CANISTEO-GREENWOOD HIGH SCHOOL STUDENT HANDBOOK



2026-2027

Canisteo-Greenwood High School Schedule

Teachers on Duty and in Rooms	7:50 - 3:05	
Students May Enter for Breakfast	M-8:30	T-F-7:30
Breakfast Served	M-8:30-8:55	T-F-730-7:55
Warning Bell	M-8:50	T-F-7:50
First Period Begins	M-9:00	T-F- 8:00
Students Dismissed	Monday- Friday- 3:00	

Monday Schedule	Tuesday-Friday Schedule
PLC for Teachers	1st Period 8:00-8:40
1st Period 9:00-9:37	2nd Period 8:43-9:23
2nd Period 9:40-10:17	3rd Period 9:36-10:06
3rd Period 10:20-10:57	4th Period 10:09- 10-46
4th Period 11:00-11:37	5th Period 10:52-11:32
5th Period 11:40-12:17	6th Period 11:35-12:15
6th Period 12:20-12:57	7th Period 12:18- 12:58
7th Period 1:00- 1:37	8th Period 1:01-1:41
8th Period 1:40-2:17	9th Period 1:44-2:24
9th Period 2:20-3:00	ADVISEMENT 2:27-3:00
AFTER SCHOOL DETENTION	3:05-4:00

Mondays are 37-minute periods with no advisement. Tuesdays-Fridays are 40-minutes periods. The AM BOCES bus leaves C-G at 8:43 AM MONDAY-FRIDAY. PICK UP from BOCES is at 11:20 AM. The PM BOCES bus leaves C-G at 11:35 AM MONDAY-FRIDAY. PICK UP from BOCES is at 2:20 PM. Students eat lunch at CGHS. In the event of a 2-hour delay Tuesday-Friday the AM BOCES bus will leave at 9:45 AM. For Monday 2-hour delays, information regarding BOCES will be forthcoming.

ADMINISTRATIVE INFORMATION
POLICIES & PROCEDURES*

Please note that all district policies and practices are subject to change through administrative and board action. Please refer to the CGCSD website for the most up-to-date version of these policies, practices, and documents.

DISTRICT MISSION STATEMENT

The Canisteo-Greenwood Central School District (hereafter referred to as CGCS) believes the primary purpose of an effective school is teaching for learning. We believe that all students can learn and achieve optimum levels of academic performance, regardless of their previous academic performance, family background, socio-economic status, race, or gender. Our District will foster positive growth in social/emotional behaviors and attitudes.

VALUES EDUCATION

The Board of Education recognizes one of the most important functions of schools is to reflect and reinforce good character and the civic values of our society. Values such as honesty, integrity, responsibility, hard work, and respect for others reflect the principles upon which the survival and vitality of our society and all individuals depend. Board members, administrators, and staff serve as role models for the students and are expected to exemplify and consistently enforce high standards of respect and responsibility.

PARENTAL INVOLVEMENT

CGCS believes that student achievement is directly linked to parental involvement and therefore encourages such involvement in school educational planning and daily operations. Parental involvement may take place either in the classroom (as volunteers) or during extra-curricular activities. The Board of Education also encourages direct parental involvement at home. For example, planned home reading time, informal learning activities, and/or homework "contracts" between parents and children.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are an important element in reporting student progress to parents. Parents may initiate a conference by calling the teacher or their child's guidance counselor. If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

SCHOOL BREAKFAST AND LUNCH PROGRAM

All students enrolled at Canisteo-Greenwood Central School District are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household. We encourage our families to complete the school meal program application provided by the district so we may continue to use it. If you have any further questions, please contact us at 607-698-4225 Ext. 2127.

SCHOOL CLOSINGS

In the event of school closing due to inclement weather or some other events, families will receive an automated phone call from the district and district officials will post the information on the district website and Facebook pages. In addition, the following radio and television stations will broadcast information relating to the Canisteo-Greenwood School District.
1480AM WLEA (Hornell), 98.3FM WVIN (Bath), 88.7FM WSKG (Hornell/Alfred),
105.3FM WKPQ (Hornell), 92.1FM WCKR (Hornell), 106.1FM WINK (Corning/Elmira), 101.9FM WZKZ (Wellsville), CH18 WETM TV (Elmira), CH13 WHAM TV (Rochester)

PUBLIC COMPLAINTS

Complaints by citizens regarding any facet of the school operation often can be handled more satisfactorily by the administrative officer in charge of the unit closest to the source of the complaint. In most instances, therefore, complaints will be made to the building principal and/or his or her assistant if the matter cannot be resolved by the teacher, coach, or other school employee. If the complaint and related concerns are not resolved at this level to the satisfaction of the complainant, the complaint may be taken to the Superintendent and/or one of his or her assistants. Unresolved complaints at the building level must be reported to the Superintendent by the building principal. The Superintendent may require the statement of the complainant in writing. If the complaint and related concerns are not resolved at the Superintendent level to the satisfaction of the complainant, the complaint may be taken to the Board of Education.

CANISTEO-GREENWOOD CENTRAL SCHOOL DISTRICT ATTENDANCE POLICY

The Canisteo-Greenwood Central School District has an attendance expectation that students will be in school and in class at all times. This has been established to encourage our students to make class attendance a priority. *Classroom attendance is essential to promote participation, learning, responsibility, and academic growth.* Because the Canisteo-Greenwood School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the Canisteo-Greenwood School District has developed this Comprehensive Student Attendance Policy. Visit our website for the full Comprehensive Policy.

School Attendance

Students are expected to attend all scheduled classes. The district believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. Consistent with the importance of classroom participation, student absences, and tardiness **will** affect a student's grade and/or class credit.

All students entering the school building after the morning late bell or upon returning to school after an appointment must first report to the building attendance officer to secure an admission slip.

Students who are absent from class are strongly encouraged to arrange with their teachers to make up any class work or assignments missed as soon as possible. Students may make up work missed when absent, in accordance with each individual teacher's make up policy to get the corresponding grade, but they will not get the day back towards loss of opportunity to take the final exam. It is **the student's responsibility to arrange for any make-up work.**

Pupil Absences

For purposes of earning credit for a course, the Canisteo-Greenwood Central School District has determined that students will be allowed twenty-eight (28) absences for full year courses and fourteen (14) absences for half year courses before they will lose the opportunity to take the final exam for that respective class. **ONLY UNEXCUSED ABSENCES FROM CLASS WILL COUNT TOWARDS THIS TOTAL**.
In addition, the following absences are considered "legal" absences for reporting purposes in our attendance register. **All of these absences will NOT count towards the maximum number of absences students may have before being denied the opportunity to take the final exam.**

- A death in the family
- State testing
- Religious observance
- Required court appearances
- Attendance at health clinics
- College visits (with counselor approval and documentation of visit)
- Approved cooperative work program (including BOCES work experiences)
- Military obligations

- Appointments for learner permits/road tests
- Personal Illness **with physicians' documentation**
- Medical/dental appointments with physicians/dentist's documentation
- School related absences (field trips, music lessons, OT/PT/Speech, visits to main/guidance/nurses office, etc.)
- Any other reason approved by the Superintendent/BOE

Documentation for all of the above must include the dates of absence and the signature of a doctor or other official.
Any absence for which no documentation is provided will be considered unexcused.
Unexcused absences, tardiness and early departures may result in disciplinary sanctions as described in the *Code of Conduct*.
Negative consequences will not be imposed, however, where the absence, tardiness or early departure is related to homelessness.
The school administration has the authority to determine what is valid documentation for an absence. The District reserves the right to investigate reasons for absences. Students are expected to arrive at school on time.

Tardiness

Students tardy to school will be expected to make up this time through serving a detention.

For the purposes of this policy, the following definitions also apply:

1. Scheduled instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. Absent: If the student is more than ten (10) minutes late to class or leaves more than ten (10) minutes early, they will be considered absent for that class.
3. Tardy: The pupil arrives later than the starting time of the pupil's scheduled instruction but within the first ten (10) minutes of class.
4. Early Departure: The pupil leaves prior to the end of the pupil's scheduled instruction.

Notice of Student Absences – Phase Reporting for Attendance - High School Requirements

Please note: All unexcused absences will count toward the total absences allowed.

Phase I: If a student has accumulated 20 unexcused absences in a full-year course or 8 unexcused absences in a half-year course, the Principal or designee will send a letter to the parent informing them of the absences and a reminder of the policy.

Phase II: If a student has accumulated 25 unexcused absences in a full year course or 12 unexcused absences in a half year course, the Principal or designee will initiate a review of the student's records and verify the number of absences. The Principal or designee will contact the parent/guardian and schedule a mandatory meeting with the student to discuss the possibility of denial of the opportunity to take the final exam and/or promotion in a course. A letter to the parent/guardian will be sent confirming the contact with parent and student. In an effort to prevent a student from reaching Phase III and possibly not being able to take their final exam in that course, the student will be placed in a credit recovery program and will make up time and work toward having some of the unexcused absences converted to excused absences. The amount of time and work is at the discretion of the teacher and should reflect what the student has missed instructionally. The teacher will notify the attendance office and guidance office when time and work is completed and the number of days that should be converted so the attendance record will reflect the change and they may be removed from credit recovery.

Phase III: If a student has accumulated unexcused absences (total of 29 for full year or 15 for half year courses), the student and parent will receive notification that the student will not be allowed to take the final exam for that course.

Courses with Regents Exams

Students will be allowed to take a Regents Exam for a course even if they have missed the maximum number of days allowed. This will meet the Regents requirement, but it will not count towards the final course grade for the student.

Appeal Process

The student and/or parent may appeal to the Superintendent who will hold a review to determine if the student will be denied the opportunity to take the final exam and/or promotion. If a student wishes to appeal, they must contact the Superintendent's office within two weeks of the Phase III letter being mailed home.

STUDENT DISMISSAL AUTHORIZATION

To ensure students' safety, the Building Principal maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. **NO** student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears upon the list.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. A parent or guardian may amend the list submitted pursuant to this regulation at any time, in writing, with proper notification and signature of the parent(s) or guardian. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his/her child(ren), shall be maintained in office of the student's prospective building.

Early dismissal excuses for non-emergency reasons should be requested in writing by a parent/guardian. Excuses are handled through the Main Office. In the event of an emergency, the Building Principal may release a student to an individual not appearing on the approved list only if the parent or guardian has been contacted by the Building Principal and has approved the release and the Building Principal determines that an emergency exists.

ABSENCES, TRUANCY, AND TARDINESS

Canisteo-Greenwood Central School believes it is important to ensure students are attending class as well as arriving to class on time since these are essential aspects of ensuring an orderly environment for learning.

IF YOUR CHILD IS ABSENT FROM SCHOOL, PLEASE CALL THE ATTENDANCE OFFICER AT (607) 698-4225 ext. 2400 TO REPORT HIS/HER ABSENCE AND BRIEFLY STATE THE REASON FOR THE ABSENCE.

Student absence without the knowledge and consent of the parent is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed both by the school and Family Court. Students tardy to school will be assigned a lunch detention that day.

Tardiness, whether the fault of the child or the parent, cannot be excused except for the reasons cited in the Comprehensive Attendance Policy section of the Handbook. A note explaining the cause of lateness is required. Since excessive tardiness and absences are not conducive to good work habits or learning, parents should make every effort to have their children in school every day and on time. Chronic tardiness and truancy are disruptive to both teachers and fellow students and therefore will not be tolerated.

HOMEBOUND INSTRUCTION

Homebound instruction is a service that may be provided to students who are unable to attend school due to medical, emotional, or disciplinary problems. If the inability to attend is due to a medical or emotional reason, the parent must obtain from the child's physician a written medical request for homebound instruction. **STUDENTS ON HOMEBOUND INSTRUCTION ARE NOT PERMITTED TO ATTEND EXTRA-CURRICULAR ACTIVITIES.**

STUDENT HEALTH SERVICES

If a student is hurt or ill during the school day, he/she should tell a teacher and ask for a pass to the school nurse's office. The school nurse will provide emergency care for students in accidental or unexpected medical situations. If your child should become ill or show signs of possible communicable disease, you will be immediately notified so that arrangements can be made for transportation home. Students who have surgery (including oral surgery), fractures, stitches, or serious illness will need written permission from their physician to return to physical education. If a student is injured, he/she must report to the teacher in charge right away. The teacher, in turn, will report this either to the nurse or the office for further action.

MEDICATION GUIDELINES AND PROCEDURES

School nurses are not permitted to dispense medication without a doctor's **WRITTEN** permission as per the New York State Practice Act. However, under specific regulations, a doctor may prescribe medication that can be given to students during school hours. Only those medications that meet the student's health needs for a specific period of time may be given during the school day. **NO MEDICATION** may be given on an **EMERGENCY BASIS**. (There is a protocol allowing the school nurse to administer anaphylactic treatment). The law clearly states necessary procedures to protect the individual student, the student population, and the school authorities. Each District may establish its own method by which internal medication may be taken. Parental education of such policy MUST be clearly stated, established and adhered to.

1. **ALL PRESCRIPTION AND NON-PRESCRIPTION** medications must be locked in the NURSE'S office and ADMINISTERED only by the Nurse (or other designated official if the school nurse is not available).
2. Only written doctor's notes are acceptable, and this should include **BEGINNING AND DISCONTINUED** dates. This note should also include the student's diagnosis because some diseases are NOT appropriate for the school environment. A signed, permission form/note from parents is also necessary for the record.
3. **ALL** medications must be labeled with the student's name, medicine identification, dosage, time to be given, and dates. The doctor's and pharmacy telephone numbers are needed for unanticipated side effects.
4. Parents must bring medication to the nurse along with the permission slips. Children are not legally allowed to carry medication, unless so specified in writing by their doctor and for what reason.
5. **ALL** non-prescription drugs are to be handled the same as prescribed drugs.
6. **ALL** notes become part of the student's permanent record.
7. Drugs should be treated with discretion and respect, not casually. This responsible attitude must be imparted to both students and parents because it is a necessary part of their education.
8. Some medical treatments are very complex for a school setting and should be evaluated for tutoring by appropriate medical staff. Emergency medications fall into this category.
9. Section 811 of the New York State Education Law and Section 179 of Commissioner's Regulation states "***a school may not provide hypodermic needles unless used for instructional purposes and must be recorded, stored, and destroyed according to specific rules. A certificate of need is required."***

FIRST AID

In emergencies, the school nurse will follow established First Aid Procedures. These procedures include the following requirements:

1. No medical treatment except first aid is permitted in school.
2. A master first aid kit shall be kept and properly maintained in the school and on each school bus.
3. No drugs shall be administered by school personnel unless authorized by a physician.
4. Parents are asked to sign and submit an emergency card with phone numbers of designated persons to call in case of illness or injury. It is important that the Main Office and the Health Office are notified of any change in your home or work phone numbers.
5. In cases where a student is ill or injured, the parent or guardian will be contacted. In an extreme emergency, arrangements may be made for the child's immediate transfer to the hospital.
6. Some medical treatments are very complex for a school setting and should be evaluated for tutoring by appropriate medical staff. Emergency medications fall into this category.

IMMUNIZATION REQUIREMENTS

Your child's immunizations need to be up to date to enter and attend school. Students who do not have the NYS required immunizations will be sent home from school. Please check with your health care provider as soon as possible to make sure that your child has all the immunizations needed.

PHYSICALS: SCHOOL/SPORT/WORKING PAPERS

Students in grades 7, 9, and 11 will have a school physical as mandated by the Dept. of Education. If parents prefer, the physical may be done by the family physician.

Students participating in interscholastic sports must have a yearly health history form completed and a current physical. Also, prior to each sport season throughout the year, an interval health history form must be completed.

Students applying for working papers must have a physical within the past year. If a physical is needed, contact the Health Office and/or your family physician.

CODE OF CONDUCT - PLAIN LANGUAGE SUMMARY

The Canisteo-Greenwood Code of Conduct can be found on the website and is loaded onto student devices. Parents/guardians and students should familiarize themselves with this document.

STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

Purpose

The Board of Education will provide access to various computerized information resources through the district's computer system ("DCS" hereafter) consisting of software, hardware, computer networks, and electronic communications systems. This may include access to electronic mail, online services, and the internet. It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the school district.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish general guidelines for the acceptable student use of the DCS and to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the school district. The district cannot screen or review all the available content or materials on these external computer networks. Thus, some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of district policy, regulations, and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students also shall adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures and may be subject to further discipline under the district's school conduct and discipline policy and the district Code of Conduct. The district reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the district. Further, the district may bring a suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys district property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered school district property subject to control and inspection. The computer coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

Notification/Authorization

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students to provide notice of the school's requirements, expectations and students' obligations when accessing the DCS.

"Passive Consent" (opt-out) student access to the DCS will automatically be provided unless the parent has submitted written notification to the district that such access not be permitted. Procedures will be established to define the process by which parents may submit a written request to deny or rescind student use of the DCS in accordance with law, Commissioner's Regulations and/or district policies and procedures.

INTERNET SAFETY / INTERNET CONTENT FILTERING

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. The District will provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web *may* include, but shall not be limited to, the following guidelines:

a) Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of e-mail, chat rooms, as well as social networking websites, may be blocked as deemed necessary to ensure the safety of such students;

b) Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors;

c) In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action; and

d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal identification information regarding such students.

The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws/regulations as may be appropriate and implemented pursuant to the District's educational mission.

Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the School District.

The District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computers with Internet access.

Internet Safety Instruction

In accordance with New York State Education Law, the School District may provide, to students in grades K through 12, instruction designed to promote the proper and safe use of the Internet. The Commissioner shall provide technical assistance to assist in the development of curricula for such course of study which shall be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness, skills, information and support to aid in the safe usage of the Internet.

Under the Protecting Children in the 21st Century Act, students will also be educated on appropriate interactions with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

Despite the existence of District policy, regulations, and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises, and/or with a student's own personal technology or electronic device on school grounds or at school events.

The District is not responsible for inappropriate content or material accessed via a student's own personal technology or electronic device or via an unfiltered Internet connection received through a student's own personal technology or electronic device.

Notification/Authorization

The District's Acceptable Use Policy and accompanying regulations will be disseminated to parents and students to provide notice of the school's requirements, expectations, and student obligations when accessing the Internet.

The District has provided reasonable public notice and has held at least one public hearing or meeting to address the proposed Internet Safety/Internet Content Filtering Policy prior to Board adoption. Additional public notice and a hearing or meeting is not necessary when amendments are made to the Internet Safety Policy in the future.

The District's Internet Safety/Internet Content Filtering Policy must be made available to the FCC upon request. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of this policy as well as any other District policies relating to the use of technology.

The Internet Safety/Internet Content Filtering Policy is required to be retained by the school for at least five years after the funding year in which the policy was relied upon to obtain E-rate funding.

MICROSOFT OFFICE 365

The Canisteo-Greenwood Central School district will provide Office 365 ProPlus accounts to all students in grades K-12. Students will be able to utilize the account while in school or on another device that has an Internet connection. This will allow them access at school and home to Microsoft Word, Excel, PowerPoint, OneNote and other productivity applications. They will also be able to use some of the tools offline. As a school district, which operates under the Family Educational Rights and Privacy Act (FERPA), if you wish to not allow your child to have an Office 365 account, please contact the Main Office.

PREVENTION INSTRUCTION

Acquired Immune Deficiency Syndrome (AIDS) Instruction in Health Education

The Board of Education will provide a health education program that will include appropriate instruction for all students concerning Acquired Immune Deficiency Syndrome (AIDS). Accurate information concerning the nature of the disease, methods of transmission, and means of prevention will be provided in an age-appropriate manner and will be consistent with community values and will stress that abstinence is the most appropriate and effective premarital protection against AIDS.

No student will be required to receive instruction concerning the methods of prevention of AIDS if the parent or legal guardian has filed with the principal a written request that the student not participate in such instruction, with an assurance that the student will receive this instruction at home.

Hands-Only Cardiopulmonary Resuscitation and Automated External Defibrillator Instruction

High school students will be provided instruction in hands-only cardiopulmonary resuscitation and the use of an automated external

defibrillator. Standards for such instruction will be based on a nationally recognized instructional program that utilizes the most current guidelines for cardiopulmonary resuscitation and emergency cardiovascular care issued by the American Heart Association or a substantially equivalent organization and be consistent with the requirements of the programs adopted by the American Heart Association or the American Red Cross, and will incorporate instruction designed to:
a) Recognize the signs of a possible cardiac arrest and to call 911;
b) Provide an opportunity to demonstrate the psychomotor skills necessary to perform hands-only compression cardiopulmonary resuscitation; and
c) Provide awareness in the use of an automated external defibrillator.
The Committee on Special Education or a Multidisciplinary Team, in accordance with Section 504 of the Rehabilitation Act, may determine, on an individual student basis, if a student with a disability should be excused from the requirement for instruction in hands-only CPR and the use of AEDs.

Substance Abuse - Prevention Instruction
The Board of Education recognizes the need to educate students on the hazards of alcohol, tobacco, and/or drug abuse. An educationally sequential health prevention program, utilizing as appropriate community, staff and student input, will be developed to inform students of:
a) Causes for substance abuse;
b) Physical and psychological damage associated with substance abuse;
c) Avoidance of alcohol, tobacco and drugs;
d) Dangers of driving while under the influence of alcohol or drugs.

Environmental Conservation Instruction
The Board of Education supports and encourages the development of a District-wide, articulated curriculum of environmental conservation integrated into other program disciplines.

Fire and Arson Prevention/Injury Prevention/Life Safety Education

The Board of Education directs the administration to provide instruction in fire and arson prevention, injury prevention and life safety education relating to protection against injury or death and property loss or damage as a result of criminally initiated or other preventable fire. Such instruction will include materials to educate children on the dangers of falsely reporting a criminal incident, an impending explosion or fire emergency involving danger to life or property, an impending catastrophe, or a life safety emergency.

Student Safety
Instruction in courses in technology education, science, home and career skills, health and safety, physical education, and art will include and emphasize safety and accident prevention. Safety instruction will precede the use of materials and equipment by students in applicable units of work in the courses listed above, and instructors will teach and enforce all safety procedures relating to their courses. These will include the wearing of protective eye devices in appropriate activities.

Emergency Planning
The School District will maintain updated plans and operating procedures to be followed in the event of natural or manmade disasters or enemy attack. Students will be provided instruction to respond effectively in emergency situations.

Instruction on Child Development and Parenting Skills
Instruction regarding child development and parenting skills may be offered by the District. The curriculum will include instruction on the consequences and prevention of shaken baby syndrome, which may include the viewing of a video presentation for students in secondary schools.

SCHOOL COUNSELING

The CGHS guidance program provides the following services:
1. An individual annual review of each student's educational progress and career plans to help students develop and implement post-secondary education and career plans.
2. Individual and/or group counseling assistance to help students who exhibit any attendance, academic, behavioral or adjustment problems.
3. Instruction on social emotional health and wellbeing, careers, and academic outcomes.

DEFINITION OF TERMS

A **UNIT OF CREDIT** is a value given to a study which is pursued for at least 180 minutes per week for a full school year, with a passing grade.
AN ELECTIVE is a subject which is not required but which may be chosen by the student and applied toward graduation

requirements.

A **PREREQUISITE** is a course that a student must complete successfully before enrolling in another particular course. For example, a student must successfully complete Spanish 1 before he or she can be enrolled in Spanish 2.

REQUIREMENTS FOR PROMOTION

Students entering the high school who are enrolled in at least 5.5 credits are considered Freshman. In order for a student to be considered a Sophomore, he/she shall have successfully earned five and a half (5.5) units; as a Junior, he/she shall have successfully earned eleven (11) units; as a Senior, he/she shall have successfully earned sixteen and a half (16.5) units. Twenty-two (22) units of credit are required for graduation. Each student must be enrolled in an average of 6.5 instructional periods each semester.

PHYSICAL EDUCATION - NYS Physical Education Requirement

The New York State Commissioner regulations require: all students shall have earned the equivalent of two units of credit in physical education. One-half credit per year from grades 9-12 will fulfill this requirement. All students must pass physical education and receive credit to graduate. All students must pass physical education each year from grade 9-12 or repeat the subject. The Physical Education Department will distribute guidelines for physical education classes to all students that will contain additional information.

GRADUATION REQUIREMENTS

The Board of Education minimum standards and the New York State Regents minimum standards are required for graduation from high school.

All school programs have one main purpose even though they provide a variety of experiences for students. This purpose is to help all students develop and acquire the skills, abilities, knowledge, and attitudes necessary to work toward high school graduation. Eligibility of a student for a New York State Regents Diploma or a New York State Regents Diploma with Advanced Designation will be determined by the high school principal based on the official high school record. Students who meet the requirements may be issued a diploma.

Regents Diploma

Required Subjects	Units
English	4
Social Studies	4
Mathematics	3
Science	3
Health	½
Art or Music	1
Physical Education	2
Foreign Language	1
Sequence Courses, Electives	3.5
Total	**22**

Regents Diploma with Advanced Designation

Required Subjects	Units
English	4
Social Studies	4
Mathematics	3
Science	3
Health	½
Art or Music	1
Physical Education	2
Foreign Language	3
Sequence Courses, Electives	1.5
	22

Note:

1. To earn a Regents Diploma, students must pass the following Regents exams or use a "4+1" option: ELA 11, one Mathematics exam, U.S. History and Government, Global Studies, and a Science exam. The "4+1" option will only be pursued if a student is unable to meet the Regents exam requirements. The counseling office will be aware of this need and will be in contact with the student and his/her parent/guardian should the "4+1" option be needed for graduation.

2. To earn a Regents Diploma with Advanced Designation, students must pass the following Regents exams: ELA 11, Algebra, Geometry, Algebra 2, U.S. History and Government, Global Studies, and two Science exams. A regionally developed LOTE exam or approved sequence is also required.

3. To earn a Regents Diploma with Advanced Designation a student must take and pass 3 units of a Foreign Language or attend BOCES and complete CFM or some other state approved sequence.

4. To earn Honors for either diploma type requires a 90 or above average of all required Regents Exams for that diploma type.

5. A student earning a Regents Diploma with Advanced Designation can also earn a Mastery Designation in Math, Science, or Math and Science with Regents exam scores higher than an 85 on all three Math Regents exams, three of the four Science Regents exams or on both the Math and Science Regents exams.

6. Students with Disabilities and students with 504s that have safety net documented on their plan can graduate with a local diploma by earning a 55-64 on any of the five required Regents exams.

7. For early graduation and possible waiver of physical education credits, refer to policy #7221.

8. This policy will be updated yearly to reflect changes as required by the New York State Education Department and Canisteo-Greenwood Central School.

STUDENT RANKING

Weighted averages of all courses are used to determine class rank. Class rank is computed after the final semester of each school year, except in the case of the final year where the average is computed at the end of the next to last marking period.

A two-step computation will be involved in ranking:
Step #1 - course level of challenge is determined and assigned.
Step #2 - all weighted grades are added and divided by the number of credits attempted.

There are three (**3**) levels of difficulty in regard to weighing the subject areas. They are as follows: ACE/AP 1.07
Regents 1.05 Non-regents 1.00

The following will apply to student ranking:
a) All students in a TASC Program are excluded from class ranking but receive Carnegie units.
b) Students in an Alternative Education program are excluded from class ranking but will receive Carnegie units.

Transfer Students

All transfer students, who have not been enrolled in a New York State Public School before entering Canisteo–Greenwood Central School, will have their rank calculated in the following manner:

a) In order to be ranked, over one half of the required number of credits needed for graduation must be taken in the Canisteo-Greenwood School District.

b) If Regents credit is to be awarded, final course grades in previously taken courses will count 75% and the Regents exam will count 25% to determine a final Regents course grade.

c) In addition to the National Honor Society policy already in place, transfer students must have completed one year in the Canisteo-Greenwood District in order to be eligible for National Honor Society consideration. If a student was a member of a National Honor Society chapter in their previous school, they are exempt from this criterion.

VALEDICTORIAN & SALUTATORIAN

Valedictorian is an academic title given to the highest graduate of the entire graduating class of a specific discipline.
Salutatorian is an academic title given to the second highest graduate of the entire graduating class of a specific discipline.
These honors are traditionally based on grade point average (GPA) and number of credits taken, *but consideration may also be given to other factors such as co-curricular and extracurricular activities.*

Our practice regarding Valedictorian/Co-Valedictorian & Salutatorian/Co-Salutatorian recognition: In Canisteo-Greenwood we have typically given Valedictorian and Salutatorian recognition based solely on grade point average. However, given the varying course offerings and high school experiences students have, it is also important to take into account other factors when giving this honor to students. When graduating seniors are within 0.3% of each other, the district will take into account other factors such as:

1. The total body of work of a student during their High School career and
2. Participation in district sponsored activities such as sports, clubs, etc. and
3. Contribution to the school and community during their High School career.

SCHEDULED COURSES

A copy of courses is available in the Counseling Office and on the CGCSD website.

ADDING/DROPPING SUBJECTS

During the first week of each semester, students may add and/or drop courses through the guidance office. During the second week of the semester, students may add and/or drop courses by using the add/drop form. The form must be signed by the student, his/her parent/guardian, the school counselor, the school principal, and the teacher(s) of the course(s) being added and/or dropped.

GRADES ON REPORT CARDS

In grades 7-12, marks in classes that offer credit toward a diploma are numerical. The passing mark for grades 7 through 12 is 65%.

Students found cheating on assessments will forfeit the right to receive credit on that assessment or portion of the assessment. This applies to local as well as Regents examinations. Further discipline beyond the level of the classroom teacher may result, as per the code of conduct.

Parent and student portals are available via SchoolTool. Parents and students can view grades, attendance, contact information, discipline, etc. Please visit www.cgcsd.org and look for the site shortcut to access information regarding Parent/Student Portals.

HIGH HONOR AND HONOR ROLL

A High Honor and Honor Roll are prepared after each marking period. Students are placed on the High Honor Roll if they have attained an overall average of at least 90.00%. Students are placed on the Honor Roll if their overall average is at least 85.00% but less than 90.00%. A student with an incomplete or a failing grade in a subject is not eligible for the High Honor or Honor Roll.

ACADEMIC AWARDS

Seventh and Eighth grade students who have a cumulative average of 90% or higher at the end of the next to last marking period will qualify for an Academic Excellence Certificate.

Students in grades 9-12 who have a cumulative average of 90% or higher at the end of the next to last marking period will qualify for the corresponding academic award. Awards will be progressive for each year the student qualifies. An example of this progression is:

First Year: Certificate & Ribbon	Third Year: Engraved Medal
Second Year: Certificate & Pin	Fourth Year: Engraved Plaque

***Seniors who qualify for the fourth award and also have earned an 85 or higher on the ELA, Global, US History and one Science and one Math Regents exam will also earn a Silver Bowl and have it presented to them by a teacher/staff member of their choice at the Awards night.

SUMMER SCHOOL

A student must have a 55 or above final grade to be eligible for summer school. Students who fail a course with lower than a 55 will have to repeat the course. If the student earns a 65 or better in summer school, they will receive credit for the course. Both grades will appear on their transcripts and be used to compute class rank. Questions regarding summer school can be answered in the Guidance Office.

CHALLENGING A REGENTS COURSE

A pupil may earn credit for State courses of study without completing the course. In order to earn such credit, the pupil must satisfy each of the criteria listed below:

1. Based on the pupil's academic performance, the Superintendent or his/her designee must determine that the pupil will benefit academically by exercising this alternative.
2. The pupil must pass an oral examination or successfully complete a special project to demonstrate proficiency, as determined by the Principal, in the subject area.
3. The pupil must achieve a score of at least 85%, or its equivalent, as determined by the Commissioner, on a State-developed or State-approved examination.

4. The pupil must attend school, or have received substantially equivalent instruction elsewhere, in accordance with Section 320(2) of the Education Law, until the age of 16, pursuant to Sections 3204 and 3205 of the Education Law.

POLICY REGARDING ADMISSION TO VOCATIONAL TECHNICAL PROGRAMS AT WILDWOOD CAREER CENTER (BOCES)

A variety of one- and two-year vocational programs are offered primarily to juniors and seniors, and permits them to gain skills and knowledge in specific areas of instruction not offered in our building. Interested sophomores and juniors apply during the late winter to attend programs the following school year. Programs available at Wildwood are set by BOCES and a listing of those programs is available in our school Counseling Office.

Attendance to these programs is a *privilege* and requires that students abide by specific rules and regulations set for their safety as well as provide for a smooth running operation for all. Positive attitudes toward learning benefit everyone. Successful program completion and employability are important goals. Students who meet the criteria outlined here have the best chance of succeeding. Students who participate in this program attend classes at Canisteo-Greenwood for one-half day and attend the Wildwood campus in Hornell for the remaining half-day. Transportation is provided for both A.M. and P.M. BOCES students. BOCES offerings are a positive enhancement of our students' educational program, and we expect that all rules and regulations will be followed and that these students will continue to act as responsible representatives of Canisteo-Greenwood High School.

Attendance: Students must maintain regular attendance except for illness or other legal absences. A medical excuse will be required for any absence longer than two (2) consecutive days. Regular attendance is imperative to employability upon completion of vocational programs. Students with an absentee rate of 5% or more may not earn all credits and endorsements from their program. There may be days when CGCSD is closed for reasons other than weather or an emergency, but Wildwood BOCES is open. Students are required to go to BOCES on those days and the district may provide transportation. Also, there may be days that Wildwood BOCES is closed but CGCSD is open. Students are required to be at CGCSD for their academic classes on those days for the student to meet their required days of attendance for NYS.

Scholastic: *Students must be passing all academic and vocational courses at the completion of each marking period.* In addition, individuals are expected to stay on task, follow teacher directions, and complete all assigned work on time.

Discipline: Students will comply with the CGCSD code of conduct as stated in the student handbook and available on the website, as well as the Wildwood BOCES Discipline Policy.

Transportation: Bus transportation will be provided to and from the Wildwood BOCES campus. The AM BOCES bus will leave at approximately **8:45 a.m. Monday through Friday**. AM BOCES students will attend BOCES from 9am-11:30am and will return to CGHS after their morning BOCES instruction for lunch/ afternoon classes at CGHS. The PM BOCES bus will leave at approximately **11:35 a.m. Monday through Friday**. PM BOCES students will attend BOCES from 12-2:30pm and return to CGHS after their afternoon BOCES instruction for their advisement period at CGHS. **It is the expectation that students attend their BOCES program on days that the Wildwood BOCES campus is in session and CG is not.** Under no circumstances are students to use private transportation without following BOCES procedure and obtaining **daily** approval from the Principal at CGHS. *Furthermore, when permission is given for use of private transportation, students may not transport fellow students under any circumstances.* IN EMERGENCY SITUATIONS, ONLY PARENTS, WITH APPROVAL FROM WILDWOOD BOCES OR CGCSD, MAY TRANSPORT STUDENTS. For safety reasons we must strongly enforce the rule that no one is to take any means of transportation other than the Canisteo-Greenwood school bus unless authorized by the persons mentioned above. Permission must be granted 24 hours in advance of need. **FAILURE TO HONOR THESE REGULATIONS WILL RESULT IN DISCIPLINARY ACTION INCLUDING THE POSSIBILITY OF THE LOSS OF ATTENDING BOCES.**
********In the event of a 2 hour delay, all AM BOCES students and Alternative Education students should arrive at the high school no later than 9:45 a.m. to board the bus for departure.***

ACCESS TO STUDENT INFORMATION BY MILITARY RECRUITERS

Section 8528 of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), requires local educational agencies receiving ESEA funds to provide military recruiters and institutions of higher education, upon request, access to secondary students' names, addresses, and telephone listings. However, a parent of a secondary school student, or the student if age 18 or older, may submit a written request that such information not be disclosed. In that case, the information may not be released without prior written consent. Please contact our main office if you have any questions about this.

STUDENT ATHLETE / EXTRACURRICULAR POLICY

Students, in order to practice or play, MUST be at school at the start of their first class period. Where the students' failure to attend is due to an excused absence as defined in the District's Comprehensive Attendance Policy, such failure to attend will not render the student ineligible. Seniors with Late Arrival Privileges must be in school by the start of their first class. Student athletes may be granted permission to practice or play on days they are tardy to school by getting permission from the athletic director and/or high school principal. Students who are suspended (in school or out of school) on a day of an athletic event may not attend or participate in the athletic event, practice session, party, school dance, or other school affairs scheduled after regular school hours.

INELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Participating in extracurricular activities is a privilege, not a right. It is qualified first by eligibility requirements and secondly by performance requirements. Therefore, be it resolved: Students not performing satisfactorily in the academic areas offered or accepting responsibilities in a manner acceptable to the faculty, administration and Board of Education shall have their names placed on an ineligibility list and not be permitted to participate in any school-sponsored extracurricular activities and events until such time as the student's name has been removed from the ineligibility list or they have met the criteria outlined below.

School-Sponsored Extracurricular Activities included but not limited to:

Clubs and Activities: All High School clubs, activities, and non-credit bearing events.

Sports: All intramural and intermural sports and athletics grades 7-12.

ELIGIBLITY CRITERIA for High School Students and Interscholastic Athletics for Students 7-12

1. An Ineligibility list will be maintained and published by the High School main office for grades 7-12. The list will be distributed weekly to teachers and coaches on Monday morning. The list will also be available in the main offices.
2. The Eligibility week begins each Monday and runs through Sunday.
3. Students failing (and/or having an incomplete in) 2 or more classes on their progress report or report card will be ineligible for extracurricular activities and events including athletic contests, the Prom, Sophomore Hop, Semi-Formal, dances, school musical, as well as all other non-credit bearing activities and events. Students may participate in athletic practices and attend contests with their team but may not participate in games, meets, scrimmages or other competitions while ineligible.
4. Once the ineligibility list comes out following the progress report or report card, a student may earn the privilege of being eligible by following this process:
    A. Picking up an eligibility form from the main office and getting a current course grade and signatures from teachers in ALL classes.
    B. This form must be turned into the main office no later than 3:00 PM each Friday (or by deadlines posted).
    C. If the form is turned in on time with the teacher's signature and the student is not failing more than one class for that week, the student will be listed as eligible for that upcoming week. If they are still failing two or more classes, they will be ineligible for the week. The students will follow this procedure until the new list appears following the next progress report or report card.
5. Students who fail a half year class for the first semester, will have that class counted as a failing class for the first eligibility week of the second semester. If the student earns the credit for the class in the first semester, the failing grade will not count as a failing class.
6. Students may also be declared ineligible for a period of time by the building principal for inappropriate behaviors that result in out of school or in school suspensions.

STANDARDS OF CONDUCT - RULES AND REGULATIONS FOR INTERSCHOLASTIC ATHLETICS

The full text of CG's Athletic Code of Conduct is available on the CG Athletic page of our website.

GUIDED STUDY HALL (GSH), STUDY HALL & HONORS STUDY HALL (HSH)

GUIDED STUDY HALL (GSH)

Students may be assigned to Guided Study Hall because of missing homework or class work assignments that the student was present for or had the appropriate time to make up if they initially missed them due to absence (s) and still have not completed as well as improperly completed work. Students assigned to Guided Study Hall have all sign out privileges and other privileges paused and must report to Guided Study Hall and regularly scheduled locations to complete or redo the work. Students shall remain assigned to Guided Study Hall until all their missing, insufficient or incomplete work has been made up. When on the Guided Study Hall List, students are required to be independently engaged in academic work the entire period. Faculty and staff assigned this duty will monitor students and hold them accountable to this standard. Additionally, upperclassmen assigned to Guided Study Hall shall be ineligible for privileges. Students may also be assigned to Intervention Supports for an extended period of time. Those students will be considered for transition out of Intervention Supports in an ongoing individual assessment that will take into account grades, behavior, and academic responsibility. At a minimum the student must meet the following criteria:

- Failing no classes
- Missing no assignments

A student placed on GSH will receive an automated e-mail to notify them that they have a missing assignment(s).

STUDY HALL

Study Halls are locations and periods in a student's schedule that provide a student an opportunity to complete assigned homework and classwork. Students not on the Guided Study Hall list still report to Study Hall. However, those students may;

- *work* in small groups only if the group remains working in a quiet manner and the monitor approves it.
- sign out of Study Hall with a pre-signed pass from a teacher or for school related purposes or to the Library.

Students are still expected to be engaged in academic work during their time in Study Hall. Monitors are expected to hold the students accountable to those standards.

HONORS STUDY HALL (HSH)

Honors Study Hall is an opportunity for students in grades 9-12 with high academic marks to experience a less restrictive study hall. HSH is located/housed in the cafeteria. Any student, grades 9-12 who had a cumulative average of 90% or above for the previous school year will be assigned to HSH for the first marking period. After each marking period, any current HSH student whose average dips below a 90% will be removed from HSH and assigned to a regular study hall. Any student whose average exceeds a 90% will be removed from regular study hall and assigned to HSH for the next marking period. Honors Study Hall privileges, after the start of the school year, are granted and/or reinstated the Monday following report card mailing(s) or as soon as practical for schedule changing purposes by the Guidance Office.

Students in HSH are expected to sign in to HSH and remain in HSH unless they have a pass from a teacher to leave for the period. (They are to sign out of HSH before leaving). Any HSH student who receives a discipline referral will forfeit their HSH privilege and be assigned to a regular study hall. All HSH students are expected to report to GSH if they are requested. All HSH students are required to independently check to see their GSH status. Noise levels will be held to a minimum while in HSH.

These guidelines will be reviewed and amended as needed by the school and the school reserves the right to adjust these guidelines or the enrollment of GSH, HSH and SH at any time to best support our academic goals.

TIERED SYSTEM OF PRIVILEGES

The Canisteo Greenwood High School is proud to offer its students the opportunity to *earn* privileges. Students that are meeting both our academic and behavioral expectations begin each year with the following privileges depending on grade level. If a student fails to meet CG's academic or behavioral standards they will be revoked and the student will have to correct the problem and successfully demonstrate progress for the return of their privileges. Privileges, after the start of the school year, are granted and/or reinstated the Monday following report card mailing(s). **If you wish to not allow your child to be entitled privileges, please contact the Main Office.** CGHS Privilege Schedule by grade level is as follows:

7th Grade – Lunch Recess
8th Grade – Lunch Recess
9th Grade – Friday Dismissal after the first twelve weeks, Honors Lunch/Study Hall
10th Grade – Friday Dismissal, Honors Lunch/Study Hall
11th Grade – Friday Dismissal, Early Dismissal, Off Campus Lunch, Honors Study Hall
12th Grade – Friday Dismissal, Early Dismissal, Off Campus Lunch, Senior Lounge/Open Campus, Late Arrival

- **Lunch Recess:** Students who are demonstrating success are permitted to go outside to the patio and back field after eating, during their lunch period. Students may socialize and play in a school appropriate and safe manner while being monitored by staff.
- **Friday Dismissal:** Students who are demonstrating success and who have not been on the GSH list throughout the week may be dismissed on Friday after reporting to their regularly scheduled advisement for attendance.
- **Early Dismissal:** 11th and 12th grade students who are passing all courses have the privilege of early dismissal. As long as the student has not been on the guided study hall list that day, does not have a scheduled advisement/class, has maintained good behavior, and is not requested for RTI instruction during afternoon advisement, the student may leave at the end of 9th period. If a student has a scheduled advisement, they must check in prior to leaving campus. It is the student's responsibility to be present for meetings of clubs, activities, and for athletic policies. Students must sign out prior to leaving campus – this is done using the Microsoft Teams form that is sent to eligible students via email.
- **Honors Lunch:** Students in grades 8-10 with high academic marks are provided an opportunity to have lunch in a more independent and less restrictive setting.
- **Honors Study Hall:** Students in grades 9-11 with high academic marks are provided an opportunity to have study hall in a more independent and less restrictive setting.
- **Off Campus Lunch:** 11th and 12th grade students in good academic standing and with a clean disciplinary record are given the privilege of leaving the campus for their full lunch period. The student must be back to school prior to the start of their next class period. Students must sign out prior to leaving campus – this is done using the Microsoft Teams form that is sent to eligible students via email.
- **Senior Lounge/Open Campus:** Any 12th grade student in good academic standing and with a clean disciplinary record who has no class scheduled may utilize the senior lounge and/or sign out and leave campus so long as they are on time for their next assigned class period. Students must sign out prior to leaving campus – this is done using the Microsoft Teams form that is sent to eligible students via email.
- **Late Arrival:** Any 12th grade student in good academic standing and with a clean disciplinary record may arrive to school in time for their first class of the day instead of 8:00 a.m. The student is responsible for being at school on time for meetings of clubs, activities, and for athletic policies.

Other privileges that are contingent on behavior and academic success such as the use of school technology, the use of school resources such as the library, art rooms (pending teacher approval) and music rooms (pending teacher approval), and eating lunch or breakfast in the cafeteria are the sole rights of the school administration to grant and rescind as befitting. Any teacher request for a student to stay during advisement for extra instruction shall overrule a student's early dismissal privilege.

Distraction Free Schools and Internet Enabled Devices

Purpose:

To maintain a focused and distraction-free learning environment, the use of cell phones and smart devices (watches, ear buds, etc.) during the school day is strictly prohibited.

Policy Guidelines

1. **Phone Status:**
    - All student cell phones must be **powered off** (not in silent or airplane mode) **upon entering the school building**.
    - Phones must remain **off** for the entire school day, including during class transitions, lunch, and recess.
2. **Storage:**
    - Phones must be **OFF** and stored **securely in their backpack or locker**. They may not be kept in pockets, desks, hood pockets, or on the student's person. If a student does not use a backpack, it must be stored in their locker/cubby (elementary).

3. **Smart Watches:**

    - Smart watches that receive messages, calls, or notifications must also be **off** or set to **airplane mode** to prevent disruptions. Any student interacting multiple times with their smart watch, it will be assumed that it is being used for notifications or texting.

4. **Student Communication Needs:**

    - Students may request permission from a staff member to go to the office to use a school phone at the discretion of the staff.

5. **Enforcement:**

    - If a student is found using any non-school internet-enabled device during school hours:

        - **First offense:** Verbal warning.
        - **Second offense:** Student will be required to leave their device in the Main Office. The student can pick up their device at the end of the school day.
        - **Third/Repeated offenses:** Will result in disciplinary action as outlined in the student code of conduct. Families will be notified and may be required to pick up the device.

Addressing Survey Concerns

- **Why the policy?**
    - **To create classroom environments where teachers can teach and students can learn free from distractions caused by phones and watches.**
    - **To reduce the negative impacts for ALL students of inappropriate use of devices at school, such as cyberbullying, exposure to harmful content, and incidents involving cell phones that detract from a healthy school climate; and**
    - **To increase meaningful face-to-face connections between students.**
- Students at the start of the day will be reminded to power off devices during announcements.
- This policy only applies to the school day hours.
- Juniors/Seniors with privileges that leave the campus for lunch can use their phones off school grounds. Upon return to the building, the phone must be turned off.
- In the event of cancellations, schedule changes, emergencies, etc., the District will put out notifications in a timely manner. We recommend you keep your contact information current with the offices.
- If a family needs to get a message to their child (schedule change, etc.), they can call the Main Office at 607-698-4225. Extension 2400 for the High School and 1400 for the Elementary School.
- High school students can receive email from outside the school district to their school email (from their SchoolTool contact list) and have access to their laptops throughout the day. Parents can email their students directly in addition to calling the school when time is of the essence. Calling the main office will be the surest way to contact your student in a timely manner. We recommend you keep your email information current with the offices.
- Every location in the school is equipped with a phone that can dial 911. Students will follow the District's emergency procedures in the even of an emergency. The District will communicate with guardians using the District's mass notification tools.

ADVISEMENT

Advisement is from 2:27-3:00 Tuesday through Friday. Teachers will be requesting students for extra instruction during Advisement as needed, and students are required to report to those teachers after reporting to their regularly scheduled advisement. Students will receive an automated email notification to let them know who requested them for advisement. Additionally, teachers may notify students if they are requested so that the requested student can report directly to the teacher who has requested them. Students experiencing difficulties are expected to seek teachers out for extra help during Advisement by obtaining a pre-signed pass or asking the teacher to request them.

CORRIDOR PASSES

Students are required to have a pass to be in the hallway any other time than the designated time for passing between classes. Student Passes: Classroom supplied Bathroom Pass, signed teacher/staff pass. There is to be only one name per pass at a time. **Students will not be allowed to leave a class, lunch or study hall without a pass.**

LOCKERS

Every student will be issued a hall locker in grades 7-12. These lockers are for the storage of scholastic materials such as books, notebooks, personal clothing, etc. Lockers need to be kept clean and organized. **IT IS EXPECTED THAT NO STUDENT WILL GIVE THEIR LOCKER COMBINATION TO ANOTHER STUDENT. NO STUDENT IS PERMITTED TO CHANGE THEIR LOCKER WITHOUT PERMISSION FROM THE MAIN OFFICE**. Other students should not be permitted to enter the locker of the student to whom it is assigned. Lost or stolen padlocks from hall lockers are the responsibility of the student to whom the locker is assigned. A replacement charge of $5.00 must be paid before another lock will be issued. Personal locks are not permitted on lockers. Students must not abuse or deface their lockers. **At the conclusion of the school year, locks should remain on school lockers. PLEASE BE ADVISED, THE SCHOOL ADMINISTRATION IS LEGALLY PERMITTED TO ENTER ANY SCHOOL LOCKER WHEN THERE IS SUFFICIENT REASON.**

LIBRARY

The school library promotes an academic program for pleasure reading and research. We welcome students to sign out of study halls with a pass for the whole study hall period or for a few minutes during the day. When term papers and special projects are assigned, many classes meet in the library with the teachers. This provides easy access to many sources. The library staff will assist you in any technology needs. Laptops, eBooks, online databases, books, and a printer are located in the library for educational use by students and teachers.

SCHOOL CEREMONIES AND OBSERVANCES

The School District recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Canisteo-Greenwood reminds students, faculty, and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school and class plays shall not be overtly religious, and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme that conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, art work and/or symbols in a particular course/activity, the building principal should be contacted.

FIELD TRIPS

It is the practice of the school to furnish supervision for school groups visiting other schools or places, to represent CGCSD in competition, or as members of a field study group, when financially possible. Students must return with the group with which they leave. Any student failing to return with the group will be reported to the principal for disciplinary action. This is not required, however, for teams attending regularly scheduled athletic events, unless an overnight trip is planned. All field trips are considered school events for the purpose of applying the standards of the Code of Conduct to student behavior.

WORKING PAPERS

Applications for working papers are issued in the high school office. Students ages 11-18 may apply for a Newspaper carrier permit; Students ages 12-18 may apply for a Farm work permit; Students ages 14-15 are entitled to non-factory employment permits; Students sixteen years of age or older yet still under age 18 are entitled to general employment certificates. In all cases, applicants for working papers must have a birth certificate or other proof of age on file with the school district and must have a signed Certificate of Physical Fitness before the working permit can be issued. Medical examinations can usually be provided by the school physician if the applicant notifies the School Nurse. Any questions can be answered in the high school office.

STUDENT FEES, FINES, AND CHARGES

Students are expected to exercise reasonable care in the use of school equipment and any damage done to library books, textbooks or other school equipment due to misuse or negligence must be paid for by them. Lost or damaged textbooks will be immediately reported to the office for payment. Other school equipment which is damaged should be reported to the Building Principal, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parents will be expected to pay for such damage. No student shall be mailed or given a physical copy of their diploma until such obligations have been satisfied.

CARE OF SCHOOL PROPERTY BY STUDENTS

All students must show respect and care for Canisteo-Greenwood school property. Any damage to property should be reported to the main office or the appropriate teacher.

Acts of vandalism are crimes against the school district and the community that supports the schools. Students who willfully destroy, damage or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law. If a student damages school property, such student and/or his/her parents or guardian shall be required to pay the district for the value of the damaged property up to the limit of the law.

CLASSROOM

Canisteo-Greenwood Schools believe that the relationship between staff and students should be one of cooperation, understanding and respect. Students shall be expected to respect staff members as individuals employed to provide direct or indirect contributions to learning. No student shall have the right to interfere with the efforts of the instructional staff to coordinate or otherwise implement a learning program. No student has the right to interfere with the learning activities and efforts of other students. Students must come prepared for each day with a notebook, pen or pencil and necessary textbook(s). All textbooks are to be covered properly. Textbooks are loaned to students in good faith to use for their progress.

TEXTBOOKS

Restitution is required for defacing, destruction or theft of school property, including textbooks. The guilty party is responsible and will be required to pay charges for cost of replacement or to repair damages. (Parents are financially responsible for their children.)

THEFTS AND LOSSES

Personal property that is stolen or lost should be reported to the office as soon as possible. Found articles are to be returned to the main office. Any student caught stealing is subject to suspension.
PLEASE NOTE: THE CANISTEO-GREENWOOD CENTRAL SCHOOL DISTRICT IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS, INCLUDING THOSE TAKEN FROM A LOCKED LOCKER. STUDENTS SHOULD NOT LEAVE ELECTRONIC DEVICES OR ANY OTHER VALUABLE ITEMS UNATTENDED.

STUDENT COMPLAINTS AND GRIEVANCES PROCEDURES

Students will be given an opportunity to be heard on complaints and grievances they may have. On issues affecting the student body, students should discuss the matter with their student government representative before appealing to the school administration.

EVACUATION DRILLS

1. Observe all directions posted in each classroom for traffic patterns.
2. Move quietly and quickly without running or pushing and listen for instructions.
3. Once outside, proceed away from the building and stay with your teacher for attendance and further instruction.

Note: Trespassing, arson, vandalism, bomb threats and false alarms are all serious matters and will be handled by both the school and local authorities.

PUBLIC INFORMATION

Parents and members of the community are encouraged to attend and participate at public Board of Education meetings. The High School Webpage located on our district website (www.cgcsd.org) under the "Schools" heading is updated frequently throughout the school year. We strongly encourage parents and students to revisit the website and High School webpage for up-to- date information. Parents and community members wishing to obtain further information about the school district should inquire first through the office of the Building Principal.

CANISTEO-GREENWOOD CENTRAL SCHOOL DISTRICT – (607) 698-4225

High School Principal	ext. 2402	Superintendent	ext. 2403
High School Main Office	ext. 2401	Transportation Supervisor	ext. 1301
Attendance/Absences	ext. 2400	Business Office/Obligations	ext. 2405
Dean of Students	ext. 2410	Cafeteria Manager	ext. 2127
Guidance Office	ext. 2408	Special Education Office	ext. 1115
Health Office (Nurse)	ext. 2407	Athletic Director	ext. 2207
Intervention Specialist	ext. 2227		
School Resource Officer	ext. 2440		