted during a student's scheduled lunch period.

NURSE'S OFFICE

Students must have a signed pass to go to the nurse's office unless it is an emergency. If it is between periods, students must get a pass from their next class/study hall teacher. If it is during lunch, they must have a pass from a cafeteria monitor. Students should report to the main office if, for any reason, the nurse is unavailable. Students should report any injury that occurs at school to the nurse immediately.

If students are absent for more than one week, a doctor's excuse is needed for re-admittance.

Students who need access to medications (both prescription and over the counter) must have written permission from parents **and** a physician. All medications must be brought in by students and then, must be stored in the nurse's office.

PARENT VISITATION

Parents must check into the main office they are visiting during the school day. Parents are invited to the school at any time. (Please refer to page 38 "School Visitation".) Parents are encouraged to make appointments for classroom visits or parent-teacher conferences. Many have found it interesting and helpful to visit the school during an Open House, assembly programs or athletic contests, scheduling time, PTSA programs, meeting with counselors and teachers, and for public performances of music or drama groups.

PRIVILEGE PASS

This is a pass designed to benefit those students with an 87 or above quarter grade average and no discipline referrals from the previous quarter including three (3) or more tardy arrivals during a marking period. All privilege passes given are at the discretion of the

Assistant Principal. This pass will be used for marking periods 1, 2, 3, and will expire at the end of the marking period. The Pass will be distributed in 1st period. The Pass can be revoked if the student becomes ineligible, has discipline or attendance problems. Students who lose their passes will not be able to replace them.

SENIOR PRIVILEGES

Seniors who are passing all classes, carry six credits plus PE, have completed thirty (30) hours of community service by the first day of classes in the 1st semester, forty (40) hours for the 2nd semester, AND maintain good behavior each semester, may be given the following:

Late Entry/Early Release Seniors who begin their day with a study hall or end their day with a study hall may opt to have Late Entry and/or Early Release privileges. Requests must be made through the Principal's office. Students are required to complete the Late Entry/Early Release Form. The deadline for submitting permission forms is the end of the second week of each semester. Forms submitted after that date will not be accepted.

Students who fail to sign in/out with the main office will have their privileges revoked. Students who are failing at interim or report card times will also lose their privileges until a new interim report or report card is issued.

NOTE: Students may lose any of these privileges if behavior and/or attendance problems occur.

SEXUAL HARASSMENT

Any student who believes that he or she has been subjected to sexual harassment by a staff member or student should report the alleged misconduct immediately to an administrator so that appropriate corrective action may be taken at once. The complainant shall not be discouraged from reporting an incident of alleged sexual harassment. Sexual Harassment is defined as: unwanted sexual behavior, which may include: touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, cornering or blocking student's movements, pulling at clothes, and any action that creates a hostile learning environment. Individual rights are protected under Title IX of the Federal Education Amendment and punishment will be based on the nature and duration of the harassment.

SHELTERING DRILL

In the event of a situation where a sheltering drill is necessary, students will be taken to the Buckley gym where they will be provided with further information and instructions.

STUDENT CELL PHONE USE

- Students may use personal cell phones or mobile devices during the following times while at school:
 - **Before** homeroom until 8:30 a.m.
 - **During a scheduled lunch period** in the cafeteria or a designated classroom.
 - **After** dismissal at 3:00 p.m.
 - **For instructional purposes** with explicit permission granted by staff or faculty in instructional spaces (classrooms, offices, study halls, Common Area)

- Students **do not** have permission to use cell phones during transition periods.
- Student cell phones must be secured in lockers or gym lockers during Physical Education classes.
- Students can be granted permission from a staff or faculty member to use their cell phones or mobile devices when in instructional spaces to send personal texts or make personal phone calls.

STUDENT VISITORS

Visitors will not be allowed unless unusual circumstances exist and only with the permission of the principal in advance.

STUDY HALL POLICY

All students will be assigned to Academic Study Hall when not scheduled for a specific class or lunch. Study halls in the cafeteria and teacher classrooms are instructional spaces. Students assigned to Study Halls must:

- Be on time (see Late to Class procedures).
- Wait until roll is completed to produce pre-signed pass.
- Come prepared to work quietly for the entire period.
- Ask permission of the classroom teacher to use the classroom computer or cell phones for instructional purposes.
- No passes will be issued to go to the cafeteria during study halls periods 5,6, or 7

TELEPHONES

If a student needs to call home, the phone in the main or nurse's office may be used.

TUTORING

Students interested in tutoring (including peer tutoring) should contact the Guidance Office.

VEHICLES

Cazenovia strongly advises students drive to school only when absolutely necessary (ex: job). However, if a student MUST drive to school, the following regulations will apply:

- Park only on Green Street or an adjacent street near the school, NOT in the staff parking lot or anywhere on school grounds.
- DO NOT loiter in or around parked cars.
- **BOCES/New Visions students MUST ride the school bus. NO student will be allowed to drive to BOCES/New Visions under any circumstances.**
- Since parking is at a premium, students who must drive to school should arrive early since they WILL NOT be permitted to move their cars during the school day.
- Four parking spots have been allotted for Student Government.
- One parking spot will be raffled off to a Senior at the Junior Prom
- Ten parking spots will be raffled off to eligible Seniors each marking period, based on following criteria:
 - Marking Period One: Seniors must have completed 30 hours of community service and be eligible for a student privilege pass.
 - Marking Periods 2-4: Seniors must have completed 40 hours of community service and be eligible for a student privilege pass.
- During the school day, students are prohibited from leaving campus and driving their own vehicles to school related functions (i.e.: Co-Op, Work Study, etc.) unless prior consent has been granted by an administrator.
- Students with parking passes will park in designated student parking spots, as marked by blue lines.
- Students who park in the parking lots on the Emory Avenue campus without a parking pass will be assigned three lunch detentions each time.

WORK RELEASE

Students who have a job, which requires their presence before the end of the regular school day may receive a work release. Each work release application will be verified by the Principal.

Students on work release must leave school grounds at the specified time. Students wishing to remain in the building must check in with Mrs. Haube. Loitering in and around the school, or running errands in town may result in suspension and/or revocation of the work release privilege. Work release forms are available in the Counseling office.

TRANSPORTATION REGULATIONS & PROCEDURES

All students are assigned to a school bus based on their home address. Should students need to ride to a different location at the end of the day, a bus pass must be obtained from the school office. The district is not able to transport students to job sites, after school appointments, relatives or friend's houses.

Students attending BOCES must ride the bus to and from their assigned programs unless different arrangements have been made through the school office.

"Late" buses will run at the end of the day. You must have a bus pass from your teacher for club advisor in order to ride the late bus.

Please be ready and waiting at your bus stop or home when the bus arrives in the morning. Please remain seated whenever the bus is moving. Eating and drinking on the bus is not permitted. The same behavior that is displayed in the classroom is expected on the bus.

The driver may issue a bus conduct report for inappropriate behavior. Bus privileges can be suspended and that is not a legal reason for an absence from school. Any concerns or problems on the bus should be immediately reported to the driver, the building principal, a teacher or guardian. If you have any questions about these procedures or about any situation on your child's bus, please contact the transportation supervisor at (315)655-1320.

CONFLICT RESOLUTION

Administrators, faculty and staff members at Cazenovia Central recognize that from time to time parents and community members will have concerns and complaints regarding instruction, district programs, materials and student management. The school district welcomes any constructive criticism when it is motivated by a sincere desire to improve our education programs and increase school efficiency.

Officials at the Cazenovia Central School District believe that complaints and grievances concerning school personnel are best handled and resolved as close to their origin and in as timely a manner as possible in order to be fair to all involved. Therefore, the proper channeling of complaints initiated by a student or parent should be as follows:

Student or Parent should follow these three steps in order:

Teacher or Staff Member
Principal or Supervisor
Superintendent of Schools

If after discussing the complaint at the school and district level the complainant is not satisfied, the complainant should present the complaint in writing to the Board of Education. Factual material such as names, dates, names of witnesses, and other such specifics should be included in the written complaint.

In order to discourage hearsay, rumors, or prejudiced opinions, students and their parents are encouraged to contact school personnel at the time of any incident.