Canisteo - Greenwood Central School District

84 Greenwood Street * Canisteo, New York 14823 Phone: 607-698-4225 * Fax: 607.698-2833

ADMINISTRATION

Thomas J. Crook, Superintendent of Schools
Vincent Vitale, High School Principal
Brooke Bertch, Elementary School Principal
Tricia M. Dodge, Director of Pupil Personnel
Colleen Brownell, Director of Curriculum & Instruction
Paul E. Cone, Jr., Director of Human Resources
Heidi Beecher, Director of Transportation
Don Lewis – Director of Facilities

BOARD OF EDUCATION

Michael L. Nisbet, President
Marcy L. Bradley, Vice President
Michael J. Lehman
Joe Pacanowski
Brad Burd
Timothy Stewart
Jason Woodworth
Deborah Ambuski, District Clerk

Dear CGHS Parents and Guardians,

The 2026-2027 school year is almost here! **The first day of school for students is Tuesday, September 8.** We are looking forward to a great school year! I would like to especially welcome our 7th grade students and their families, along with any other students and families who are new to Canisteo-Greenwood High School this year. We are glad you will be with us!

SCHOOL HOURS

The school day starts at 8:00 AM Tuesday-Friday and at 9:00 AM on Mondays. Regular attendance is essential for your child to be successful in school. Please help ensure your child attends school every day, except if they are sick or need to be out for another legitimate reason. Your support with good attendance is very much appreciated! For students getting breakfast at school, doors open at 7:30 AM Tuesday-Friday and at 8:30 AM on Mondays. Dismissal is at 3:00 PM every day. Students in grades 9-12 in good academic standing may be given the privilege of early dismissal at the start of advisement on Friday (approximately 2:25 PM) if their teachers do not need to see them and if they did not miss any assignments during the week. If you do not want your child to have the privilege of early dismissal on Fridays, please contact our main office at (607) 698-4225 ext. 2401. Advisement is also a time for clubs and extracurricular activities. (Please note that the 9:00 AM starting time on Mondays gives teachers time to work together to provide the best instructional practices for our students.)

STUDENT AND VISITOR ENTRANCES

All individuals must enter the building through the main entrance on Greenwood St. Students who arrive after 8:00 AM Tuesday-Friday or 9:00 AM on Monday need to sign in and obtain a pass to class. S*tudents who are tardy without proof of a legal appointment are subject to discipline through the Code of Conduct. Timeliness to school is a priority.*

OPEROO / SCHOOLTOOL PORTAL

We use an online program called “Operoo” for many school related forms. Please watch for needed forms, permission slips, etc. through the Operoo app. Please make sure you have registered for an account at https://app.operoo.com If you need an account or password reset, please contact the district office at dambuski@cgcsd.org. Parents and students also have access to schedules, assignment, grades, and other information via our school management system, SchoolTool. Visit the CGCSD website to set up your parent portal. The CG High School webpage (use the dropdown menu of the CGCSD website) has important calendar information for the high school events and daily announcements. Check it out!

CONTACT INFORMATION FORMS

It is important for us to have updated contact information for your child, such as current address, parent/guardian phone number(s), etc. Please be on the lookout for a message to update this information through Operoo. Please note that our database will always list the biological mother's and biological father’s name(s) regardless of custody status.

TRANSPORTATION

For any transportation questions regarding your child's pick up and dismissal needs, please contact the Transportation office at 607-698-4225 ext. 1301 or email Heidi Beecher at Hbeecher@cgcsd.org or Steve Lewis at Slewis@cgcsd.org. Most routes will remain the same as last school year. If a change is made, Ms. Beecher or Mr. Lewis from the Transportation office will contact you.

BREAKFAST / LUNCH PROGRAM

All enrolled students are eligible to receive a healthy breakfast and lunch at school at no charge. We strongly encourage families to complete the school meal program application provided to families by the district so that we can continue to utilize this program. Breakfast will be available for all students from 7:30-7:55 AM Tuesday-Friday, 8:30-8:55 AM on Mondays, and lunch will be available Monday-Friday.

OPEN HOUSE

Open House will be held at CGHS on Wednesday, September 2, from 5:00 PM to 6:00 PM. After a brief welcome in the gym, students and families are welcome to walk around the building and find their classrooms and lockers.

IMMUNIZATIONS / HEALTH FORMS

All students must be up to date on their immunizations. STUDENTS NOT UP-TO-DATE MUST BE EXCLUDED FROM INSTRUCTION AND THE COUNTY HEALTH DEPARTMENT MUST BE NOTIFIED. We ask that you complete the health form(s) sent via Operoo by Friday, September 4th. If you have any questions regarding immunizations or health concerns, please contact Mrs. Shelly Brown at (607) 698-4225 ext. 2407.

SCHEDULES

Paper copies of student schedules will be mailed to all 7th grade students and students who are new to the district. For returning students in grades 8-12, schedules will be available to see in SchoolTool starting August 20. **Students will be reporting to their first period class at the start of the first day of school on September 8.** If you have any questions about your child's schedule, you may contact our Guidance Department at (607) 698-4225 or email one of our school counselors at mfranclemont@cgcsd.org (Mrs. Franclemont) or pkeeley@cgcsd.org (Mr. Keeley).

The courses that students requested were used to make the best possible master schedule for our school. Student schedules may or may not have all the courses that were requested. Every effort was made to schedule courses that are required for graduation and then as many other requests as possible. Please have your child check the following in their schedule:

1. That they have lunch every Cycle Day (1-4) and all year. (Lunch might be a different period second semester.)
2. That they have PE every other day for the whole year.
3. That they have at least 6.5 credits and that there are no blank spots in their schedule.

Add/drop requests: If you need to change your schedule, please email Mrs. Franclemont at mfranclemont@cgcsd.org and Mr. Keeley at pkeeley@cgcsd.org to get a conversation started about schedule changes or if you notice something wrong with the above list. After receiving an email from you, we may ask to speak on the phone. Please try to reach out to us ASAP, to give us time to work on all the requests we receive. Please note that lunches are not subject to change requests.

BOCES

If your child is attending a BOCES program at the Wildwood Campus in Hornell, a separate letter will be sent to you with more detailed information. It is the expectation that students attend their BOCES program on days that the Wildwood BOCES campus is in session and CG is not.

SCHOOL SUPPLIES / LAPTOPS / MOBILE LEARNING DEVICE HANDBOOK

School supplies will initially be furnished by the School District for all students. In addition, all high school students will be given laptops to use for the school year. The mobile learning device handbook will be loaded onto each student laptop and available on the website at cgcsd.org. This handbook should be reviewed by parents and students. All 7th graders and new students to the high school building will be sent a Mobile Learning Device Usage Agreement/Permission Form via Operoo which needs to be completed prior to the use of technology and/or receipt of the device.

MARKING PERIODS

At CGHS, the school year is divided into six marking periods with report cards provided at the end of each marking period. This provides students, parents, and teachers with more frequent feedback on student performance and enables us to respond more quickly to the academic needs of our students. Dates for the marking periods can be found on the school calendar, in the student handbook, and on the high school website.

PRIVILEGE SYSTEM

Students at CGHS earn privileges based on their grade level. These may include Friday early dismissal, off campus lunch, open campus, and early dismissal. Privileges may be revoked at any time based on academic, attendance, or disciplinary reasons at the discretion of the administration. More detailed information regarding privileges will be shared in a separate communication.

CELL PHONES/ELECTRONIC DEVICES

To minimize disruptions to our learning environment, all student cell phones, and internet-enabled devices must be kept off during the school day (8:00 AM to 3:00 PM) and stored in their backpack or locker. Students may request permission to use the office phone if needed. Parents and guardians may get a message to their child by calling our main office at (607) 698-4225 ext. 2401.

STUDENT HANDBOOK/CODE OF CONDUCT/ACCEPTABLE USE POLICY

A copy of the student handbook that contains the code of conduct, the acceptable use policy and other district policies will be loaded onto each student laptop. This information will also be available on our website at cgcsd.org. Paper copies are available upon request. Please review this information with your child and feel free to revisit the information on the high school webpage throughout the school year.

We hope you enjoy the rest of the summer! If you have any questions about the upcoming school year, please call us at (607) 698-4225 ext. 2401.

Sincerely,

Vince Vitale

Vincent G. Vitale
High School Principal