

PARENT ACKNOWLEDGEMENT

We have read and we understand the rules, regulations and suggestions in this Student Handbook and the Acceptable Use Policy for the use of district computers and technology. As a parent or guardian, I will encourage careful adherence to these rules.

Date

Signature of Parent or Guardian

STUDENT ACKNOWLEDGEMENT

I have read and I understand the rules and regulations set forth in this handbook and the Acceptable Use Policy for the use of district computers and technology. I agree to abide by them at all times.

Grade

Date

Name/Signature of Student

Grade

Date

Name/Signature of Student

Grade

Date

Name/Signature of Student

Grade

Date

Name/Signature of Student

Grade

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Grade

Date

Name/Signature of Student

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CANASERAGA CENTRAL SCHOOL

Pre-K – 12th GRADE

STUDENT HANDBOOK



"TEACHING FOR LEARNING"

Table of Contents

Canaseraga Alma Mater	5
Purpose	5
School Mission	5
Visitors	5
Directory	6
Student Responsibilities	6
Student Rights	6
Parent Visits to School	7
Backpacks	7
General Rules	7
Use of Cell Phones & Other Electronic Devices	8
Attendance	8
Absences – An excused absence consists of:	8
Tardiness	9
Early Dismissal	9
Minimum Attendance	9
Transportation & Pupil Bus Conduct	10
School Transportation	10
When You Ride a Bicycle to School	10
Emergency School Closing	10
Daily Time Schedule	11
Fire Drills/Lock-Down Drills	11
Library	11
Computer Network	11
District Internet Rules	12
Assemblies	12
Field Trips	12
Student Services Office	13
Counseling & School Psychologist	13
Cafeteria	13
Telephones	14
Hallway & PE Lockers	14
Study Hall	14

Canaseraga Central School Student Handbook

Student Passes	14
Student Parking Permits	14
Senior Passes	15
Textbooks / Laptops / iPads/Chrome books	15
Dress Code – All Grades	15
Dance Rules	16
Health Office	17
Sudden Illness or Injury	17
Screenings	17
Health Counseling	17
School Physicals	17
Immunizations	18
Sports Physical	18
Physical Education Restriction	18
Medication	18
No Nit Policy	18
Remedial Services	19
School Insurance	19
Grades & Promotion	19
Homework Policy – Grades K-6	19
Homework Policy – Grade 7-12	20
Courses / Credit – Grades 7-12	21
Minimum Required Credits to Graduate – Grades 9-12	21
BOCES Center	21
Excellence, High Honor, & Honor – Grades 7-12	22
National Honor Society	22
Student Class & Schedule Changes – Grade 9-12	22
Independent Study	22
Regents Examinations – Grades 9-12	22
Grade Improvement on State Exams	22
Cumulative Average Calculation	22
Valedictorian & Salutatorian	23
Summer School	23
Canaseraga Extracurricular Philosophy	23

Extracurricular Participant Code of Conduct	23
Academic Eligibility Procedures for Extracurricular Activities & Athletics	24
Substance Abuse Policy	25
School Attendance	26
Transportation	26
Detention	26
Suspension	26
Changing / Quitting an Activity	26
Insubordination	26

Discipline – Code of Conduct

Introduction	27
Definitions	27
Students Rights	29
Student Responsibilities	29
Essential Partners	29
Student Dress Code	31
Prohibited Student Conduct	31
Disciplinary Penalties	31
Reporting Violations	36
Procedures	36
Minimum Periods of Suspension	40
Referrals – Counseling	40
PINS Petitions	41
Juvenile Delinquents & Juvenile Offenders	41
Alternative Instruction	41
Discipline of Students with Disabilities	41
Referral to Law Enforcement & Judicial Authorities	41
Corporal Punishment	41
Student Searches & Interrogations	42
Student Lockers, Desks & Other School Storage Places	42
Law Enforcement Involvement in Searches & Interrogations of Students	42
Child Protective Services Investigations	43
Visitors to the Schools	43
Public Conduct on School Property	44

Prohibited Conduct	44
Penalties	45
Enforcement	45
Dissemination of Code of Conduct	45
Dignity for All Students	45
Computer Acceptable Use Policy	46

General Information

Canaseraga Alma Mater

Tune: "The Cardinal Is Waving"

Stanford University

Arranged by Roberta Schlosser, D. E. Murray and The Rudiments of Music Class - 1945

Down in the valley
Under skies of blue
Stands our Alma Mater
Glorious to view
We shall remember
Throughout the years
All we shared together
The laughter and the tears
So, Hail to Canaseraga
Long may she stand
Firm in tradition
The best in all the land
Her sons and daughters
Always shall be
True to Alma Mater
Canaseraga, Hail to Thee

Purpose

The purpose of the Student Handbook is to provide students and parents with a source of information about various rules, policies, and procedures of our school. This document in addition to the **Code of Conduct** will provide students, parents, and staff with the information necessary for a safe and productive school year. Questions or concerns regarding any of this information should be directed to the administration, faculty, or Student Council.

School Mission

The Canaseraga Central School District believes that the primary purpose of an effective school is teaching for learning. We believe that our responsibility is to provide all students with an opportunity to learn, achieve, and become responsible, productive members of society.

Visitors

Visitor Screenings

Any visitor seeking entry into the building must have a bona fide reason for entering the building. The district will be restricting unnecessary visits in the building. All visitors to the building must enter through the front doors. A trained staff member with appropriate PPE will take the temperature of the visitor in the small foyer before entering the main hallway. Each visitor will also be asked to respond to the screening questionnaire.

Directory

School Phone Number (607) 545-6421

School Fax Number (607) 545-6265

Website: www.ccsdny.org

Superintendent:	Mr. Chad Groff
Principal:	Mrs. Shannon Gilbert
Guidance Counselor & Title IX Officer:	Mr. Dan Bishop
Special Education Chairperson/School Psychologist:	Mrs. Lori Rung
District Clerk:	Mr. Chad Groff
Transportation:	Ms. Tammy Marble
School Lunch Manager:	Ms. Tiffany Donovan
Head Custodian:	Mr. Brad Giglio
Athletic Director:	Mr. Dale Steiner
School Nurse:	Mrs. Chrissy Porter
Secretary to the Board of Education	Mrs. Tina Karnes

Student Responsibilities

Every student has those rights of citizenship granted by the Constitution of the United States and the State of New York. A student enjoying the rights of citizenship in the school community will be expected to accept the responsibilities of citizenship. *The lack of responsibility leads to the impairment of everyone's rights and their ability to learn.*

It will be the responsibility of each student to:

1. Be familiar with and abide by all district policies, rules, and regulations pertaining to student conduct. **Student Handbook, Code of Conduct, Acceptable Use Policy**
2. Demonstrate respect for other persons and property.
3. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
4. Attend school every day unless they are legally excused and be in class on time, prepared to learn.
5. Assume responsibility for one's own behavior and practice honesty and courtesy at all times.
6. Further the good name of Canaseraga Central School by making constructive contributions to our programs and activities and by holding to the highest standards of conduct and sportsmanship.
7. Regard staff members as individuals, employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of staff members and other students, as well, and interference with those rights shall not be condoned. No student shall have the right to interfere with the efforts of instructional staff, coordinate, or assist in learning, or to otherwise implement a learning program. **Nor shall a student have the right to interfere with other students' rights to learn.**

Student Rights

As a student of the Canaseraga Central School, you are entitled to certain rights, which include the following:

- The right to be educated to your full capacity and willingness to learn.
- The right to participate in student government, clubs, and organizations.
- The right to know any information that is kept in your permanent record file.
- The right to explain yourself if you have been accused of failure to observe school rules and regulations.

- The opportunity to speak openly to teachers and counselors and to trust what you say will be held in confidence.

Parent Visits to School

Visitor Screenings

Any visitor seeking entry into the building must have a bona fide reason for entering the building. The district will be restricting unnecessary visits in the building. All visitors to the building must enter through the front doors. A trained staff member with appropriate PPE will take the temperature of the visitor in the small foyer before entering the main hallway. Each visitor will also be asked to respond to the screening questionnaire.

Backpacks

Backpacks with wheels are not allowed.

General Rules

In order for our school to maintain a safe and productive environment the Canaseraga Central School District's Board of Education has adopted the Code of Conduct, as required by NY State Education Department. This Code of Conduct is the set of regulations that governs our School District, our students, our staff, and visitors.

1. At all times, treat others, as you would have them treat you.
2. Bus students are required to remain on school grounds and return home on the bus. Students are not permitted to bring skateboards, bats, or other objects that present an unsafe situation on the bus.
3. The daily schedule for grades 7-12 is a continuous session with a closed lunch hour. Students will not be permitted to leave school grounds unless special approval is secured from the Principal's office and written parental permission is given. Open lunch is an earned privilege for seniors as can be found later in the document.
4. Students are not to be in possession of energy drinks/shot products, tobacco, designer or hallucinogenic products, drugs or alcohol products in the building or on the school grounds.
5. Clear bottled water or see through containers only will be allowed.
6. Coffee will be permitted in the morning before class in the Cafeteria.
7. Students absent from school will not be permitted to attend after-school or evening functions unless prior approval for the absence has been given.
8. Students not in a regularly approved activity will remain out of the building unless a school employee gives permission. In the absence of other authority, the custodian on duty is in charge.
9. Students will be required to pay for damages to property or instructional materials due to negligence or acts of vandalism.
10. Students will not be permitted in the building until 7:40am. In the event of inclement weather, early arrivals will be allowed access to the old gymnasium or cafeteria, not the hallways. Students in grades 7-12 must be in their Homeroom by 7:55am. Students are not to block the hallways.
11. Students leaving an assigned class or study hall must have a signed pass and be signed out properly on the classroom sign out sheet.
12. Weapons, matches, lighters, firecrackers, poppers or pocketknives are not allowed in school.
13. Skateboarding, bike riding, or other physical games are not allowed on the school sidewalks.

Use of Cell Phones and Other Electronic Devices

Cell phones and other electronic devices are permitted in the following areas – school halls, cafeteria, study halls at teacher discretion, and classrooms at teacher discretion. School owned electronic devices are not permitted in the cafeteria during meal times. Students may not use their electronic devices to record a picture, video, or audio of another person.

Parents are encouraged not to call or text their students during the school day. The office is always staffed and the office personnel make it a top priority to successfully handle incoming phone calls and distribute messages to staff and students in a timely manner.

Attendance

It is the position of Canaseraga Central School to encourage daily school attendance. If a student is late to school or absent, the law requires an excuse stating the reason for the tardiness or absence. The student must bring a note to the Nurse's Office upon their return to school. Students who are tardy to school must report to the Nurse's Office first before going to classes. They are to sign in and receive a pass from the Nurse.

Absences – An excused absence consists of:

1. Personal illness or death in the family
2. Approved college visit
3. Medical/dental appointment with physician's or dentist's signature
4. Learner's permit or road test
5. Religious observance
6. Quarantine
7. Required court appearance
8. Impassable roads or weather
9. Attendance at health clinics
10. Approved cooperative work programs
11. Military obligations
12. Parents are requested to call the Nurse's Office as early as possible (7:30am) at 545-6421 (Ext 106) when their child is absent. A written excuse is necessary when the student returns to school for the absence to be legal and submitted within 3 days of the absence. The written excuse must include: Student's full name, date(s) of absence, reason for absence, and dated parent/guardian signature.
13. When absences become excessive:
 - Parents will be notified according to Canaseraga Central School District's attendance policy.
 - Course credit may be denied.
 - Doctor's certification will be required when a student is absent 5 or more consecutive days.
 - Students of compulsory education age, as defined by New York State, who accumulates excessive absences may be referred to the Allegany County Justice System.
14. Students who have an unexcused absence may be subject to disciplinary action depending on the circumstances.
15. Unexcused reasons for absence or tardiness:
 - Visiting
 - Shopping
 - Needed at home
 - Babysitting
 - Employment
 - Overslept
 - Hunting or fishing
 - Vacation

Tardiness

1. A student is required to be in his/her Homeroom by 7:55am.
2. All students are required to be on time to classes and study halls. Three (3) minutes are allowed for passing time between each period.
3. **Three unexcused tardies or three unexcused early dismissals will result in an absence according to the attendance policy.**

Early Dismissal

1. Doctor and dentist appointments must be made known to the Nurse's Office PRIOR to 1st period on the day of the appointment. Parents must personally sign a student out in the main office when an early release is issued unless the student is driving himself or herself to the appointment in which case the student will sign himself or herself out at the main office. When the student returns from the appointment, he or she must report to the nurse's office, sign in, and receive a pass before continuing to class.
2. If a student is excused from school due to illness, whether they return or not, the student may **NOT** attend any school activity that evening.

Minimum Attendance

The Board of Education believes that classroom attendance and participation is an integral element of establishing mastery in a course of study. Therefore, students in grades 7-12 must be in attendance 85% of the assigned classroom periods for a particular course of study. Any absence, other than educational field trips, whether it is **excused** or **unexcused**, is deemed as absent from a class period. Academic credit will be denied if a student misses more than 15% of his/her class periods, and will become ineligible to take exams for that class.

The student and parents or guardian will be advised in writing, from the Principal, if the student has not been in attendance for a minimal number of classroom instruction periods.

A student or parent may appeal the findings to the Superintendent by a written letter. In such an appeal, the only issue will be whether the student was in attendance and not the reason for any particular absence. The findings of the Superintendent shall be communicated in writing to the student and parent or guardian.

Students may make up missed time for extenuating circumstances with the permission of the Administration and that classroom teacher.

To summarize, a student will not be given course credit for a full year course if he/she misses 28 classes. Missing 14 days of a semester course or 7 days of a 1/2 semester course will also constitute denial of credit. In these circumstances, students will be ineligible to continue to take exams for that class.

The school offers home tutoring to all students who, because of medical reasons that have been verified by a physician, are unable to attend classes for extended blocks of time. The parent/guardian must make a formal request for home tutoring.

A student who is absent is responsible to make up work within the same time span corresponding to the number of days absent, commencing upon the student's return to school. Teachers may give an extension depending upon the length of illness.

Transportation and Pupil Bus Conduct

Only one pick-up point and one drop-off point will be allowed per child for any students who are eligible to ride the Canaseraga Central School buses.

The regulations are as follows:

1. Your child will be picked up at the same bus stop every morning. In the afternoon, your child will be dropped off at the same stop.
2. As established by Board Policy, pick-up and drop-off points will occur at established bus stops only.
3. If your child is not going to ride the bus, but will walk home or will be picked up by another adult, a note will still be required, and must be submitted prior to 11:00 am. (Excluding participation in afterschool activities, such as athletics and extracurricular.)

Questions and concerns should be brought to the attention of Transportation, who may be reached at 545-6421, ext. 116.

School Transportation

The success, comfort, safety and efficiency of our transportation service depend in large upon the cooperation of students. To insure a safe and pleasant bus experience for all students, the following regulations apply:

1. Directions of the bus driver are to be strictly observed. The driver has the responsibility and authority to require a standard of behavior that will insure safe operation of the bus.
2. Smoking, drinking and food consumption are not permitted on the school bus.
3. Voices must be kept at a level that insures order and permits the driver to concentrate on driving.
4. Since orderly behavior is vital to the safe operation of the bus, misconduct cannot be tolerated. Violation of bus regulations will be handled as follows:
 - a. The driver will report misconduct to the administration.
 - b. The administration will decide action taken after consultation with those involved. Such action may include the revocation of the student's privilege of riding the bus.

Pre-K through Grade 4 will not be allowed to walk home without a sibling who is in Grade 5 or above. Parents picking up students at dismissal time *must* come into the school and sign their child out daily.

When You Ride a Bicycle to School

- Do not ride on school property other than roadways.
- Park the bicycle only in the bicycle rack provided at the school.
- Bring your own lock and always use it. The school is NOT responsible for your bicycle if it is stolen.
- Observe all traffic rules which apply to motor vehicles

Emergency School Closing

In the event that the school should be closed in an emergency (snow, flood, ice, etc.) the following radio stations/TV stations will broadcast that information in this area, as early as possible, usually before 7:00am.

WHAM WKPQ WKBW
WIVB WCKR

PLEASE DO NOT CALL THE SCHOOL OR THE BUS GARAGE

Daily Time Schedule

7:30 – 7:52	Bus Arrival / Breakfast
7:55 – 8:00	Homeroom
8:03 – 8:42	1 st Period
8:45 – 9:24	2 nd Period
9:26 – 10:06	3 rd Period
10:09 – 10:48	4 th Period
10:51 – 11:30	5 th A Period – Lunch A
11:33 – 12:03	5 th B Period – Lunch B
12:06 – 12:45	6 th Period
12:48 – 1:27	7 th Period
1:30– 2:09	8 th Period
2:12 – 2:51	9 th Period

Each class is thirty nine (39) minutes in length and will meet five (5) times a week unless the class only occurs on A or B days.

Morning BOCES students (seniors) will leave about 8:00am.

Afternoon BOCES students (juniors) will leave about 11:10am.

Fire Drills/Lock-Down Drills

A fire drill sign is posted in each room. Students are to study the signs and become familiar with the exit plans. When the alarm sounds, students are to exit the room immediately in a single line. There is to be no running, pushing or talking. The first students to reach an outside door should hold it open until all have left the building. Classroom doors and windows are to be closed, lights are to be turned off, and doors left unlocked. Students are not permitted to talk during a fire drill and are to leave fire lanes open, remaining at least seventy-five (75) feet away from the building and are not to return to the building until an announcement is given by the office.

Student/School Resources

Library

The library is a resource center for various reference materials, including reading for pleasure. Continued violations of library rules will result in loss of library privileges.

Computer Network

We are pleased to offer the students of the Canaseraga Central School District access to the district computer network for Internet use. To gain access to the Internet, all students and their parent/guardian must sign and return the student data card to their Homeroom teacher.

Access to the Internet will enable students to explore a vast amount of information throughout the world. While the District's computer network is filtered for most offensive content, these systems are not fail proof. Our intent is to make Internet access available in order to further our student's educational goals and objectives. We believe that the benefits to students from access to the Internet, in the form of informational resources and opportunities for collaboration, exceed any disadvantages. To that end, the Canaseraga Central School District supports and respects each student's right to decide whether to apply for access. Please know that some courses may require students to access the internet to complete course assignments.

District Internet Rules

Students and staff members are responsible for good behavior on the school computer network. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students and staff to conduct research and to communicate with others. Access to network services is given to students and staff who agree to act in a considerate and responsible manner. Parental permission is required for all students. **Access is a privilege, not a right.** Access entails responsibility.

Individual users of the district computer network are responsible for their behavior and communications on this network. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. **Users should expect that files stored on District servers are public and available for review at any time.**

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials.

As outlined in the "Acceptable Use Policy for Computer Technology", the following are **NOT** permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources such as paper and print cartridges.
- Employing the network for commercial purposes.
- Downloading files without permission.
- No accessing of Newsgroups, Chat, Napster, Pornography, Hates Sites, Bomb-making or Explosive-making Sites, Drug Sites, Rock Sites, and sites using obscene language.

VIOLATIONS MAY RESULT IN A LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION

Assemblies

A variety of student assemblies will be held throughout the school year. These assemblies are considered educational in nature and thus fall under the same regulations as class attendance. Good behavior will be maintained during the program. Good behavior means that each student should enter the assembly area in an orderly manner, be attentive, refrain from talking and sit as directed by staff members. Classes are expected to sit together as a group and will be under the supervision of the teacher. ***The use of cellular devices are NOT allowed during assemblies.***

Field Trips

Field trips will be arranged by the staff for the support and extension of our school program. **All school rules and regulations are in effect on field trips and attendance is mandatory.** Most field trips will be held during school hours. If a student returns to school after school has been dismissed, a parent will be responsible to make arrangements for transportation home.

Student Services Office (formally the Guidance Department and CSE Office)

The services of the Canaseraga Central School's Student Services Office are based on the belief that each person is a unique individual who has the right to be accepted, has the right for self-development, self-fulfillment, and self-direction, and has the right to make decisions and assume responsibilities for those decisions.

The counselor gathers and organizes information about the students from grades, standardized tests, information forms, and conferences with parents, teachers, and students. He/she interprets this information for the students and their parents to help the students deal with needs and problems, both academic and social-emotional, which may present themselves.

School Guidance Counselor's responsibilities include:

- Regularly review with students and parents their educational progress and career paths.
- Provide information to assist students with career planning.
- Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
- Encourage students to benefit from the curriculum and extracurricular programs.
- Assist students in coping with peer pressure and emerging personal, social, and emotional problems.

All students are informed at the onset of any counseling that if they disclose thoughts of self-harm or of harming others; the school counselor has an obligation to report that information for the safety of all parties involved. Students are also informed, and must be aware that, because they are minors, they legally cannot enter into counseling contracts and therefore, what students share with counselors may be shared with parents.

Counseling and School Psychologist

A school counselor is available to any student for short-term, solution-focused counseling on personal matters as they relate to school. Parents and students seeking the assistance of the school counselor must be aware of the limitations of school counseling. School counseling does not take the place of mental health counseling. The school counselor can be of assistance in making community mental health counseling referrals when necessary.

An administrator may refer a student to the school psychologist for testing if learning difficulties are suspected. Release forms from parents will be obtained before testing begins.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. These meals encourage good nutrition and comply with Federal guidelines. The school district qualifies for the Community Eligibility Provision (CEP). This program provides FREE breakfast and lunch for ALL of our students each day. The district will continue to participate in the program for as long as we qualify.

The CEP provides a meal for each student, but does not cover "extras" a student may wish to purchase. These items are the responsibility of each family. No charging will be permitted for extra items. Cash payment or money being placed on a student's Pay For It account will cover these expenses.

In order to keep the cafeteria clean and attractive you are asked to:

1. Keep food, milk cartons, and waste paper on your tray and return the trays, dishes, and silverware to the dish room window.
2. Leave the table and the floor around your seat in a clean condition for others.
3. ***Do not remove food or drink from the cafeteria except clear bottled water.***
4. Maintain an orderly atmosphere by talking at an acceptable level at all times.
5. Students in grades 7-12 are to remain in the cafeteria during their entire lunch period.

Telephones

The telephones in the office are used for school business and are not to be used by students except in emergency situations and with permission. Emergency requests can be directed to the office. Parents and/or guardians are encouraged to phone the main office in emergency situations and messages will be quickly relayed to your child.

Hallway and PE Lockers

Each student is assigned a locker. The locks are provided to keep your items safe. Lockers must remain locked at all times. The school will not be responsible for items taken from a locker. Keep the combination to yourself and do not allow others to use your locker. **The Administration may inspect any locker and its contents at any time.** All lockers are to be kept clean and are not to be used to store food and other perishable items. Lost PE locks will be the responsibility of the student. Students are encouraged to go to their lockers before homeroom, before and after lunch, and at the end of the school day.

Study Hall

The schedule for the vast majority of students provides for a regularly scheduled study hall. The purpose of the study hall is exactly as the name implies. Students must, therefore, bring the necessary books and materials to permit productive use of the time provided. All students are to report promptly to study halls at assigned times and will be dismissed only by the assigned teacher upon presentation and acceptance of a pass.

Study Hall General Rules:

1. Attendance will be taken daily.
2. No talking unless permission has been granted.
3. Come prepared with work, a book, or magazine to read.
4. Pre-signed passes only (Senior Honor Pass or those for extra help from a teacher).
5. No sitting on windows, ledges or vents.
6. Snacks are permitted in the classroom at the teacher discretion.
7. Magazines and reference materials must be returned to their proper places.
8. Chairs and desks should be kept in line and orderly.
9. Floor should be kept clean.
10. Students on the ineligibility list will not be allowed to leave Study Hall.
11. Cell phones & personal electronic devices at teacher discretion. Students on the ineligibility list will not be permitted to use cell phones & personal electronic devices during study halls.

Student Passes

It is fully expected that students will be in the class or location that their schedule requires. Student passes are required from an authorized staff member for any variation from the schedule.

The teacher to whom a student is assigned at a given time has first claim on the student's time. That teacher may or may not honor passes for the student to go elsewhere in the building, depending upon the circumstances at that time.

Student passes are also required if a student is to be in the halls during class time for errands or personal business. A pass also serves as a late pass if a staff member detains a student. Students are to sign on the classroom sign out sheet and must have a pass from a teacher to be in the hall. Each room has a locker and bathroom pass to be used.

Student Parking Permits

Students must apply for a parking permit if they intend to drive to school. Once approved, the student's parking permit must be displayed visibly on the dash of their vehicle. Students have designated parking at the northwest

end of the parking lot. Students will be asked to register their car or disciplinary action may be taken. New parking permits will be given each year. Students who may need to retrieve a personal item from their car must report to the main office for permission.

Senior Passes

Senior passes may be issued as a special privilege pass, providing students meet the established criteria. All seniors who wish to participate in the Senior Honor pass program may apply in the main office at the end of the first five weeks. After an application has been received, the Administration will review the application and grant or deny this privilege.

Senior privileges may be granted to all seniors who are considered to be in “good standing.” Good standing is defined, for these purposes, as having enough credits to be a senior and passing all course work, with a grade of 80 or higher. It is further understood that good standing includes all desirable behaviors and qualities of a young adult. Seniors in good standing will be issued an identification card signed by the principal.

In order to maintain their card, the following rules will apply:

- Strict adherence to the rules and regulations in the Student Handbook, the Code of Conduct, and the Acceptable Use Policy. Passes will be revoked if a student receives a discipline consequence of a Detained Detention, ISS, or OSS.
- Passing all courses with a 80% or higher.
- Good attendance. (At least 85% of the required time)

Textbooks/Laptops/iPads/Chrome books

The school district provides textbooks, Laptops and iPads for students in the district at no cost. Students are responsible for reasonable care of these items. Damages will be assessed and charged to parents if a book, Laptop, iPad and/or Chrome Book is lost or destroyed. Book covers will add to the life of textbooks and will help to protect and keep them clean. Do not use adhesive book covers. Every textbook used by the student should have his/her name in it in the appropriate place.

Dress Code – All Grades

The principal or his or her designee shall be responsible for informing all students and their parents of the dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who appear to be in violations of the dress code will be sent to see the Principal to determine if a violation has occurred. Repeated violators of the dress code will be issued a discipline referral.

***The dress code is in effect for all school functions: concerts, athletic events, plays, etc.
Some particular parts of the dress code will apply to specific grade levels as outlined below.***

Students who violate the student dress code shall be required to modify their appearances by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

There are special rules concerning clothing to be worn in certain circumstances (technology, concerts, home and careers, physical education, and science labs). Your teacher will provide you with more information on these rules.

The school district understands that there are certain school functions that will require special consideration (semi-formals, proms).

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress

and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. The Principal or any school staff shall make the decisions on whether a student's attire conforms to the dress code.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails shall:

1. Be safe, appropriate and not disrupt or interfere with the education process. (no logos of an offensive nature)
2. **Ensure that undergarments are completely covered with outer clothing.**
3. Students in Grades Pre-K through 5:
 - Recognize that extremely brief garments such as shorts, short skirts, tube tops, net tops, halter-tops, plunging necklines (front and or back), swimwear, and see-through garments are not appropriate.
4. Students in Grades 6 through 12:
 - Recognize that extremely brief garments such as shorts, short skirts (***must be longer than the student's fingertips when hands are at their side,***) tube tops, net tops, halter tops, spaghetti straps, plunging cut out sleeves, plunging necklines (front and or back), swimwear, and see-through garments are not appropriate.
5. Include proper footwear at all times. Footwear that is a safety hazard will not be allowed (ex. Slippers, flip-flops in PE or outdoors).
6. Not include items that are vulgar, obscene, and libelous or that denigrate others in reference to race, color, religion, ancestry, national origin, sex, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not include the wearing of heavy or long coats. Lightweight jackets or sweatshirts will generally be acceptable.
9. Pajamas and pajamas bottoms are not allowed. No head gear/hoods of any kind in the school building.
10. Wrist or neckwear that has spikes on them will not be allowed.
11. Pants or jeans with holes above the fingertips will not be allowed.

Dance Rules

1. **High School Dances** are open to Canaseraga students in grades 9-12 and their guests (one maximum per student). Guests may not be younger than 8th grade and cannot be older than 20 years of age. Students must sign up and register their guest. An alphabetical list by grade must be submitted to the Principal's office by noon the day of the dance. Only signed-up students and registered guests will be admitted.
2. **Middle School Dances** are open to Canaseraga students in grades 7-8 and their guests (one maximum per student). Guests may not be older than 9th grade or younger than 7th grade.
3. Students or their guests will not be admitted into a dance more than 30 minutes after the beginning of the dance, nor will they be allowed to leave until one hour before unless advance permission to come late or leave early has been given by the advisor or the Principal.
4. As with other school activities, students who attend evening events **must be present during the day.**
5. Students who leave the school building must leave the school property and cannot be readmitted except by prior authorized permission.
6. Students must leave the building through the door where the tickets are sold, except in case of declared emergency.
7. There is to be no student or guest possession of energy drinks/shots products, tobacco, designer or hallucinogenic products, drug, or alcohol products in the school building or on school grounds. Any student who has been asked to leave a dance upon request of a faculty member may be barred from school functions for up to three school months. Participation in sports or extra-curricular activities will be at the discretion of the coach, advisor and principal.

8. Misconduct relating to inappropriate language, drinking, drug usage, use of tobacco, or energy/hallucinogenic products, fighting or insubordination to a staff member may result in suspension from school and the loss of other school privileges. Clothing must be in good taste. There will be no loitering in the lavatories.
9. All drink and food must be consumed in the cafeteria or designated area.

All dance rules apply to all school sponsored dances regardless of dance location.

Health Office

The Health Office is open from 7:30am to 3:00pm. Students must obtain a pass from a teacher prior to reporting to the nurse's office and should not report between classes. Students must report to their regularly scheduled class first. Any student not following this procedure may face disciplinary action. In order to ensure the health and well-being of all students at Canaseraga Central School, parents and students must abide by the following health-related policies.

Sudden Illness or Injury

Each injury and any subsequent medical treatment must be reported to the nurse as soon as it occurs. An accident report will be made out for any school-related injury requiring medical attention. If a student becomes ill during school hours, the student should report to the Health Office for proper evaluation and referral. Only the nurse can excuse a student from class in case of illness. A student may be excused to go home with parental permission. If the School Nurse is unable to reach a parent within 20 minutes, she will begin to call emergency contacts in order listed, to reach someone to take the affected child home.

Screenings

The School Nurse conducts vision, hearing, scoliosis and head lice screenings per the New York State guidelines, if not performed by your child's personal physician.

Health Counseling

Our health office staff is available for counseling on personal health matters.

School Physicals

Education Law and Regulations of the Commissioner of Education require physical examinations of children when they:

- a. Enter the school district for the first time.
- b. Are entering Pre-K or K, 1st, 3rd, 5th, 7th, 9th and 11th grade.
- c. Annually for those participating in interscholastic sports.
- d. Need working papers (the school is not required to provide a physical for this).
- e. Are referred by or to the Committee on Special Education.
- f. Are deemed necessary by school authorities to determine a child's education program.

It is encouraged that a student's personal physician submits a health report to the health office every year. If a report is not submitted, it must be turned in within 30 days of enrollment.

Immunizations

Students are also required to have specific immunizations at various grade levels between Pre-K and 12th grade. Please consult the school nurse or the NYS Department of Health website for an explicit and up to date listing of the immunizations and the schedule associated with them.

Sports Physical

Each student is required to have a sports physical prior to any participation in interscholastic sports. The sports physical is valid for a full calendar year with the exception of the student who has been absent from school for five or more consecutive days due to illness or who has sustained an injury. This student must be re-qualified by a physician before returning to practice or competition, providing the absence or injury is relevant to sports participation. Proper documentation supporting medical release is required.

Physical Education Restriction

If a student is not to participate in Physical Education because of a health problem, an excuse from a physician is needed and should be given to the nurse. A copy of the restriction will be given to the PE teacher and sports coach if applicable. When the student is to return to PE class, proper documentation supporting medical release is required.

Medication

No student under any circumstances will be allowed to take any type of medication (including over the counter medications), unless the following guidelines are followed:

1. A written authorization form (PINK sheet) signed by **BOTH** the prescriber and the parent/guardian with the following:
 - a. Child's name
 - b. Drug name and dosage with directions for administration
 - c. Duration of time for medication to be used (for example; entire school year)
 - d. Doctor's signature and date
2. The medication in the original bottle is to be labeled with child's name, delivered to the school by the parent or another responsible adult. Students **cannot** bring medication in to the Nurse's Office themselves.
3. Students who have conditions that may require emergency medication or treatment should have a new statement (each year) on file at the school with a fresh supply of medication and an update on the condition and its treatment as described in #1.
4. Medication will be kept, locked securely, in the Nurse's Office unless the parent/guardian AND physician completes a self-medication form. This form must be kept on file in the Nurse's Office. The medication **MUST** be kept in its original labeled container.

No Nit Policy

Head Lice (Pediculosis) Procedure. It is recognized that head lice is an on-going public health issue in schools. Students will be excluded from school and school buses if they have live lice and/or nits. The school nurse will notify parents of the condition and provide information for lice/nit eradication steps. The school nurse will notify the principal if a student should be excluded from school/bus. The principal will notify the transportation department of any necessary pick up change. The students must be cleared by the school nurse **before** he/she is allowed to ride the bus or return to school.

Remedial Services

A student whose basic skills or knowledge falls below school or statewide standards as measured by standardized testing will receive remediation in one or more of the following service areas:

1. Academic Intervention Services (AIS/RTI) – By State mandate, AIS/RTI will be given to students who are indicated by the critical indicators from State and standardized tests.
2. Resource Room For Remediation – Specialized instruction will be provided in the basic skill areas of reading, writing, and mathematics for a student identified by the Committee on Special Education (CSE). Time and duration of the placement will be individualized for the extent of the need.

3. Summer School – Summer instruction is available out of the district and could be at the family's or district expense. Information about this service is available in the Guidance Office by early June of each year. The Principal's permission must be obtained before starting summer school.
4. Speech Therapist – A speech therapist is available to any student identified by staff members or the CSE as needing this service

School Insurance

All students (PreK-12) will be covered by an accident insurance policy for the school year. This policy will be a “secondary” coverage, while the family’s insurance plan will serve as the “primary” coverage. This means the parents’ policy will pay first and then the school policy will be used to cover as much of the “left over” expenses as the policy limits allow. Any questions regarding our insurance plan for students should be addressed to the Superintendent’s office.

Academic Information

Grades and Promotion

Time spent in school is your opportunity to develop your knowledge and attitudes for your future success. You are advised to use your study time in school and to spend additional study time at home as needed.

Parents and guardians can access their child’s grades daily by using Parent Portal through our student management system. If you would like to set up a Parent Portal account, please contact the guidance office.

Averages will be based upon daily work assignments, examinations, and class participation. Seventh through twelfth grade, students must attain a passing average of **65** or higher to receive credit for a course.

Grades are a measurement of what you have learned. They become part of your permanent records. Institutions of higher learning, future employers, and the various military services are all interested in your high school records.

For 7th and 8th graders: If a student fails the equivalent of two or more units, that student **MUST** attend summer school or be retained. If the student is failing the equivalent of five full classes, the student is automatically retained, unless the Principal deems it is educationally sound to advance the student.

Homework Policy – Grades K-6

How to do homework (Student)

- Write down assignments each night even if it is completed in class.
- Be sure you know and understand what needs to be accomplished.
- Bring home the books and materials needed to complete your assignments
- Do your homework in a comfortable, quiet place
- Do your homework at the same time each night
- Check your homework to be sure it is neat and complete
- Ask your parents to check your homework and sign your agenda or practice sheet
- Remember to bring your homework to school along with any books or other materials each day.
- Turn in your homework at the time it is requested. This avoids consequences.

Homework Policy – Parents

Relevant homework with timely feedback contributes toward building student responsibility, self-discipline and life-long learning habits. Appropriate homework can affect a student’s ability to meet state and district academic expectations. Meaningful purposes of homework may include:

- Developing independent study habits

- Building and strengthening bonds between home and school
- Practicing research skills
- Promoting oral and silent reading
- Providing feedback to teachers, students, and parents about student learning and Achievement
- Providing independent practice of skills learned in class
- Preparing for a quiz or test
- Extending specific skills or concepts to new situations

One strategy for meeting the goal of academic excellence involves continuous improvement. Homework plays an integral role in this process. Students, parents, guardians, and staff are encouraged to view homework as an important part of the student's daily life.

For the most part, students should be able to complete homework independently. Homework for younger students (K-1) may be a partnership activity between children and parents as needed. As students' progress through the grades, homework should become a more independent endeavor. In addition to regular nightly homework, parents should expect regular reading assignments 15-20 minutes in length each night. Parents, as part of our educational partnership, are expected to:

Provide a quiet, comfortable place in which to complete homework facilitate completion of homework by having a scheduled time in which to accomplish necessary tasks. Make available pencils, erasers and other materials that may be needed to properly do school assignments. Check over homework to see that it is neat and done to the best of the student's ability. Communicate with the teacher any difficulties with the homework.

“Every job is a self-portrait of the person who did it. Autograph your work with Excellence.”

Homework Policy – Grades 7-12

It is our aim that all students endeavor to maintain academic success as the primary goal during their tenure at Canaseraga Central School. To ensure academic success, it is important to note that homework is a necessary component of the learning process. Homework allows students to develop independence while practicing and reinforcing skills learned in class. This increases the content knowledge retained and allows students to transfer abilities to real-life applications. Under these guiding principles, students should expect to spend time each night on homework assignments and/or review of class work. Parents can help students succeed by checking agendas and discussing homework each night.

Courses / Credit – Grades 7-12

One unit of credit is earned for each full year (2 semesters) major academic subject. A one-semester (half-year) course is given 1/2 unit of credit. Regents credits needed for the awarding of a Regents Diploma are earned by passing the Regents Exams offered in the appropriate courses. The student receives only one unit of credit for each course.

At Canaseraga Central School, each student's program is planned individually with his or her counselor. The selection of courses by the student is based upon:

- a. Past and present academic performance
- b. The student's self-awareness, as a result of standardized test information
- c. The needs of a future career path
- d. Parental input

Minimum Required Credits to Graduate – Grades 9-12

- 4 credits English
- 4 credits Social Studies
- 3 credits Math
- 3 credits Science
- 1 credit Art/Music
- 4 years Physical Education
- Health/Computer Utilization
- ** Electives

All students must earn a minimum of 24 credits, and must pass a minimum of five Regents Exams, including Math, Science, Global Studies, English, and U.S. History to graduate. Students pursuing the Advanced Regents Diploma must also pass two additional Math exams and an additional Science exam as well as complete three years of a Language other than English and pass the corresponding comprehensive exam. All students must achieve a score of 65 on all Regents examinations in order to pass these exams for Regents credit.

- **In accordance with Canaseraga Board of Education requirements, all students must also fulfill 20 hours of community service (5 hours per year) prior to the first day of June of their graduation year.**

BOCES Center

The occupational education program at the BOCES Center is intended to be a potential supplement to a students' high school program with that of his/her own home high school. The courses offered are especially suited to the student who is planning to enter the job market after graduation from high school. Many students, however, decide to continue their education through apprentice programs or advanced study in post high school trade schools, technical schools, community colleges and universities.

Most vocational programs begin with the 11th grade year. Students spend half of their day at our high school, and the remainder of the day at the center. A student receives three (3) credits for successfully completing the 11th grade year and for the 12th grade year. Students will receive specific information typically in their 10th grade year.

Students are selected for BOCES on the basis of vocational plans, interest, regular attendance, effort, behavior, appropriate number of courses, and sufficient academic progress towards graduation.

Excellence, High Honor, and Honor – Grades 7-12

High school students attaining averages of:

95% - 100%	Excellence
90% - 94.9%	High Honor
85% - 89.9%	Honor

Listing will be made for each of the four marking periods. Any student receiving an incomplete or failing grade will not be considered for the Honor Roll. Students are responsible for knowing incomplete status.

National Honor Society

Students in grades 10-12 who achieve at least an 85% cumulative grade point average in academic subjects will qualify for consideration of induction in the Canaseraga Chapter of National Honor Society. Candidates are chosen by a committee of five faculty members who also consider the student's service, character and leadership qualification in determining students for acceptance into NHS.

Student Class and Schedule Changes – Grades 9-12

The following deadline has been established for withdrawal from any course in grades 9-12. *Students will not be allowed to withdraw from any full-year course after the first two weeks and the first two weeks of a semester course. Schedule changes cannot result in a student having more than two study halls per day.* If there is any exception to this policy, it will be at the discretion of the Principal and the Guidance Counselor following a conference with parent(s) of the student.

Independent Study

Independent study courses must be approved by the administration after consultation and permission from the classroom teacher.

Regents Examinations – Grades 9-12

In compliance with the current NYS Education Regulations, all students in grades 9-12 must take the Regents Exams. Those pursuing a Regents diploma must receive a minimum of 65% on the Regents Exam in all required courses. Those receiving a Regents diploma with honors must have a 90 average on all exams.

Grade Improvement on State Exams

Any student who wishes to retake a state level examination for the purpose of passing or improving a previous score is encouraged to do so. Students in this situation should make every attempt to seek out assistance from the teacher prior to the exam. If students do wish to retake an exam, they will need to notify the guidance office well before the exam date.

Cumulative Average Calculation

Determination will be based on the cumulative average from the beginning of 9th grade until the end of the third marking period of the graduation year.

The final grade of each class is multiplied by the number of credits earned for each class. These adjusted grades will be added together and divided by the number of credits earned to determine cumulative average.

For calculation purposes, for classes being taken in the graduation year, the final grade for a 1 credit class will be calculated by taking the mid-year average times two, plus the third marking period average, and dividing by three. For a ½ credit class beginning in the second semester of the graduation year, the third marking period grade will be considered the final grade. The only weighting used will be based on the number of credits earned, not the difficulty of the class.

Valedictorian and Salutatorian

Only grades received from an accredited high school will be used in determining averages. A student must have attended an accredited high school for at least two years and Canaseraga Central School for at least one year prior to the determination date to be eligible for valedictorian or salutatorian. A student must also have a minimum 90% average to be considered for either position. If there is no student who meets this criterion, then none will be selected. If the cumulative averages differ by less than 0.1 points, a designation as co-valedictorians and/or co-salutatorians may be awarded at the discretion of the superintendent. The student must also be in good standing in relation to behavior and attendance (must have 85% overall attendance rate). The valedictorian and salutatorian may be afforded the opportunity to deliver a speech at the graduation ceremony. The content of the speech must be approved by administration, and the opportunity can be denied should the content violate the code of conduct's description of offensive or vulgar. Speeches should not include items that may be considered vulgar, obscene, libelous, or denigrating to others on account of race, color, religion, creed, notional origin, gender, sexual orientation or disability.

Summer School

Summer School work taken to improve an existing grade will be combined with the work done during the regular school year to determine the final grade. The final grade for a course will be determined by calculating the average of the grade received during the regular school year and the grade received from Summer School.

Canaseraga Extracurricular Philosophy

The mission of the Canaseraga School District is to provide diverse opportunities and learning experiences for our students. Students are able to learn many things through extracurricular activities: values, sharing, team spirit, healthy self-concepts, time management, the importance of physical well-being, and an attitude of community unity and school pride. Our District is committed to the belief that academics come first and foremost in students' responsibilities.

Our major obligation is to provide opportunities for students to develop themselves into well-rounded individuals with positive individual/group attitudes and habits, who understand the concept of sacrificing to meet goals and who will be able to play an important role in our society.

An extracurricular activity is defined as any school organized event that occurs outside of the school day that does not involve the acquisition of an academic credit. This would include; school dances, organized trips that are not directly connected to an academic class, attendance at sporting events, proms, formals, senior trip, and commencement ceremonies.

Extracurricular Participant Code of Conduct

It is the responsibility of the student participant to:

1. Demonstrate self-control and respect for others at all times, be they officials, spectators, or athletes.
2. Demonstrate respect for opponents, recognize and appreciate their skill and performance.
3. Demonstrate respect for officials of the game. Accept and abide by the decisions of the officials. Recognize they are a necessary part of the sport/event, trained to do their job to the best of their ability.
4. Know and understand the rules of the competition. In order to be a good spectator familiarity with the current rules is essential, as is an understanding of the game/event.
5. Maintain self-control at all times. Cheering should be kept positive. Fan enthusiasm should not contribute to inhospitable situations among athletes, coaches, officials, or other spectators.
6. Recognize authorized personnel who supervise extracurricular events as authorized to make sure spectators conduct themselves in an appropriate manner.

Academic Eligibility Procedures for Extracurricular Activities and Athletics

Mission:

It is our aim that all students endeavor to maintain academic success as the primary goal during their tenure at Canaseraga Central School. We also recognize that participation in extra-curricular activities and athletics is a valuable addition to the educational experience and development of all students. The goal of the eligibility procedure is to be proactive in intercepting academic failure before it becomes more serious. With this in mind, this document shall outline the procedures, which shall be followed for students to maintain eligibility for participation in extracurricular activities and athletics at Canaseraga Central School.

Application:

These procedures shall remain applicable to ALL extracurricular activities and athletics including, but not limited to athletic teams at the Varsity, JV, and Modified levels; dances, social events and functions, clubs, interscholastic competitions (i.e.: Academic All-Stars, etc.); and class activities.

Two (2) Phase Academic Eligibility

Warning

- Students who are failing a course for approximately an academic week.
- Intervention:
 - The teacher will place the name of the student, the subject area, and status for the week on a cumulative list on the district's computer drive.
 - Teachers will notify the student if failing and what he/she needs to do to move back to a passing level. This communication should occur by homeroom on Monday. Teachers will also notify them when passing again.
 - Students are expected to make arrangements with the subject area teacher for extra help and support.
 - Students are expected to utilize the support of the districts ASAP program after school.
 - The list of students will be posted in the main office.
 - With the Teacher's discretion, a student may be removed from the Academic Eligibility List at any time once the student has achieved passing status.
- Participation Status:
 - No interruption in extra-curricular participation.
 - Students will **ONLY** be permitted to leave study halls for health reasons, go to the lavatory, or meet with a teacher to remedy their current academic issues.
 - Students will **NOT** be permitted to use cell phones and/or any other personal electronic devices during study hall times.

Ineligible

- Students who are failing the same course for two (2) consecutive academic weeks.
- Intervention:
 - The teacher will place the name of the student, the subject area, and status for the week on a cumulative list on the district's computer drive.
 - Teachers will notify the student if failing and what he/she needs to do to move back to a passing level. This communication should occur by homeroom on Monday. Teachers will also notify them when passing again.
 - Students are expected to make arrangements with the subject area teacher for extra help and support.
 - Students are expected to utilize the support of the districts ASAP program after school.
 - The list of students will be posted in the main office.
 - With the Teacher's discretion, a student may be removed from the Academic Eligibility List at any time once the student has achieved passing status.

➤ Participation Status:

- Students will **ONLY** be permitted to leave study halls for health reasons, go to the lavatory, or meet with a teacher to remedy their current academic issues.
- Students will **NOT** be permitted to use cell phones and/or any other personal electronic devices during study hall times.
- Students cannot participate in nor attend games, events, club activities, or non-credit bearing field trips.
- Students may participate in practices or rehearsals. However, coaches and activity advisors will be sure the student completes academic work prior to practice/rehearsal or confirming the student has attended ASAP.
- If a student is on the ineligible list for five (5) consecutive weeks, the student will be removed from extra-curricular activities until the marking period ends. The building principal will notify the student that he/she is no longer eligible to participate in extra-curricular activities.
- Ineligibility will **NOT** impact a student's attendance at the prom and senior class trip.

Substance Abuse Policy

USE OF OR ABUSE OF AN ILLEGAL OR CONTROLLED SUBSTANCE INCLUDING ALCOHOL AND TOBACCO ON OR OFF SCHOOL GROUNDS IS STRICTLY PROHIBITED

It is the purpose of the Canaseraga Extra-Curricular Policy to provide a safe, drug-free environment in which our student participants can strive to reach their full potential. We have chosen to adopt a strong, educationally minded policy in an effort to help prevent our student participants from making poor and harmful choices. The participant should be aware of the negative and detrimental effects the use of controlled drugs, alcohol, and tobacco has upon one's performance and personal well-being. Since a student may be of legal age (18 years old) to purchase, possess, and use tobacco while still an enrolled student, he/she will be held accountable as per the guidelines stated in Board of Education Policy 5640. Any violation of this policy will also be considered a violation of the Substance Abuse Policy included in the Extracurricular Policy. This policy will commence from the start of the school year and/or the start of an extracurricular activity if school is not in session at that time, and will cease on commencement.

Attendance at any student organized function or event which such substances are present is strictly prohibited. Any student who attends such a function or event will be deemed to be in possession of such substance by association.

1st Offense: Student is banned from all school activities for 35 days (5 weeks).

2nd Offense: Student is banned from all school activities for 1 year.

3rd Offense: Student will have a permanent ban from all school activities.

For the first offense – athletes will be able to return to their team to get the required amount of practices in that the New York State Public High School Athletic Association (NYSPHSAA) mandates athletes reach at the beginning of each season. We believe that these athletes who have been removed from competition need to again meet this standard in order to safely and appropriately resume competition.

Example: varsity soccer requires 6 practices before competition. A suspended student may return to practices on day 29 of his/her suspension in order to get their practices in and be reintroduced to the program.

Removal from school activities for a total of 35 days or 1 year. Time will not accrue during summer vacation. If a student violates the policy the last week of the school year, the remaining 35 day/1 year will be served at the beginning of the next season and/or school year.

School Attendance

Student participants must be in class by the beginning of homeroom the day of a team sponsored activity and be in attendance for the full day of school, including the day after a contest. This includes all classes. Student participants not complying with this will not be allowed to participate in the next regularly scheduled contest or event. All participants will be allowed two excused absences per year written by a parent/guardian as dictated by the student handbook. After this, the only exception to this rule is a signed doctor's excuse. All others will be reviewed and acted upon by the building administrator.

Transportation

All team members will be transported to and from away contests/activities by school authorized vehicles. The only exception to this policy will be through a written request from the parent/guardian. The parent/guardian must see the coach/advisor in person and sign a release form before departing the contest site. If there is an exception, it must be approved in advance by school administration.

Detention

Participants serving detention may not participate in any event or transportation that is in progress at the time of detention.

Suspension

Any student suspended internally or externally will not be allowed to be a participant or attend games, contests, practices, or school activities from the time the investigation has been completed and parents have been notified of the suspension until the first school day for students following the completion of the suspension, regardless of when the next school day occurs.

Changing/Quitting an Activity

Any student requesting to change or quit an activity must have a meeting with his/her parents, administration, and advisor/coach to determine the course of action.

Insubordination

Respect is an integral part of the advisor/coach/student relationship. If at any time a participant is insubordinate to any member of the staff, he/she may be dismissed from the activity. Any student acting as a representative of the school, whose actions are detrimental to Canaseraga, will be subject to the Student Code of Conduct. A meeting with the Athletic Director (if the student is an athlete), School Counselor (if the student is in a club or organization), school building administrator, and Coach/Advisor will occur within two days of the incident to determine a course of discipline.

Discipline – Code of Conduct

Introduction

The Canaseraga Central School Board of Education (“Board”) is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this code of conduct (“code”).

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

Definitions

For purposes of this code, the following definitions apply.

Disruptive student means an elementary or secondary student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

Parent means parent, guardian or person in parental relation to a student.

School property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Education Law §11[1].

School bus means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142)

School function means any school-sponsored extra-curricular event or activity. (Education Law §11[1])

Disability means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §142).

Discrimination means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including but not limited to, discrimination based

on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Emotional harm that takes place in the context of "harassment or bullying" means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.

Employee means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provision of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).

Gender means a person's actual or perceived sex and includes a person's gender identity or expression (Education Law §11[6]).

Sexual Orientation means a person's actual or perceived sex and includes a person's gender identity or expression (Education Law 11[6])

Harassment/bullying means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyber bullying as defined in Education Law §11[8] that

- a) Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
- b) Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
- c) Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
- d) Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.
- e) For purposes of this definition, the term "Threats, intimidation or abuse" shall include verbal and non-verbal actions. (Education Law §11[7])

Sexual Harassment means harassment/bullying, as defined above, through any form of electronic communication. (Education Law §11[6])

Violent student means a student under the age of 21 whom:

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

Weapon means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box

cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death.

Student Rights and Responsibilities

Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law and, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Essential Partners

Parents:

1. Recognize that the education of their children is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist 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, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the 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 school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

Teachers:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan.
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.

Support Staff:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Support the educational process.
3. Know school policies and rules, and enforce them in a fair and consistent manner.
4. Communicate as necessary with students, parents, teachers and professional staff concerning growth and achievement.

School Guidance Counselor:

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 career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

Principal:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal regarding issues.
3. Evaluate on a regular basis all instructional programs.
4. Support student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

Superintendent:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with district administrator(s) the policies of the Canaseraga Central School Board of Education and state and federal laws relating to school operations and management.
3. Inform the board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrator(s) in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

Board of Education:

1. Collaborate with students, teachers, administrators, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

*For specific rules and guidelines related to student dress code, please refer back to the student handbook section entitled: **Dress Code – All Students.***

The principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

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

Prohibited Student Conduct

The Canaseraga Central School Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper 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 best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they:

Disciplinary Penalties

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances, which led to the offense.
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. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

Although not all-inclusive, the following list of offenses on school property or at a school function and range of consequences apply in most circumstances. Administration does have the responsibility and right to alter the range of consequences based upon the specific nature of the incident.

Range I: OPTIONS

- Warning/verbal reprimand
- Time-out or out of classroom
- Loss of privilege
- Conference with student
- Communication with parent
- Detention
- Controlled study hall
- Counseling
- Restitution

Range II: OPTIONS

- Removal from class
- Suspension
- In-school
- Out-of-school
- Police notification
- Removal from school property

Range III: OPTIONS (Superintendent action only)

- Long-term suspension
- Expulsion

Offense	Definition	Range of Consequences
Absence	Any absence for a day or any portion of a day for any reason other than those cited as lawful (listed in the student handbook) and/or failure to bring in a note by the parent/guardian.	I – III
Alcohol and other Substance Use/Abuse	Possession, distribution, consumption, being under the influence, or sale of illegal drugs, look-alikes, alcoholic beverages, drug paraphernalia, prescribed medication, over-the-counter medication or any product which, when misused, will result in an impaired or altered state.	I – III (counseling may be included)
Arson / Fire	Attempting to, aiding in, or setting fire to a building or other property.	II – III
Bus Behavior	Any violation of bus behavior rules.	I – II
Cheating / Academic Dishonesty	Copying, plagiarizing, altering records, or assisting another in such actions.	I – III
Computer / Electronic Communication Misuse	Any unauthorized use of computers, software, or internet/intranet account; unauthorized access to internet/intranet, another’s email, or an inappropriate website; misuse of a website; unauthorized taping (video/audio), filming or photographing; or any violation of the District’s acceptable use policy.	I – III
Cutting Class	Unauthorized 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 person or the school.	I – III
Discrimination or Harassment	Use of real or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression), and sex.	I – III

Disrespect Towards Others	Inappropriate conduct, comment or physical gesture to a student, teacher, staff member or other adult.	I – II
Disorderly Conduct	Behavior that disturbs the atmosphere or order, to include obstruction or restraining the authorized or lawful movement or participation of another.	I – III
Disruption - Classroom	Behavior that is substantially disruptive of the education process or substantially interferes with the teacher’s authority over the classroom – inclusive of substitute teachers.	I – III
Disruption – School	Behavior that interferes with the safe and orderly environment of the school or school activity.	I – III
Dress Code	Violation of the dress code.	I – II
Driving / Parking Violation	Failure to obey all state, district and campus traffic and parking signs and rules.	I – III
Failure to Serve Assigned Consequences	Failure to serve detention or suspension, or other assigned consequences.	I – II
False Alarms / Bomb Threats	Initiating a report or warning of a fire, or catastrophe, without valid cause; misuse of 911; discharging a fire extinguisher or tampering with or removing from its compartment an automated external defibrillator (AED).	II – III
Fighting	Hostile confrontation with physical contact between two or more students.	I – III
Fireworks or Explosives	Possession, use and/or threat to use a firework, smoke bomb, flare or combustible or explosive substance.	II – III
Gambling	Wagering money or property.	I – III
Harassment / Bullying / Cyber Bullying	As referenced in the definitions above.	I – III
Hazing	Form of harassment among students defined as any humiliating or dangerous activity expected of a student to join a group or be accepted by a formal or informal group, regardless of their willingness to participate.	I – III
Indecent Exposure	Exposing the private parts of the body in a lewd or indecent manner.	I – III

Insubordination	Refusing to follow reasonable requests of teachers, staff, or administration, including failure to self-identify or knowingly providing false information.	I – III
Leaving School Grounds without Permission	Leaving school grounds during regular school hours without written or verbal permission from an administrator or attendance official.	I – II
Loitering	Idle presence in an area without authorization.	I – II
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 and/or Use of Portable Electronic Device	Unauthorized possession and / or use of a cellular phone, pager, camera, video device or audio device.	I – II
Profanity	Using vulgar or abusive language, cursing, or swearing.	I – II
Retaliation	Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment.	I – III
Sexual Harassment	Unwanted and inappropriate verbal, written or physical conduct of a sexual nature, inclusive of gestures.	I – III
Tardiness	Lateness to school or class.	I – II
Theft	Taking or obtaining property of another without permission of the owner. Possession of stolen property and attempted theft.	I – III
Threat to Staff / Student / Others	Expression, conveyed by word or action, of intent to abuse, intimidate, coerce, or injure a staff member, student or other person.	I – III
Tobacco Violation	Possession, distribution or use of any tobacco product.	I – III (counseling may be included)
Trespassing	Unauthorized presence on school property, including while on suspension.	I – II
Truancy	Unlawful absence without parent knowledge and / or permission	I – II
Weapon Possession	Possession of a weapon	I – III

Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or 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 principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty. Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. **Detention:** Teachers, principals and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. The administration will work with parents as much as possible if transportation home becomes an issue.
2. **Suspension from transportation:** If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education. A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.
3. **Suspension from athletic participation, extra-curricular activities and other privileges:** A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's

parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

4. **In-school suspension:** The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in “in-school suspension.” A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.
5. **Teacher disciplinary removal of disruptive students:** A student’s behavior can affect a teacher’s ability to teach and can make it difficult for other students in the classroom to learn. In most instances, the classroom teacher can control a student’s behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to:
 - a. short-term “time out” in an elementary classroom or in an administrator’s office;
 - b. sending a student into the hallway briefly;
 - c. sending a student to the principal’s office for the remainder of the class time only; or
 - d. sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student’s behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher’s authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher’s instructions or repeatedly violates the teacher’s classroom behavior rules.

If the disruptive student does not pose a danger or on-going threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses 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 24-hours.

The teacher must complete a district-established disciplinary removal form and meet with the principal or his or her designee 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 removal form. If the principal or designee 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 designee prior to the beginning of classes on the next school day.

Within 24-hours after the student’s removal, the principal or another district administrator designated by the principal must notify the student’s parents, 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 or the principal’s designee to discuss the reasons 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 within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

The principal may require the teacher who ordered the removal to attend the informal conference. If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal 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, including the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his or her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his or her class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

- 6. Suspension from school:** Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principal. Any staff member may recommend to the superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

Short-term (5 days or less) suspension from school. When the superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the

student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. 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 within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal.

Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may established.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons, property, or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the Board of Education with the district clerk within 10 business days of the date of the superintendents' decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

Long-term (more than 5 days) suspension from school. When the superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing, the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf. The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof. An appeal of the decision of the superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

Permanent suspension. Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

Minimum Periods of Suspension

1. Students who bring a weapon to school.

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214.

The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

- (a) The student's age.
- (b) The student's grade in school.
- (c) The student's prior disciplinary record.
- (d) The superintendent's belief that other forms of discipline may be more effective.
- (e) Input from parents, teachers and/or others.
- (f) Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing a weapon to school.

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom.

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered modifying a one-year suspension for possessing a weapon.

Referrals

Counseling:

The Guidance Office shall handle all referrals of students to counseling.

PINS Petitions:

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

Juvenile Delinquents and Juvenile Offenders:

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

Discipline of Students with Disabilities

The Board 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 enjoy certain procedural protections whenever school 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.

Referral to Law Enforcement and Judicial Authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

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 to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of 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.

Student Searches and Interrogations

The Board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student.

However, school officials will tell all students why they are being questioned.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them.

This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their permission.

Law Enforcement Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with local 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 schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a 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; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or 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 questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reason-able cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to building principal or his or her designee. The principal or his or her designee shall set the time and place of the interview.

The principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite gender.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not he or she were not removed from school before a court order can reasonably be obtained.

If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

Visitors to the Schools

The Board encourages parents and other district citizens to visit the school and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor. Visitations should be periodic and visitors should remain in the area of their intended location.
2. All visitors to the school must report to the office of the principal upon arrival at the school. They will be required to sign the visitor's register and will wear a "RED" Visitor's Lanyard, which must be worn at all times while in the school or on school grounds. The visitor must return the Visitor's Lanyard to the principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.

4. 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.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The State Police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

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 regulate public conduct on school property and at school functions.

For purposes of this section of the code, “public” shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in, on school property, or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, law enforcement will be called.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

Enforcement

The building principal or his or her designee shall be responsible for enforcing the conduct required by this code. When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

1. Distributing copies of the code to each family at the beginning of the school year.
2. Providing all current teachers and other staff members with an electronic copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
3. Providing all new employees with an electronic copy of the current code of conduct when they are first hired.
4. Making copies of the code available for review by students, parents and other community members.

The Board of education will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate. The code of conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

Dignity for All Students

New York State seeks to provide all public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. We have a Code of Conduct that addresses behaviors that are unacceptable in the Canaseraga Central School District. If these behaviors occur, consequences will follow. These consequences may include, but are not limited to detention, in-school or out of school suspension, parent conference, behavioral contracts, intervention of specialists, and/or superintendent's hearing.

CCS Student Computer, Network, Internet, & iPad Acceptable Use Policy

Dear Parents and Students,

We are very excited to let you know about exciting technology opportunities CCS students will have in a variety of grade levels. We will be using numerous web-based programs and technology platforms. This includes desktops, laptops, & iPads. The focus of this initiative is to provide tools and resources to the 21st Century Learner. Canaseraga Central School has set a technology goal to empower our students by maximizing their full potential and preparing them to be **College and Career Ready**. Students will be allowed to use these tools in the classroom after returning this required agreement. Students will be expected to follow the attached updated Acceptable Use Policy for the district's computer network and the Internet. Students and parents should be aware that technology provided by the district will be monitored and the contents can be viewed at any time. Due to ever changing technology, Canaseraga Central School reserves the rights to modify the terms of this AUP at any given time. Revisions can be found on the district website.

Terms and Conditions of the Technology and Internet Acceptable Use Policy

The Canaseraga Central School network provides access to a wealth of technological resources for the educational advancement of the Canaseraga community. All members of the community are expected to act in a responsible manner when using these resources, just as they would in any aspect of their daily conduct at Canaseraga Central School. Our Code of Conduct sets the standard for behavior of all members of the Canaseraga Central School—students, faculty, administrators, staff, alumni, and parents. These codes are not meant to be a system of rules and regulations, but rather a guide for living an ethical life. A true understanding of the codes informs all aspects of our lives, and so they should be at the core of good decision making whether we are in school or away from school.

Technology has an ever-changing landscape, and new resources present themselves continually. When we engage in the use of Canaseraga Central School's network, the moral and ethical standards established by the Code of Conduct guide us in its appropriate use, rather than the capabilities or potential applications of the software, computing tools, and devices that we may use. In the online environment, our actions reach far beyond the walls of Canaseraga Central School, and the consequences of these actions may have far-reaching effects.

Scope

This policy applies to all members of the Canaseraga community—students, faculty, administrators, staff, alumni, parents, volunteers, adjuncts, coaches, and others—who access Canaseraga Central School's network using school owned or personally owned equipment, including wireless devices.

A. Expectations

1. Access to the Canaseraga network is a privilege intended to facilitate education, school-related communication, research, and other school business. CCS reserves the right to limit or prohibit user access to the network in its efforts to maximize network use for academic purposes or as a result of violation of the Acceptable Use Policy.
2. All users are responsible for appropriate use of the Canaseraga Central School's technological resources, which include the computer network, computer labs, hardware peripherals, iPads, audio-visual systems, digital boards, communication systems, databases, etc.

3. All computers and personal electronic devices owned by individual members of the community and used on school grounds are subject to this policy.
4. Illegal activities utilizing the Canaseraga Central School network—such as drug or alcohol related activities; threatening the safety of another; vandalism; libel; gambling; promoting a pyramid scheme; distributing obscenities; receiving, transmitting, or possessing child pornography; infringing copyrights; making threats—are strictly forbidden and may be reported to the authorities.

B. Good Network Citizenship

All users should practice acceptable online etiquette, including but not limited to:

1. Be polite and use appropriate language in written and voice communication.
2. Use the network, computer systems, and communication tools in constructive ways.
 - a) Only use computers/iPads, other electronic hardware, file systems, and network resources that are authorized for your use. When in doubt, ask permission first.
 - b) Do not be disruptive to others or discriminatory in any way.
 - c) Do not attempt to tamper with the equipment or subvert or impair the operations of the network.
 - d) Access only appropriate material(s). Do not transmit or attempt to access offensive or obscene material.
3. Use legally obtained software only.
4. **Use your own login and credentials and not another's.** Do not misrepresent yourself online. Respect the privacy of other people's files and email.
5. Use of a computer or communication tool to harass or threaten another clearly violates this policy.
6. Respect academic rules regarding proper documentation and potential plagiarism concerns. When in doubt, consult a teacher or librarian.

C. Responsible Use of the Canaseraga Central Network

1. Online entertainment activities such as video game playing, video and audio streaming, and instant messaging compete with academic uses of network resources and are prohibited on school or personally owned equipment in the libraries, computer labs, and classrooms **without teacher permission.**
2. Users will respect all copyright, trademark, and other laws governing intellectual property. No software may be installed, copied, or used on School equipment except as permitted by law. All software license provisions must be strictly adhered to.

D. Electronic Communications

1. The contents of any electronic communications, including email, instant messaging, blogs, wikis, and social networking sites should be composed with utmost care. Because many of these tools occupy online public spaces, the potential to bring harm to oneself, to others, and to CCS must be recognized, as recipients may forward messages to locations where there is no control over future dissemination. Please respect the rules and regulations required of any communication representing The Canaseraga Central School in the electronic environment.
2. CCS reserves the right to review network usage and access data files, email, voicemail, and other communications utilizing the Canaseraga Central School network. Accordingly, members of the Canaseraga Central School community should have no expectation of privacy with respect to any such usage, files, or communications.

3. All users must respect and value the privacy of others, behave ethically, and comply with all legal restrictions regarding the use of electronic data. All users must also recognize and avoid violating or infringing the intellectual property rights of others.

E. Safety

1. In the interest of safety, all users are instructed never to divulge personal information (address, phone number, Social Security number, photographs, etc.) over the Internet to anyone they do not know.
2. Users should keep their passwords secure and never share passwords with others.
3. Using online resources to threaten, intimidate, or harass an individual or group will not be tolerated and will be subject to disciplinary action that might lead to dismissal.
4. Using electronic communication tools to invade an individual's privacy, harass an individual, or offend an individual could result in criminal and/or civil action.
5. We recognize that social media is a way that students connect with the global community and that it can be used for instruction. Normal school rules of etiquette and conduct spelled out in the student handbook apply to student social media use, including rules applying to bullying and harassment.

F. Damages

1. In the event that technology is damaged due to negligence, acts of vandalism or stolen, parents/guardians are responsible to pay for damages in the same way they would be responsible for lost, stolen or damaged textbooks or other instructional materials.

Please keep this copy in a safe place for your records.