

Student Handbook 2023-2024



Colton-Pierrepont Central School

BOE Approved on 8/16/23

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The Colton-Pierrepont Central School Community proudly educates students to become responsible, respectful, and resourceful citizens, thereby continuing a tradition of innovation and excellence.

Welcome to the 2023-2024 school year. We want this to be an enjoyable and productive year.

The Colton-Pierrepont Student Handbook contains information about our school and the policies and procedures you and your child will need to be familiar with for a successful school year. In it you will find information pertaining to:

- Grades and progress reports
- Student Records
- Conferences
- Attendance Policy
- Code of Conduct
- Digital Wellness
- Athletics
- Accepted Use Policy

Because the information contained in this handbook is so important, we want to ensure that you and your child have read the handbook and you assist your child in his/her understanding of the contents. If you have any further questions about anything contained in this handbook, please contact the school office at 262-2100.

James Nee, Superintendent of School
Jennifer McKinley, Principal
Dale Munn, Business Administrator
Lianne Knight, Director of Pupil Services

PUBLIC INFORMATION PROGRAM

Directory of Administration and Offices

You may reach any of the following individuals during school business hours (8:00AM.-3:30PM) by dialing (315) 262-2100.

Superintendent of Schools	James Nee	x34144
Secretary to the Superintendent	Jennifer Fleury	x34144
Business Administrator	Dale Munn	x34144
Pre-K-12 Principal	Jennifer McKinley	x34529
CSE Secretary	Jamie VanBrocklin	x34129
Attendance and Guidance Secretary	Jamie Van Brocklin	x34129
Director of Pupil Services-CIO/CSE/AIS	Lianne Knight	x34140
Guidance Counselor	Heather Rousell	x34429
School Psychologist	Mercedes Stott	x34136
Speech Pathologist	Carolyn Filiatrault	x34107
Cafeteria Manager	Melany Cline	x34130
Buildings and Grounds	Ben Johnson	x34124
Transportation	Ben Johnson	x34124
Nurse	Tara Adams	x34138
Dignity Act Coordinator	Jennifer McKinley	x34529
Sexual Harassment Coordinator	Lianne Knight	x34140

Whom do I contact about...

Athletics	Craig Bogart	x34207
Bus Schedule	Ben Johnson	x34124
Cafeteria/Meal Information	Melany Cline	x34130
Courses - Curricula	Heather Rousell	x34429
Discipline	Jennifer McKinley	x34529
Health Concerns	Tara Adams	x34138
Lockers	James Nee	x34144
Lost and Found	Jamie VanBrocklin	x34129
Use of Building	Jennifer Fleury	x34144

Families can also obtain school information by visiting the Colton-Pierrepont Central School website at www.cpcs.us. The website includes information on upcoming activities, class schedules, sports schedules, school news, academic achievements, policy information and a school calendar. Our school also has an app available for smartphones that can be downloaded from app stores.



TEACHERS AND STAFF LISTING

Mrs. Lapinski, Pre-Kindergarten	Mrs. Rousell, Guidance Counselor
Ms. Boehlert, Teacher Assistant	Ms. Hammill, School Counselor
Ms. Grant, Kindergarten	Mrs. Stott, School Psychologist
Mrs. Sullivan, Kindergarten	Mrs. Rycroft, Art
Mrs. Barrett, Teacher Assistant	Mrs. Caldwell, Music
Mrs. Knowlton, First Grade	Mr. Washington, Music
Mrs. Hughes, First Grade	Ms. Bacon, Science
Mrs. Merriman, Second Grade	Ms. Fiacco, Science
Mrs. Knight, Second Grade	Mrs. Gilbert, Science
Mrs. Bechore, Teacher Assistant	Mr. McCall, Physical Education
Ms. Stevenson, Third Grade	Mrs. Hoswer, Physical Education & Health
Ms. Pahler, Third Grade	Mr. Ben Johnson, Building & Grounds
Mr. Bullock, Fourth Grade	Mr. Blackmer, Building & Grounds
Mrs. Williams, Fourth Grade	Mr. Edwards, Micro-Computer Systems Coordinator
Mrs. Murphy, Fifth Grade	Mr. Ladison, Computer Technician
Ms. Widrick, Fifth Grade	Mrs. Smith, Foreign Language
Mrs. Lashomb, Teacher Assistant	Mrs. Barkley, Special Education
Mrs. Julie Johnson, Teacher Assistant	Mr. Pike, Special Education
Mrs. Jamie Johnson, Special Education	Mrs. Beeles, Teacher Assistant
Mrs. Gorski, Reading Specialist	Mrs. Alexis Cochran, Teacher Assistant
Mrs. Morrill, Reading Specialist	Mrs. Fisher, Mathematics
Mrs. McGee, Sixth Grade	Ms. Sergi, Mathematics
Mr. Bigwarfe, Sixth Grade	Ms. McGinnis, Mathematics
Mrs. Filiatrault, Speech Pathologist	Mrs. McKinley, English
Mrs. Hewer, Multimedia Teacher	Mrs. Henderson-Howie, English
Ms. Miller, Librarian	Mrs. Ghostlaw, English
Mrs. Terry Cochran, Teacher Assistant	Mr. Bogart, Social Studies
Mr. Daniels, Industrial Arts/Technology	Mrs. Hurley, Social Studies
Mrs. Adams, School Nurse	

INSTRUCTION & INSTRUCTIONAL RESOURCES

BOARD OF EDUCATION POLICY STATEMENT

The Colton–Pierrepont Central School District has a tradition of providing its students with an excellent education. The duty of the school system is to meet the interests and abilities of each student, to educate him/her by principle and practice to assume his/her roles as an individual and as a member of a democratic society. School should be an enjoyable experience, a learning experience, both socially and academically. Equal opportunity should be provided for all students.

The Board of Education is dedicated to educating students to develop desired moral, ethical, and cultural values; to stimulate and expand a continual learning process; and to cultivate an understanding and appreciation of the rights and responsibilities of American citizens, which will enable them to function effectively as independent individuals in a democratic society.

The educational program will provide each child with the academic skills and knowledge required for his/her maximum educational development; the opportunity for each child to develop his/her interests and abilities to the fullest extent according to his/her individual potential; and special services to promote the physical, mental, and emotional development of each child. It is the district's goal to foster in students good work habits, integrity, self-discipline, good sportsmanship, self-confidence, and a sense of purpose. Extracurricular activities will be offered when possible to enhance the academic program.

Flexibility in both curriculum and the learning environment is an important key to successful education. Such flexibility will encourage a student to confidently pursue his/her interests and to develop a system of values that will advance human welfare such as understanding, compassion, fairness, respect, and commitment.

The Board encourages parents and teachers to offer their expertise in helping to develop a school environment that is academically challenging, psychologically satisfying, and socially fulfilling for students at all levels. The objectives of an educational program are best realized when mutual understanding, cooperation, and effective communications exist between the home, community, and school.

SHARED DECISION MAKING TEAMS

Parents/guardians are urged to contact the Colton–Pierrepont Community in Action group about joining the school's shared decision making teams. There is a district team, which is the oversight committee and there are building teams, which are formed to study specific issues and to make recommendations for solutions.

STUDENT TEACHERS

Student teachers are placed in our school for a defined period by the local colleges. This is done to afford them real life experiences in teaching while being mentored by our faculty, as well as their college advisor to reinforce and broaden their teaching skills. These professionals should be treated with the same respect and consideration as the school's teachers, assistants, secretaries, monitors, cafeteria staff, custodians, and bus drivers.

STATEMENT OF NONDISCRIMINATION/ANTI-HARASSMENT/DIGNITY FOR ALL STUDENTS

It is the policy of the Colton-Pierrepont School District that no student shall be subjected to discrimination based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, age, economic status, marital status, or sex in the district's educational programs, activities or employment. It is also the policy of the district that no student shall be subjected to harassment, discrimination, or bullying by employees or students. The district of Colton-Pierrepont follows this through the Dignity for All Students Act under New York State Education Law, Article 2.

Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures or language, assault or any other behavior that is designed to annoy, intimidate or cause fear.

In order to work, play and live as a community, all students must show respect for each other and their differences. Actions or comments based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, age, economic status, marital status, or sex, race, creed, color, sex are called harassment and are not allowed in school. Examples of harassing behaviors include but are not limited to name-calling, inappropriate gestures, offensive remarks, physical abuse, pinching or any other behavior that is designed to bother, threaten, intimidate or cause fear. If anyone discriminates against you or harasses you, tell your teacher, see the building administrator, or [report the incident](#) directly to the DASA Coordinator or by submitting the [Hear/See Something, Say Something form](#).

ATTENDANCE

Colton-Pierrepont Central School District recognizes the importance of daily attendance and its correlation to success in the classroom. School attendance is mandatory in New York State and it is the legal obligation of parents to ensure that their children attend school on a regular basis.

In order to comply with the state mandates, a new attendance policy was written by a shared decision making process and revised in 2019. The committee included students, parents, teachers, administrators, support staff, and board members.

The intent of this policy is to:

- Increase student attendance
- Reduce tardiness
- Sustain a dropout rate of less than five (5) percent
- Maintain accurate period-by-period attendance as applicable.
- **Most importantly, know the whereabouts of every student for safety purposes.**

Along with this policy will be consistent guidelines for all teachers to follow in regards to attendance and course credit as well as excused/unexcused absences and the process of makeup work. In order to receive course credit, students must earn a passing grade and meet the requirements of attending a minimum of 90 percent of all scheduled classes.

Students whose unexcused absences fall below the 90 percent minimum may serve after school seat time. For example, students who are unexcused for more than one class in the first 10 days of school may be required to make up seat time for each class. This means a student can be absent no more than five (5) times per class for each quarter or twenty (20) times per year. Classes that are only half a year or run for longer than a year work under a similar fashion with a prorated amount of absences.

EXCUSED ABSENCES

- Students with **excused** absences will be afforded the opportunity to make up all missed work within a specified time period based on the individual teacher and with the approval of the administration.
- It is the responsibility of the student to meet with their teachers to set up make-up work situations.
- If students do not fulfill their responsibility to make up work in the assigned time lines, a zero will be assigned.
- Students who successfully make up work will not have excused absences count against the 90 percent minimum attendance requirement for the purpose of course credit.

UNEXCUSED ABSENCES

- Students with unexcused absences may make up work as described above, but the maximum grade that can be achieved will be 80 percent.
- It is the responsibility of the student to set up the arrangements with the individual teacher to make due dates.
- Students may complete work covered in class, depending upon the requirements of the lesson.
- If the work is not completed in the specified timeline, a zero will be assigned. Unexcused absences will count against the 90 percent minimum attendance requirement even if the work is successfully made up.

REPORTING ABSENCES

Any student who is absent from school must submit a dated excuse signed by the parent/guardian that explains the reason for absence (see appendix A). Absences can be handwritten or submitted electronically to the main office or nurse.

If a student fails to bring in a note, the absence is classified automatically as unexcused.

The attendance officer will verify each absence in accordance with the policy as either excused or unexcused. If a student fails to bring in a note that day, the absence is classified automatically as unexcused.

Excused Absences

Are those absences due to: personal illness, illness in the family that warrants student absence, death in the family, religious observance, quarantine, required court appearance, military obligation, health clinic visit, approved school programs/college visits/work programs, impassable roads due to inclement weather, late arrival by school bus and in-school or at-home behavioral awareness days. For those times when a family is taking an educational trip or an appointment that cannot be scheduled outside the school day, prior approval must be sought in writing to an administrator.

Unexcused Absences

Are those absences not meeting the criteria for excused absences as detailed above. Examples of unexcused absences include, but are not limited to the following: truancy, employment, vacations, appointments other than medical, legal or administratively approved, hunting, fishing, or other recreational interests, shopping, babysitting, helping at home, running errands, missing the bus, sleeping or any other absences not related to illness or an emergency situation.

Tardiness

Students arriving late to school or to class for any reason, excused or unexcused, disrupt the educational process not only for themselves, but for their classmates as well. Students not reporting to their respective classrooms prior to the first bell must report to the health office with a written parent/guardian excuse explaining the reason for the tardiness. The school nurse will review the note to determine whether the lateness is excused or unexcused, based on the same criteria used to classify absences. Absences for which students do not present notes will be considered to be "unexcused". When exceptional circumstances preclude the parent/guardian from providing a written note to accompany the student the day he/she is tardy, the student should explain the situation to the nurse. Written verification of the student's explanation must be provided by the parent/guardian for the student to present to the nurse before the start of the next school day, or the absence will be recorded as "unexcused". Administrative action will follow as outlined in the Director's Code of Conduct.

CONSEQUENCES FOR UNEXCUSED TARDINESS/SKIPPING SCHOOL

Students whose tardiness or departure from school is determined to be unexcused will be referred to the Building Administration.

- 1st Offense -Referred to Administration
- 2nd Offense -Will result in a warning
- 3rd Offense -Will result in the assignment of detention(s) and student driving permission will be revoked (if applicable)
- Each additional incident would result in additional detentions.

Consequences for Students with Unexcused Full-Day Absence

An unexcused absence for a full day results in an automatic assignment of one detention. Consequences may increase with each successive unexcused absence.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Full Day Absences

Students will not be permitted to participate in extracurricular activities if they are absent from school the day of the event. Permission for certain situations may be granted by administration. If the absence precedes a weekend or day off, participation will be left up to the discretion of administration.

Excused Reasons

Students with EXCUSED tardiness or absences for part of the day will be permitted to participate in extracurricular activities that day as long as written excuse from a parent or guardian is provided that same day with an accepted excused absence reason. Per Board policy, administration reserves the right to request verification of an appointment.

Unexcused Reasons

Students with UNEXCUSED tardiness or absences for part of the day will not be permitted to participate in extracurricular activities that day. If the absence precedes a weekend or day off, participation will be left up to the discretion of administration.

Students and parents have the right to appeal to the administration within five school days of any action taken under this attendance policy. The administration will review the situation with the interested parties and determine whether the student was granted due process with regard to the decision made. The parent and student may address the issue with the superintendent if they disagree with the administrator's determination.

NOTIFICATION

- Parents will be notified of their child/children's absences through our automated messaging.
- Student attendance will be reported at the end of each marking period.
- For those students who accrue more frequent unexcused absences, written notices will be sent to the parent or guardian as required by New York State Education Department.

At the end of each marking period students who exhibit good attendance practices will be eligible for incentives and rewards.

This plan will be monitored closely and reviewed annually by the administration and the Board of Education.

STUDENT DISMISSAL PRECAUTIONS

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

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment.

A parent or guardian may amend a list submitted pursuant to this regulation at any time with their signature in writing. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his or her child, shall be maintained in district offices.

If anyone seeks the release from school of a student, he/she must report to the school office and present satisfactory identification to the administrator. If the person seeking the release of a child exhibits to the school official an out-of-state custody order, the superintendent will be notified.

Early excuses for emergency reasons should be requested in writing by the parent. Medical releases are handled through the nurse's office. All other reasons for release must be submitted to the main office. The person seeking the student's release must sign the register in the main office. This would also include pick up and dismissal times.

CHARACTER EDUCATION

The Colton-Pierrepoint School District works in partnership with parents to maintain a learning and working environment that supports positive student attitudes and the character development of its students. Character development will reflect and reinforce character and civic values such as honesty, integrity, responsibility, hard work, and respect for others. Students will also be encouraged to provide community service through regular classes and extracurricular activities that provide a positive impact on society.

Parents, students, and the school community will work together to teach, promote, and model ethical behavior. The Colton-Pierrepoint School District will reflect and reinforce positive character traits that embody community values and promote principles of fairness and justice.

PHYSICAL EDUCATION

Every student who attends school must take part in a physical education program. Students in grades 7-12 must successfully complete the physical education course during each year they attend school in order to qualify for graduation. The physical education staff at CPCS has developed a set of assessments for the content of each of the applicable standards so that students' progress toward the achievement of the standards could be assessed consistently for each student throughout the school year.

THE LIBRARY MEDIA CENTER

The primary goals of the PreK-12 Library Media Center (LMC) at Colton-Pierrepoint Central School are to promote the enjoyment of reading; to encourage students to find and use information so that they become skilled, ethical information seekers; and to provide them the resources they need to make intelligent decisions, increase their factual knowledge, and develop creativity and their own voices on the road to lifelong learning.

Our [PreK-12 Library Media Center](#) (LMC) houses approximately 20,000 items in our print and e-collections in support of the curriculum and to provide interesting, exciting and enriching reading for the school community. These are accessed through our OPACs: the [Elementary OPAC](#) and the [7-12 OPAC](#). We offer over forty-five online databases including a virtual reference library. Anyone in the school community may use our online resources. The login information may be requested by contacting the library at library@cpcs.us. We use "[Search for Success](#)" to login. With one login, access is provided to all our databases. The LMC offers an environment for our students and staff that is conducive to reading and working, collaborating, researching, and checking out needed or wanted materials. All electronic resources are available 24/7. A makerspace area is available in order to promote creativity and perseverance. The library has a social media presence via [Facebook](#) and [Instagram](#). Find us and follow us.

Students are encouraged to come to the LMC for their study hall time or recess time. Students in 7-12 must sign up on the LMC pass before the period they wish to come. Elementary students come on a pass from the classroom teacher. All students come with classes when a teacher schedules library research, skills practice, or book check-out time. We also wish to see students sign-up to use the makerspaces either individually, in groups, or with classes. While in the LMC, everyone is expected to treat all fellow students, staff, and materials with respect.

Students are welcome and encouraged to check out materials. Materials circulate for a specific time period, generally two weeks for our 7-12 students and one week for the K-6 students, with an option to renew. Any student wishing to borrow materials needs to check out the items at the circulation desk. We loan many magazines and Playaways as well as books. Students are expected to be respectful of and responsible for any item they use or borrow. Materials need to be returned on time. Students who damage or lose library materials are expected to pay for them.

The bottom line is that the library is a multi-use, multi-faceted facility for our students and staff to use for any sort of learning that is needed: individual, group, collaborative ~ whatever works for our users.

STUDENT SCHEDULING AND COURSE LOADS

Course scheduling is designed to accommodate different teaching styles and subject materials. All scheduling shall conform to state requirements, work to enhance student learning opportunities and improve individual academic achievement.

Beginning in grade 9, students must maintain six and one half credits each year.

Course outlines are found in the guidance office; they are provided to students during registration. Course Offerings and Electives can be found in the students' Guidance Google Classrooms. Students generally decide upon their yearly schedule with the help of their school counselor. A typical daily student schedule may look like this:

	Period	Time	Subject
Block 1	1 (homeroom)	7:45-8:29	Mathematics

	2	8:32-9:11	English
Block 2	3	9:14-9:53	Band
	4	9:56-10:35	Physical Education
Grades 7-9	Lunch A	10:35-11:05	
Block 3A	5A	11:08-11:47	
	6A	11:50-12:29	Art
Block 3B	5B	10:38-11:17	Social Studies
	6B	11:20-11:59	Science
Grades 10-12	Lunch B	11:59-12:29	
Block 4	7	12:32-1:11	Foreign Language
	8	1:14-1:53	AIS
	9	1:56-2:35	
	10	2:38-3:15	

Once student schedules are finalized, students may change their schedule, subject to the approval of the teacher, school counselor, and administrator, but only for one of the following reasons:

1. Failure of a graduation requirement which must be made up.
2. Success or failure of a summer school course not factored into the schedule.
3. Elimination of a scheduled course by the school.
4. Forced change in the schedule by an outside agency.
5. Student placement in a class inappropriate to his/her ability level.
6. Student placement in a class that is counterproductive to the education of the student.
7. Addition of a course to replace a scheduled study hall.

Schedule changes will be allowed during the first four day cycle of the course.

Elementary students are dismissed at 2:25 p.m.
High School students are dismissed at 2:35 p.m.

USE OF SCHOOL COMPUTERS

Acceptable Use Policy for Students to Access to Electronic Information, Services, and Networks

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Colton-Pierrepont Central School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employers and employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will

blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Colton-Pierrepont Central School professional staff. Students utilizing school-provided Internet access are responsible for good behavior online, just as they are in a classroom or other area of the school; same general rules for behavior and communications apply.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Colton-Pierrepont Central School District. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material whether the material is in audio, graphic, or text format;
2. To violate any local, state, or federal statute;
3. To harass anyone in any way using the school district's electronic computer systems, networks, or communications systems;
4. to vandalize, damage, or disable the property of another individual or organization;
5. to access another individual's materials, information, or files without permission; and,
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
7. to perform commercial activities.

The following activities are not permitted:

1. to interfere with the functioning of the network or computer functions to include, but not limited to, computer hacking, attacks on computer resources that result in loss of function or access, distribution of viruses or tools that others might use to cause disruptions, running of processes on computers to bog them down, breaking computer security, causing broadcasting of e-mail or packets to cause denial of service conditions, or destruction of others' files;
2. to install or operate a computer or network equipment on Colton-Pierrepont Central School property that hasn't been approved by the systems administrator;
3. to use any device or process that is used to circumvent security, conduct hacking or cracking operations, or conduct "sniffing" of network resources.

Any violation of District Policy and rules may result in loss of District-provided access to

the computer systems, network or Internet. Additional disciplinary action may be determined by the Superintendent in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Colton-Pierrepoint Central School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Parents of students in the Colton-Pierrepoint Central School District shall be provided with the following information:

The Colton-Pierrepoint Central School District is pleased to offer student access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.

Colton-Pierrepoint Central School will be educating students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though the District has instituted technical methods and systems to regulate students' Internet access, those methods can't guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Colton-Pierrepoint Central School District makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

*Please see the Laptop Procedures & Information section on page 59 for information

regarding school issued laptops and Bring Your Own Device (BYOD) guidelines.

SPECIAL INSTRUCTIONAL PROGRAMS

PROGRAMS FOR STUDENTS WITH DISABILITIES

Students with disabilities are entitled to receive, at public expense, special education, related services and/or supplementary aids and services as necessary to ensure a free appropriate public education in the least restrictive environment, appropriate to meet their individual needs.

Each student identified as having a disability will have access to the full range of programs and services of this school district, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of the district.

Parents/students who desire further information on these programs and services should contact the Director of Pupil Services.

ACADEMIC INTERVENTION SERVICES (AIS)

The district shall provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English language arts, mathematics, social studies, and/or science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills.

A student's eligibility for academic intervention services will be determined based on multiple measures in addition to his or her performance on NYS assessments. These measures may include a student's performance on universal benchmark screeners, class assessments, academic progress, and teacher observation.

When it has been determined that a student needs academic intervention services, the parents will be notified in writing. The notice will outline the reason the student needs such services, the type of services to be provided and the consequences of not achieving the performance standards. In addition, the district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with teachers to improve the student's performance.

As students are scheduled we must take into account that some individuals need services in several areas. All efforts are made to schedule students during the regular school hours, which include period 10 on Tuesday, Wednesday and Thursday. AIS is state mandated. Failure to attend AIS classes will result in disciplinary action.

HOMEBOUND INSTRUCTION

A student who is temporarily unable to attend school for at least two weeks due to physical, mental or emotional illness or injury may be eligible to be instructed at home or in the hospital by an appropriately certified teacher.

The parent must notify the administrator or guidance counselor if a student will be on an

extended school absence. If the inability to attend is due to a medical or emotional reason, the parent should obtain from the child's physician a written medical request for homebound instruction. Where advanced notice is not possible, the parent should make every effort to obtain homework assignments until such a time as home/hospital instruction may begin.

As soon as possible after receiving notice of a prolonged absence, the district will arrange for home instruction for the time periods prescribed by law. It is advised that a parent or another adult is expected to be present during all teaching sessions. Tutoring may be delivered at home or an alternative site, depending upon the availability of an adult.

SUMMER SCHOOL

A high school student who fails a course may be eligible to attend summer school to earn credit or retake a regents exam depending upon availability. Seniors will be given first priority, then juniors, sophomores, freshmen, eighth graders, and finally seventh graders. A student can take up to two academic courses during the six-week summer school program. In order for a student to attend summer school for any course, he or she must have a final average of at least 50 percent in that course. The building administrator will review, approve, and/or deny requests based upon availability and performance criteria.

Summer school is available to students in grades K-6 who are at risk for skill regression over the summer months. For more information about the elementary summer school program, please contact the Director of Pupil Services.

HIGH SCHOOL CREDIT FOR COLLEGE COURSES

High school credit will be awarded to students who enroll in and complete approved courses offered by accredited colleges and universities, as follows:

1. A student who wishes to participate in college courses must meet specific academic, grade level and course-work requirements as set forth by the superintendent of schools.
2. A student must get approval from the high school principal prior to enrolling in a course he or she wishes to submit for high school credit. The course content, equivalency of instruction, and time requirements must be approved in advance by the principal and the superintendent. In the case of students with disabilities, the above must also be approved by the committee on special education (CSE).
3. One high school credit will be awarded for a three- or four-credit college course.
4. Students must receive a passing grade in the college course in order to receive high school credit.

GRADING AND PROMOTION

GRADING SYSTEMS

Grades are used to indicate achievement and development in each class or subject area in which a student is enrolled. Grading will be based, in part, upon student improvement, achievement, and participation in classroom discussions and activities.

Classroom participation, and thus student attendance, is an important factor in earning high grades. The school uses the district's uniform grading system:

A report card will be sent home every ten weeks for parents to monitor the progress of their child. A parent-teacher conference for grades K-12 will take place in the fall and spring.

A parent or teacher may arrange a personal conference at any time during the year. Both are encouraged to do so. A good working relationship between the home and school is very important in providing a successful school experience for our students.

A parent or guardian has the right to inspect his or her child's records upon calling the office.

Classroom teachers will evaluate students and assign grades according to the established system. All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit.

Grading will not be used for disciplinary purposes, i.e., giving lower grades for bad behavior, unless the student's misconduct is directly related to his or her academic performance (plagiarism, for example).

GRADES K - 6

Kindergarten through grade 2 use a quarterly progress report outlining readiness skills, work habits, mathematics and language development. Personal development as well as attendance is also reported.

Grades 3 through 6 use a quarterly progress report for each academic area. Personal development and attendance are also reported.

GRADES 7 - 12

Grades 7-12 use a quarterly report card indicating numerical grades. A minimum grade of 65 is considered passing.

Parents should expect to receive a 5-week progress note describing academic performance after the first five weeks of school. If a student is in jeopardy of failing a course the instructor will submit a 5-week progress note for the remainder of the school year.

Parents may request weekly student progress reports from the guidance office.

A final exam, project or culminating experience will be administered and computed for final grades.

Final grades will be computed by the following process: Add all four ten-week averages together, divide by four for the yearly average. This average will count for $\frac{3}{4}$ of the final average with the final exam, project, or culminating experience counting for the other $\frac{1}{4}$ of the grade. If a student retakes a Regents exam and receives a higher score, the final grade for the course would be recalculated.

HOMEWORK

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student. The following policy helps define the responsibilities of students, parents, teachers, and administrators.

Homework Policy Guidelines for STUDENTS

- Always do your best work
- Record Directions for homework in an assignment notebook, planner and/or chromebook
- Understand assignments clearly before leaving class. Get help if the assignment is not clear before the assignment is due
- Bring home the proper materials to complete the assignments
- Hand in completed assignments on time
- Budget time properly for long-term assignments
- Complete any work missed due to absence from class
- Talk to your parents and teacher if you are having difficulty with homework
- Make good use of Study Hall time

Homework Policy Guidelines for PARENTS

- Be familiar with the philosophy and guidelines of the homework policy
- Provide a time and place to do homework assignments with limited interruptions (i.e., take away cell phone, television, video games, instant messaging, etc.)
- Actively supervise homework completion; assisting, but not doing the work
- Oversee completion of long-term assignments to assist in understanding time management
- Contact the teacher with questions or concerns especially if your child exceeds the allotted time frame frequently
- Encourage your son/daughter to complete the most difficult subjects at school

Homework Policy Guidelines for TEACHERS

- Assign homework on a regular basis in keeping with the homework policy
- Assignments may be on a daily basis or of a long-term type, such as a report or project
- Communicate expectations with students
- Teachers should coordinate assignments, tests, and projects with other teachers to the best of their ability, as appropriate, to avoid overburdening students
- Assignments should be discussed, checked and when appropriate, corrected and returned to students in a timely manner
- Teachers have the responsibility to communicate with parents of students who are falling behind in completing homework assignments

- Teachers also may request assistance from the Student Support Team for students who do not complete, or who regularly struggle, with homework
- Model homework strategies and provide models as appropriate throughout the year
- Discuss homework practices with colleagues and provide guidelines for the type of homework at each grade level* (reference guide for teachers... n= # of minutes for a teacher to complete a task x 3, 4, 5, or 6 depending on the grade level)

Homework Policy Guidelines for ADMINISTRATORS

- Include this homework policy in student handbooks
- Require teachers to communicate homework policy to students and parents
- Make certain that teachers are implementing the homework policy consistently and uniformly
- Assist teachers, when necessary, in implementing this homework policy
- Give suggestions to teachers, when necessary, on how assignments could be improved
- Encourage teachers to use homework as a tool to reinforce learning
- Support the need for balance among the many learning activities besides homework in a student’s life

While it is understood that the time it takes to complete homework assignments may vary with each child, the times listed below are the general guidelines for each grade level. If your child is having difficulty *on a consistent basis* completing assignments within the timeframes established, please contact your child’s teacher for assistance.

HOMEWORK TIME FRAMES	
Grades K-3	- 15 minutes of reading* per night - grade level x 10 minutes (for example, 3rd grade = 3 x 10 minutes = 30 minutes for all subjects)
Students should be encouraged to read for pleasure on weekends and vacations. * Reading also includes having adults read to children.	
Grades 4 - 12	- grade level x 10 minutes - Students may be required to spend time on the weekends for any long-term assignments and required reading
It is understood that students who are taking college and AP level courses will have college level homework expectations.	

If a student knows that he or she will be absent for several days, it is possible for homework assignments to be sent home. Arrangements for assignments can be made

through the office and should be done as early as possible to allow teachers to prepare your child's work.

HOMEWORK ~ GRADES K-4

At the beginning of the school year teachers of students in grades K-4 will create a homework monitoring notebook for all of their students. Homework will be monitored for each 10-week marking period. At any time a student does not have his/her homework fully completed he/she will be asked to sign the homework log. Refusal to sign the book will result in a discipline consequence in addition to the homework issue being addressed. Remaining homework intervention will be administered based on teacher discretion.

HOMEWORK ~ GRADES 5-10

At the end of each day, teachers will enter names of students who are missing homework in a shared Google document per grade. Students will be assigned homework intervention connected to the number of missed assignments throughout the week. The list of missed assignments will determine the intervention(s) to be served the following week. The office will be responsible for emailing missed/late homework letters home to parents based on the shared Google spreadsheet.

Homework Intervention could possibly follow this format:

- 1 missed assignment- Lunch-Homework Intervention
 - 2 missed assignments- After School Homework Intervention
 - 3+ missed assignments- Administration may assign further interventions
- *(Google Spreadsheet will be shared and reviewed with staff and building team)

HOMEWORK ~ GRADES 11-12

Students in grades 11-12 will receive deadlines for homework completion. Consequences for not completing the homework on time may include repercussions outlined by teachers in course requirements and homework expectations. Teachers may refer students to the Grade 5-10 Google Spreadsheet Homework System if incomplete homework becomes a chronic problem.

ACADEMIC HONESTY

Honest behavior is an expectation for all students in the Colton-Pierrepont Central School District. The purpose of this policy is to create and maintain an ethical academic atmosphere in keeping with our school's mission. We hope to foster and encourage a desire in our students to contribute positively to our learning community and to become information literate and practice ethical behavior in regard to information and information technology.

The teachers in the Colton-Pierrepont Central School District understand and value the concept of intellectual property. We strive to teach students the ethics of responsibly documenting the ideas of others in all formats. To do so, we believe that we must not only teach the ethics and mechanics of documentation, but we must also hold students accountable for the ethical use of the ideas and words of others.

Therefore, all teachers will provide the instruction and scaffolding necessary for students to use research ethically, and all students are expected to exercise good faith in the submission of research-based work and to document accurately regardless of how the information is used (summary, paraphrase, and quotation) or regardless of the format used (written, oral, or visual). Plagiarism, in any form, is unethical and unacceptable.

What is plagiarism?

Plagiarism is using someone else's words and/or ideas and claiming them as your own.

Plagiarism includes:

- Direct copying of the work of another submitted as the student's own (for example, from that of another student or other person, from an Internet source, from a print source)
- Lack of parenthetical in-text or in-project documentation
- Documentation that does not check out or does not match Works Cited/Works Consulted page
- Work that suddenly appears on final due date that does not include checkpoint process requirements
- Quoting, paraphrasing, or summarizing another person's words, sentences, paragraphs, or entire work without acknowledgment of the source
- Utilizing another person's ideas, opinions, or theory without acknowledgment of the source
- Copying another student's written test answer
- Copying or allowing another student to copy a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own
- Working together on an independent assignment or working on an assignment where computer files and programs involved are shared, and then submitting individual copies of the assignment as one's own individual work (for example, labs)

In order to strive for success, the school community will work together to:

- meet checkpoint deadlines
- ensure that students ask questions and seek help from teachers and librarian
- follow the guidelines set up by the teacher and use MLA format (available online and at the high school library)
- use parenthetical in-text or in-project documentation accurately and appropriately
- use Works Cited and Works Consulted pages accurately and appropriately
- submit only original work

Consequences of Plagiarizing and Opportunity for Learning

6th – 8th Grades:

- Teacher will re-teach skill of citation versus plagiarism to student
- Student will redo assignment
- Assignment is graded based on teacher's "late grade" procedure
- Administrator notified
- Parents contacted

9th – 10th Grades:

- Teacher will re-teach skill of citation versus plagiarism to student
- Student receives a zero or redoes assignment for a 65 (student choice)
- Administrator notified
- Parents contacted

11th – 12th Grades:

- Student receives a zero for the assignment
- No opportunity for redo
- Administrator notified
- Parents contacted

Offenses may be subject to more serious consequences: for example, course failure, removal of or suspension from academic honors, scholarships and/or leadership roles.

Each year students begin with a “clean slate”.

PROCEDURE

When a teacher has reason to believe that plagiarism has occurred, the following steps will be taken:

A. Teacher/School Action

- The teacher will investigate the matter with the student(s) involved.
- The teacher will communicate the outcome of his/her investigation to administration and the parent.
- The administration has the discretion to apply an additional consequence for repeat offenses.

If a parent/student wishes to appeal the teacher’s consequence, the Academic Honesty Committee may be convened to review the matter.

OR

The teacher, in consultation with administration, exercising his/her professional judgment, may refer the incident to the Academy Honesty Committee for the following reasons:

- The student denies the charge of plagiarism.
- Several students are involved in the infraction, and the teacher does not have the capacity to perform a comprehensive investigation.
- Other criteria warrant a broader investigation of the charge.

The teacher will forward copies of all information and written work pertinent to the Academic Honesty Committee prior to the hearing. A written request for a hearing, specifying the scope of the investigation, will be submitted and forwarded to the head of the Academic Honesty Committee.

B. Academic Honesty Committee

- Upon receiving a referral, the Academic Honesty Committee will hold a hearing and investigate the charges of plagiarism/cheating.
- In order to assure a student’s due process rights, the counselor and parents of the student/subject of the plagiarism charge will be informed prior to the hearing.
- The student will have an opportunity to appear and may be accompanied by a parent and/or counselor before the panel to shed light on the charges.
- The panel will interview other staff or students related to the inquiry.
- The disciplinary consequences and outcome of the hearing will be delineated in writing to the student, counselor, and parents by the Chairman of the Academic Honesty Committee.
- In all cases where the committee finds that a student has plagiarized, a formal letter will be placed in the student’s file, describing the action and confirming the consequence(s).
- The due process rights of students will always be ensured.

The Academic Honesty Committee will make the final decision concerning consequences on any case brought forward. The Committee may affirm the teacher/department chairperson's consequence or institute consequences with lesser or greater severity.

STANDING COMMITTEE ON ACADEMIC HONESTY

This committee shall be formed in the fall of every year to begin its service in September of the current school year. The committee shall consist of five members: one administrator, the librarian, and three classroom teachers (each teacher to be from a different academic department). Decisions of the committee may be appealed to the Superintendent within three school days and may be made only on the basis of new evidence. If the decision of the committee is reversed by the Superintendent or Board Of Education, reasons for the reversal will be submitted in writing to the committee.

HONOR ROLLS

Four times each year, after report cards are issued, an honor roll will be released based upon grades received during the quarter for students in grades 5 - 12. Students are eligible for honor roll listings if they have passed all courses and are enrolled on a full-time basis.

High honors will be given to those students with an average of 90 or above. Honors will be awarded to students with an average between 85 and 89.

GRADUATION REQUIREMENTS

Diplomas will be granted on the successful completion of the requirements of the Board of Regents, the Commissioner of Education, and the Board of Education. Students are encouraged to meet with their guidance counselors to discuss the graduation requirements as well as their current standing on an annual basis.

(a) A two year Career and Technical Education (CTE) program may be used as a third unit of credit in science and mathematics.

(b) To earn advanced designation, the student must complete one of the following:
 1. Foreign language (3 credits) 2. CTE (5 credits) 3. The Arts (5 credits)

(c) Students earning a Regents diploma must pass one Regents exam in each of the four core subjects. The fifth exam may be in any subject area, or a number of different pathways including CDOS, CTE, Arts, LOTE, etc.

DIPLOMA REQUIREMENTS

COURSES	LOCAL DIPLOMA for Students with Disabilities only	REGENTS DIPLOMA	ADVANCED REGENTS DIPLOMA
	4	4	4
Social Studies	4	4	4
Mathematics	3(a)	3(a)	3(a)
Science	3(a)	3(a)	3(a)
Health	0.5	0.5	0.5

The Arts	1	1	1
CORE CREDITS	15.5	15.5	15.5
Career and Finance Management	0.5	0.5	0.5
Foreign Language	1	1	1(c)
Physical Education	2	2	2
Major/Electives	3(b)	3(b)	4(b)
TOTAL CREDITS	22	22	22
EXAMS	LOCAL DIPLOMA	REGENTS DIPLOMA	ADVANCED REGENTS DIPLOMA
RE English	55%-64%	65%	65%
RE Math	55%-64%	65%	65%
RE 2d Math	No	No	65%
RE Global	55%-64%	65%	65%
RE US History (d)	55%-64%	65%	65%
Science	55%-64%	65%	65%
RE 2d Science	No	No	65%
Foreign Language	Pass local exam	Pass local exam	Pass local exam

DIPLOMA REQUIREMENTS

<i>Local Diploma Requirements</i>	<i>Regents Diploma Requirements</i>	<i>Regents Diploma with Advanced Designation Requirements</i>
*Available for students with disabilities who score 55-64 on 5 required Regents exams. Available for all students who score 60-64 on two exams for which an appeal has been granted by the district and all other required exams with a 65 or greater. Earn 22 units of credit.	Score 65 or above on 5 required Regents exams or complete an alternative Pathway. Available for all students who score 60-64 on one exam for which an appeal has been granted by the district and all other required exams with a 65 or greater. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.

EARLY GRADUATION

The Building Principal will determine whether to allow a student the opportunity for early graduation after consulting with the student's guidance counselor, teachers and his/her parent(s). The Principal will consider the student's grades, performance in school, future plans, and the benefits of early graduation.

PROMOTION AND RETENTION OF STUDENTS

The Colton-Pierrepont School District will make every effort to place each student in the most appropriate learning level for a successful educational experience. The following guidelines govern promotion and retention:

Student Progression

At the elementary level, students who pass all subjects will be promoted. Students who do not make satisfactory progress in one or more basic subjects – reading, English language arts, mathematics, spelling, social studies and science – shall have their

cases considered on an individual basis and may be retained.

At the middle school level (grades 7-8), a student who fails two or more major academic subject areas will repeat the entire grade.

At the high school level (grades 9-12), promotion from one class to the next shall be contingent upon passing all required subjects and the accumulation of the units of credit at each level.

Standards for student progress at each grade level are contained in an administrative directive available from the guidance counselor or building principal. All final decisions on promotion or retention rest with the building principal.

Students must meet minimum requirements for promotion as of the first day of school in September. No student will be promoted during the school year even though promotion requirements are fulfilled during the school year.

Students who have repeated a grade level may be promoted two grade levels if they meet credit requirements. (ex: a student who has repeated grade 10 would be promoted to grade 12 if s/he has earned 15 credits by September of his/her fourth year of high school). Students planning to be graduated at the end of three years of high school would be classified as juniors.

FORUM

We as a faculty recognize the need for students in K-6 (and Prekindergarten starting in January each year) to come together and celebrate our successes and accomplishments. We strive to nurture and encourage our students to be leaders -- at school and in the wider world. Each month we recognize students who demonstrate one of the following leadership characteristics: Resourceful, Coachable, Reflective, Open-minded, We not Me, Inspire, Honest, Respectful, Kind, Responsible.

Teachers take this opportunity to recognize students in their class for many things such as: Citizenship, Academic Excellence, Good Sportsmanship, Attendance, Behavior, Classroom Help, Academic Effort, Academic Improvement, Participation in Special Programs

We also take this opportunity to share information, do class presentations, sing songs, and learn new things. Parents and community members are invited to join us.

COLTON-PIERREPONT STUDENT CODE OF CONDUCT

Introduction

The primary objective of requiring appropriate student behavior and self discipline is to produce a positive and safe learning atmosphere in which there will be no interruption of the teaching-learning environment. All students will assume personal responsibility and consequence of any inappropriate behavior. The accomplishment of this objective requires a cooperative effort from students, staff and parents.

Any action by an individual or group that violates, interferes, or delays in the rights, values, safety, and learning process is in clear violation of Board policy. The Board will

also seek restitution or prosecution of any or all persons who damage school property or harm others.

It is our hope that all students will take a responsible role in actively preventing these violations of destruction and harm of others. Students are expected to report all situations that violate the rights and property of others. It is the responsibility of all students to protect school and individual property and prevent destruction or harm to other individuals.

The Board of Education is committed to maintaining a school, which provides students and staff with productive, satisfying, and wholesome learning environments. Essentially, this means that relationships are such that students can learn and teachers can teach.

The Board is also committed to protecting First Amendment freedoms within the school system; however, lawlessness in any form will not be tolerated. The district will not permit students to engage in any conduct intended to destroy personal or school property, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any district-sponsored or approved activity.

All policies regarding student conduct and discipline shall be uniformly enforced and distributed to the students, parents and staff of the district. Changes in or updates of policies will be provided as they occur.

A. Standards of Conduct

Good student behavior is extremely important in creating the kind of educational environment in which students will be able to realize their greatest opportunities for growth. Good discipline habits assume consideration for the rights of others, cooperation with everyone in the school community, respect for others and the property of others, self respect for one's own individual worth, and pride in one's own achievements. Good student conduct provides for a safe and orderly environment where students can grow to their full academic and social potential. These environments include: "school property" (on or within the building structure, playground, playing fields, parking lot or land contained within the district's property) and school functions. (any sponsored curricular or extracurricular event or activity on or off school property).

We attempt to build a positive culture by highlighting and recognizing positive leadership traits through Positivity Project, FORUM Cape Awards, mental health support, behavioral consultation support, faculty training on trauma sensitivity, de-escalation strategies, and dealing with challenging behaviors.

- I. Courtesy/Respect for Everyone: Students shall treat everyone as they themselves wish to be treated.
 - Harassing or purposefully embarrassing other students or adults will not be tolerated.
 - Threats or intimidation are not allowed.
 - Foul language, obscene gestures, racial or other discriminatory epithets based on sex, disability, status, age, hate speech, ethnic, religious slurs and disrespectful language or actions are not permitted.
 - Loud or disruptive noise is unacceptable.
 - Sexually suggestive, indecent, provocative language or actions are not

- appropriate during school hours or at school events.
- Arguing with students, faculty or staff members is not acceptable.
 - Lying to faculty and/or staff members is not permitted.
 - Breaking of any rule regarding courtesy and respect established between teacher and students in individual classrooms may result in the use of the Student Management Plan.
- II. Concern for the Safety of Everyone: Students shall act maturely so that they and no one else are put into danger.
- Keep hands, feet and objects to self.
 - Objects of any kind will not be thrown within the classroom, halls or cafeteria, unless instructed otherwise by faculty.
 - Any object used with malicious intent will be considered a weapon.
 - Dangerous objects such as weapons, fireworks, chains or lighters, etc., are not permitted.
 - Leaving school property without permission is not permitted.
 - Possessing or using drugs, alcohol, cigarettes, or chewing tobacco is not allowed.
 - Walk in the halls and classrooms.
 - Breaking any rules regarding safety established between teachers and students is a violation, which may result in the use of the Student Management Plan.
- III. Respect for Personal Property: Students shall treat everyone's personal belongings in the same manner that they want their things treated.
- Destruction of property is a clear violation whether it is intended or not.
 - Stealing or possession of stolen goods is not tolerated.
 - Any form of arson will result in consequences.
 - Breaking any rule regarding respect for personal property established between teachers and students in individual classrooms may result in the use of the Student Management Plan.
 - Restitution will be required for damaged materials i.e. books, desks, windows, etc.
- IV. Respect for the Right to Learn and Teach Without Disruption: Students shall act in such a manner that their behavior is not disruptive and will display good conduct qualities.
- Students will raise their hands while in class.
 - Students will not needlessly interrupt while a teacher is instructing.
 - Students will use an appropriate "indoor" voice when speaking.
 - Sales of candy and other fundraiser events will be done at scheduled times as approved by the administration.
 - Cell phones and other electronic devices are not allowed to be used or displayed during the school day unless authorized by a teacher or administrator.
 - Gambling, wagering, trading and selling of personal items are not allowed.
 - Toys that are distracting to others will not be in the classroom.
 - Violation of any such rule regarding respect for the right to learn and teach without disruption established between teachers and students in individual classrooms may result in the use of the Student Management Plan.
- V. Responsibility for Being in the Right Place at the Right Time: Students shall attend school and classes punctually.
- Skipping and/or truancy will be dealt with in the appropriate office.

- Failing to attend appointments, detentions, or class will be considered a cut and will result in a consequence.
- Remain in school until dismissed.
- If a student misses school he/she is responsible for making up all missed work. Parents must provide a legal excuse to be turned into the attendance secretary.
- Violation of any rule regarding the responsibility for being in the right place at the right time established between teachers and students in individual classrooms may result in the use of the Student Management Plan.
- See Student Attendance Regulation 5100 under School Attendance and Tardiness in the handbook.

VI. Dress Code

CPCS Mission	<i>The Colton-Pierrepoint Central School Community proudly educates students to become responsible, respectful, and resourceful citizens, thereby continuing a tradition of innovation and excellence.</i>
Our Values	<ul style="list-style-type: none"> ● The primary responsibility for a student's attire resides with the student and parents or guardians. The school is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. ● All students should be able to dress comfortably for school without fear of, or actual, unnecessary discipline or body shaming. ● All students and staff should understand that they are responsible for managing their own personal distractions. ● Reasons for conflict and inconsistent discipline should be minimized whenever possible.
Goals of Dress Code	<ul style="list-style-type: none"> ● Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection) or PE (athletic attire/shoes). ● Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography. ● Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs. ● Allow students to wear clothing that expresses their self-identified gender. ● Allow students to wear religious attire without fear of discipline or discrimination. ● Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
Redirection & Education	<i>All faculty and staff have a responsibility to ensure dress code guidelines are followed. Should staff observe a student's dress that they are concerned about, they should speak directly to the student, possibly invite a colleague to be included in the discussion, ask a colleague with a closer relationship to the student to speak with them or bring it to an administrator's attention for a conversation with the student so we can teach them the importance of appropriate clothing for school settings.</i>

MUST Wear	MAY Wear	CANNOT Wear
<ul style="list-style-type: none"> • Shirt (that touches the waistband of your bottoms when you are standing upright) • Bottom (could be pants, sweatpants, shorts, skirt, dress, leggings) Buttocks must be covered at all times. • Shoes 	<ul style="list-style-type: none"> • Hats outdoors or at athletic events • Religious headwear • Hoodie sweatshirts but the hood is not to be pulled up over the head • Fitted pants, including leggings, yoga pants, and skinny jeans • Ripped jeans, as long as underwear/buttock are not exposed • Tank tops including spaghetti straps & halter tops as long as they meet the shirt requirement listed above • Athletic attire as long as the top meets the shirt requirement listed under "MUST Wear" 	<ul style="list-style-type: none"> • Hats in public buildings, including school, and when the national anthem is being played • Violent language or images • Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same • Hate speech including but not limited to confederate flags, swastika, profanity, pornography • Images or language that create a hostile or intimidating environment based on any protected class • A blanket (ie in place of an additional layer of clothing or to replace a winter jacket)

- VII. Appropriate Response to the Reasonable Direction of Staff Members: Students shall follow the directions of the adult members of the school community.
- Insubordination, rude comments and the use of foul language will not be tolerated.
 - A violation of any rule established between teachers and students in individual classrooms may result in the use of the Student Management Plan.
- VI. Classroom Activity Responsibilities: Students shall assume the role as if this was their job. Students will:
- Use class and study time for learning.
 - Complete assigned work daily.
 - Be prepared for class with a pen, pencil, paper, books and other necessary tools.
 - Respect the rights of other students in the class.
 - Participate in class discussions and activities.
 - Respect the authority of the teacher.
 - Follow classroom procedures as determined by the teacher.
 - Use textbooks and other class materials with care.
 - Be quiet during testing and after you've finished testing.
 - Work cooperatively in groups.

- Adhere to deadlines and due dates.
- Return all borrowed materials.
- Breaking of any rule regarding student responsibilities may result in the use of the Student Management Plan.

VII. Cafeteria Responsibilities: Students shall report to the cafeteria to eat in a respectful means.

- Wait in line appropriately.
- Speak respectfully to the adults serving food and monitoring the area.
- Only eat your meal.
- Clean up the area appropriately and return the tray.
- Speak in a low tone.
- Remain seated.
- Respect and follow the designated times allotted.
- Report to the designated table.
- Remain in the cafeteria during lunch.
- All food and drink is to be consumed in the cafeteria area only.
- Keep hands, feet, and objects to self.
- Any violation of these rules could result in the use of the Student Management Plan.

B. Colton-Pierrepont Student Management Plan (At a Glance)

If a student chooses to demonstrate irresponsible behavior, he/she must also accept the consequences of his/her action. Generally, the consequences will be dependent on the nature of the student's present conduct and past conduct. The Student Management Plan uses a variety of consequences, which include a behavior or discipline log and:

1. re-teaching of behavioral expectations associated with Effective Teaching Strategies
2. a verbal warning, time out;
3. office detention, class detention;
4. lunch detention, recess detention
5. 10th period detention, 3:00–5:00 detention;
6. in-school awareness;
7. out-of-school awareness;
8. suspension from social activities/sporting events;
9. removal from bus;
10. superintendent's hearing;
11. expulsion for more than 10 days and up to 180 consecutive school days
12. referral to an outside agency (ie: law enforcement, probation, etc...)
13. other

C. SCHOOL WIDE RULES

1. We will respect the safety, rights, health, and property of others and ourselves.
2. We will respect the rules for specific areas (including, but not limited to classrooms, cafeteria, library, gym, playground, office, athletic fields, and bus).
3. We will take responsibility for completing our educational and work assignments.

D. Teacher's Removal of Disruptive Students

A teacher may remove a “disruptive” student from the classroom when he/she is seriously impeding the educational process of others or interfering with the teacher’s ability to teach. (Obviously, less drastic means such as warnings, planned ignoring, time-out, and the like should be tried first.)

Communicable diseases- We will follow the directive from the New York State Education Department.

The teacher must complete a discipline referral as soon as possible and communicate with the Administrator or designee no later than the end of the school day.

During the day of removal, the student will receive continued educational programming and will be made aware of all assignments necessary. Once the student is spoken to, a determination will be made as to the course of action taken. The school will directly contact the parent/guardian. A copy of the referral or letter will be placed in the student’s discipline file, a copy will be mailed home, and an entry made in the student management system.

E. Prohibited Conduct and Disciplinary Measures

1. Possession or Use of Illegal Substances:

The possession, use, manufacture, sale, and distribution of alcohol, tobacco, vape or other drugs, and drug paraphernalia or being under the influence of alcohol or other drugs on school property or at school functions is prohibited. However, the authorized and appropriate use of prescription and over-the-counter drugs shall be permitted, provided that the school nurse administers all drugs prescribed for a student by a physician or other health care provider.

Any staff member observing the possession, use, manufacture, sale and/or distribution of alcohol, tobacco and/or other banned substances by students on school grounds, or at school functions, shall report the incident immediately to the supervisor in charge. The appropriate administrator shall then take immediate action. Any alcohol, tobacco and/or other banned substances found shall be confiscated immediately, followed by notification of the person in parental relation to the student(s) involved, medical attention, if necessary, and appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution.

In its effort to maintain an environment free of alcohol, tobacco, and/or other banned substances, the District shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

2. Possession or Use of Weapons

The following acts shall be prohibited: (1) possession, while on school property, of a firearm or gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death; (2) the display, while on school property, of what appears to be a firearm or gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury.

3. Use of Physical Force

The following acts shall be prohibited: any assault; any fighting; any act of violence upon

a teacher, administrator or other school employee; and any act of violence upon another student or any other person lawfully on school property.

4. Vandalism

A student shall be subject to disciplinary action for knowingly and intentionally defacing, damaging or destroying the personal property of a teacher, administrator, other school district employee, or any person lawfully upon school district property, and knowingly and intentionally defacing, damaging or destroying any school district property.

5. Violation of Another Student's Civil Rights / Harassment and Threats

The District prohibits all forms of discriminatory acts toward students based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, age, economic status, marital status. Any such verbal or physical, written or cyber harassment will lead to a disciplinary measure. Students who commit such an offense may be brought before a Harassment Committee and action will be taken.

Any student who makes any sort of physical threat, while on school property, to use any instrument that appears capable of causing physical injury or death, is deemed to be a "violent pupil," and must be referred to an administrator for further investigation. Upon sorting through the details, an appropriate consequence will be carried out.

F. SEXUAL HARASSMENT POLICY

The Board of Education affirms its commitment to nondiscrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

- Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities;
- Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and
- Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.

G. Procedures for imposing Detention, Suspension, and Removal from the classroom

1. Procedures for Detention of Students

Guidelines have been established in accordance with Education Law § 3214 and other applicable federal, state, and local laws for issuing detention. Teachers may assign after-school detention for a violation. The teacher will monitor the time and may assign appropriate school work to be completed by the student. Students who do not attend the detention will be subject to further disciplinary action.

2. Procedures for Suspension of Students

Short-term Suspensions: When school officials determine that a student's conduct warrants suspension from school for a period of five days or less, they will immediately notify the student's parent/guardian of the suspension. Written notice shall be provided within 24 hours of the decision to suspend to the last known address or addresses of the parent/guardians; telephonic notification will also be provided when possible. The written notice will include a description of the incident(s) causing the suspension. The notice will also advise the parent/guardian of their right to request an immediate informal conference with the principal and the right to submit written questions to witnesses.

The notice and opportunity for an informal conference shall be given prior to the suspension of the student, unless the student's presence in school poses a continuing danger to persons or property, or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

Long-term Suspensions: When suspension of the student from attendance for a period in excess of five days is proposed, school officials shall follow the formal hearing procedures set forth in Section 3214 of the Education law. The superintendent or his/her designee shall immediately notify the parents or persons in parental relation, in writing, that the student may be suspended from school, and shall provide the reasons therefore, giving dates and other descriptive details for the incidents in question. The superintendent shall either personally hear and determine the proceedings, or may, at his/her discretion make a written designation of a hearing officer to do so. A record of the hearing shall be maintained by tape recording the proceedings. If a hearing officer is used, he/she shall make written findings of fact and recommendations as to the appropriate measure of discipline, which shall be advisory. The superintendent shall make a final determination of the student's guilt or innocence of the charges, including findings of fact and imposition of an appropriate sanction.

Appeal to the Board of Education: The person in parental relation may appeal the decision of the superintendent to the Board of Education. Any appeal to the Board must be in writing and must be submitted to the District Clerk within ten (10) business days after the date of the superintendent's decision. The Board's decision on the appeal shall be based solely upon the record of the hearing.

Alternative Instruction: For a student who is of school age that is removed from class for more than one period, steps will be taken to provide the student with instruction elsewhere.

H.. Reporting of Violations to School Administrators

All school employees are required to report violations of the Code of Conduct to an administrator in a timely fashion. Such reports shall be made in writing giving all of the supporting details of the situation. The administrator shall have discretion to determine the appropriate level of response to any such report, including the filing of a criminal report, except where otherwise specified in this Code of Conduct.

I. Notice to Local Law Enforcement Agencies

School administrators shall have discretion to determine the appropriate level of response to any other report of criminal wrongdoing, including the filing of a criminal report, except where otherwise specified in this Code of Conduct. School administrators will report any evidence of child abuse to the appropriate authorities.

J. Procedures for Filing Criminal, Juvenile Delinquency and PINS Proceedings

School administrators may file a Person in Need of Supervision (PINS) petition in Family Court on any student who is under the age of 18 who demonstrates that he or she requires supervision and treatment. Specific examples include:

- Students who have been habitually truant or tardy ;
- Students who are incorrigible, ungovernable or habitually disobedient and beyond the lawful control of parental or other lawful authority;
- Students who are suspected to have committed a crime on school property or at a school function;

K. Procedures for Referral to Human Service Agencies Child Abuse and Maltreatment
The District is obligated under Education Law § 3209, to report all cases of child abuse and maltreatment, pursuant to Title Six, Article Six, of the Social Services Law, and Article 10 of the Family Court Act

L. In-service Education

All school employees shall be provided with in-service education regarding the terms and procedures set forth in this Code of Conduct, as well as annual school safety training for violence prevention and intervention training.

M. Corporal Punishment

Corporal punishment of students shall not be used by any Colton-Pierrepont Central School employees. Corporal punishment includes the striking of a student in any manner but does not include reasonable physical force for the following purposes:

- Protection of oneself and others from physical injury
- Protection of property
- Restraint or removal of disorderly students who have refused to refrain from disruption

Use of reasonable physical force for such purposes would not be considered corporal punishment as long as alternative procedures and methods not involving physical force have been tried and prove unusable.

N. Playground Rules

Students must stay within sight of their teacher at all times. For safety's sake all rules should be observed after school hours as well.

Playground rules:

- Take turns
- Keep hands and feet to oneself
- Be respectful of others

O. School Bus Conduct

Role of the Bus Driver

The bus driver is responsible for making the bus safe, orderly, and clean for daily transportation. He or she must enforce the rules and regulations obtained in the policy. Any student who breaks the rules will receive a "bus incident report." The driver will give adequate warnings that behavior is unacceptable before writing a discipline referral to the building administrator. However, if the misbehavior is serious, such as fighting, the referral will be done immediately. Also, the driver has the authority to pull the bus over, to wait until order is restored, and/or turn the bus around so that the students will be returned to school for an administrator to deal with a seriously disorderly situation. The bus driver can also require assigned seating and seat belt use.

If a referral is made, the building administrator will handle the problem as soon as possible. The consequences for misbehavior range from a reprimand to removing the student from the bus with parents providing transportation.

Bus Notes

Bus students in both elementary and high school must bring written permission signed and dated by a parent or guardian, to ride another bus or we will require that they ride their regular bus home. All bussing changes and/or notes must be turned in or emailed to the office before 9:00 a.m. Students are dismissed at 2:46 p.m.

Note: We strongly discourage bussing changes via telephone for safety reasons. We will accept telephone calls for emergency purposes but please realize this compromises the safety of your child.

While riding

1. Upon boarding, go directly to your assigned seat and stay there until it is time to exit the bus.
2. Respect the bus driver and follow his/her instructions.
3. No food or drink while on the bus.
4. Keep your hands, feet, and objects to yourself.
5. Keep your hands, objects, and head inside the bus.
6. Do not destroy or damage any part of the bus.
7. No excessive noise, yelling, or screaming while on the bus.
8. Do not distract the bus driver.
9. Do not open the windows without permission.
10. Keep the bus clean.
11. No standing, kneeling, or crouching.
12. No tobacco products or illegal substances.
13. Any object that does not fit in a book bag must be cleared for transport by the

transportation supervisor.

14. No pets or live animals are permitted on the bus.

Upon entering and exiting

1. Be on time.
2. Wait carefully off the roadway.
3. Board bus after the driver has given you the “thumbs-up” signal; do so one at a time without pushing or shoving.
4. Report directly to your seat.
5. Exit in a single file pattern, waiting for the bus driver to approve your leaving.
6. Report to your designated destination immediately (i.e., school property or caregiver’s property, change in transportation.) Students are taught “Bus Etiquette” with the following Four Point summary from the above expectations- Be polite by saying good morning or good afternoon, take your seat and sit in the appropriate way that has been modeled, use an inside voice to minimize distractions, exit the bus in a safe manner that has been modeled. Students will be re-trained individually and the whole group if the bus is deemed unsafe while traveling.

It is the discretion of the driver and appropriate staff to set and establish the guidelines for bus conduct while on extended runs outside of the regular school hours.

P. Expectations for Blended Learning

DEFINITIONS:

Synchronous Learning:

Synchronous learning refers to a learning event in which a group of students is engaged in learning at the same time. (We also have categorized this as with the teacher)

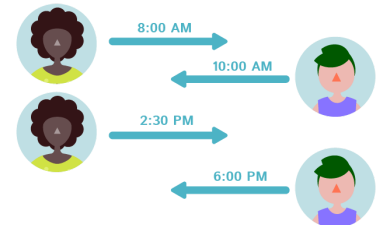
Asynchronous Learning:

Asynchronous learning is the idea that students learn the same material at different times and locations. Asynchronous Learning is also called Location Independent Learning. (We also have categorized this as without the teacher all the time)

Synchronous



Asynchronous



Online Participation Expectations

- Students will respond to each academic assignment or assigned task with a substantive post (with enough detail to garner credit). Teachers will determine the minimum number of posts required for each course.
- The responses need to be timely and connected to topics that are current. Since asynchronous learning is heavily dependent on the timeliness of the response/feedback loop, responses well outside the current topic will not be accepted for credit.

- Students will review the ground rules for asynchronous learning and review and sign a syllabus acknowledgment agreement.
- When inclement weather (snow days), a scheduled absence, or an emergency occurs, asynchronous opportunities can provide continuity in learning and/or recover lost class time. Students are expected to use asynchronous learning during these times as well as during scheduled asynchronous sessions.
- Assignments on Google Classroom have to be “turned in,” or they will not receive a grade.

Technical Issues Procedures

- Email Mr. Ladison and Mr. Edwards describing your technical problem immediately
- Email instructors describing how your problem impacts their class, ccing Mr. Ladison
 - Ex. Your microphone is not working on your Chromebook. You send an email to Mr. Ladison and Mr. Edwards as soon as it quits, then write a follow-up email to all of your instructors, CCing Mr. Ladison. Your email is properly formatted and very polite.
- Students are expected to use the school-issued Chromebook* to complete tasks. Mobile devices are not ideal for completing the majority of the tasks.

Expectations for Asynchronous Learning Spaces (In-School)

- Students are required to be in a specified location on asynchronous class periods (assigned teacher classroom, room 123, room 152, google room, Library...). The teacher has the ability to assign the location for the student, groups of students, or the class.
- It is possible that assigned periods will be asynchronous up to three or four times per week. The teacher reserves the right to require the attendance of specific students or the entire class at any point in the week for instructional needs.
- It is the expectation that students will remain on campus during asynchronous class periods
- Students will communicate with the teacher daily through email, the Classroom Management System or other media established in the syllabus
- Students will uphold all classroom and building expectations while working in asynchronous learning spaces.

IN-CLASS ETIQUETTE

- Students must be on time to class: in the room, before the bell rings, ready to work.
- Students must be respectful with materials and behavior.
- Students must keep a clean classroom and workspace
- Students must have a charged Chromebook for class.
- Students must come to class with all learning materials, including daily completed homework assignments.

OUT-OF-CLASS ETIQUETTE

- Students must demonstrate all professional behaviors consistent with school setting (sitting up and respectfully paying attention, manners, etc).
- Student’s attire should be consistent with the dress code.

- Students must mute and unmute appropriately
- Students should have a “quiet” background with minimal “traffic” and sound distractions must try their best to be in a quiet room where they have little space behind them
- Students must be on time (2 minutes prior to start time) to any digital meetings
- Chat features are to be used for engaging in tasks and class content
- Students should participate free from distractions/other devices.
- Students must have the camera turned on with their face visible
- Students must come prepared to participate with a positive attitude
- Students must email teacher in advance if they will miss a live meeting
- Students should promptly email instructors when they find they have a conflict
- Students will use manners during live sessions (please, thank you, say goodbye before leaving)

STUDENT SEARCHES AND INTERROGATIONS

School lockers, desks, backpacks, bags and the contents within may be opened and subject to inspection from time to time by school officials.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

STUDENT USE OF ELECTRONIC DEVICES

Electronic devices may be a disruption to the learning process. Any use or display of these items is prohibited in school without the explicit permission of the supervising adult. Use of electronic devices during school hours without proper approval is prohibited. These devices may be confiscated and a parent may be required to pick such items. Repeated offenses will require further disciplinary measures.

CELL PHONE USE

PK-4: In order to foster social skill development and healthy human interactions, there will be NO cell phones allowed at school.

Grades 5-6: In order to foster social skill development and healthy human interactions as well as maintain academic focus, it is recommended that students do not bring cellphones to school. If cell phones are brought, they will be required to put cell phones in a teacher designated spot for the duration of the day (not lockers). For students found to be in violation of not handing in a cell phone, the cell phone will be held in the office for family to pick-up.

Grades 7-10: In order to foster social skill development and healthy human interactions as well as maintain academic focus, students are not permitted to carry their cell phones with them during the school day from 7:45-3:15. Cell phones need to be away for the day and must remain in their lockers. If a student is found to be in possession of a cell phone or leaving class excessively, they will be assigned a consequence. Confiscated cell phones will be held in the office for family pick-up. Student failure to demonstrate responsible use will result in losing the privilege to

keep their cell phone in their locker and they will be required to turn in their cell phone each morning to staff or they may lose the privilege of bringing their cell to school.

Grades 11-12: To help develop self management skills as well as workplace and healthy digital habits, students will be permitted to carry their cell phones with them during the school day. During instructional times, cell phones are expected to be out of sight. Should cellphones be used at inappropriate times, the student will be assigned a consequence and the phone will be held until the end of the day. Please note, cell phones/devices are not permitted in the cafeteria.

GRADES 5-12: If a student is involved in egregious online behavior, the PRIVILEGE of bringing a cell phone to school may be suspended indefinitely.

IMPORTANT NOTES

- *To promote conversation and healthy socialization, no devices are permitted in the cafeteria.*
- *If a cell phone is necessary for a medical reason (i.e. tracking glucose levels,), parents/guardians must write a letter requesting permission from the school.*
- *Should cellphone use be needed for instructional purposes (ex. Filming for Techbusters), teacher discretion is permitted.*
- *Should smart watches/ear buds become an issue, we will handle them on a case by case basis.*
- *Any personal device is not the responsibility of the school, and the school has no liability for loss, damage or theft of said devices.*

SCHOOL TELEPHONE USE

Telephones located in the offices and classrooms are available for emergency purposes only. Athletic team players should make the necessary arrangements for transportation. Coaches will direct students to the appropriate area in case a telephone is required.

USE OF PERSONAL TRANSPORTATION DEVICES ON SCHOOL PROPERTY

Students may ride a bicycle to school and are mandated to wear helmets. As soon as students arrive at school, they should park and lock their bicycles in the appropriate area. The school is not responsible for stolen or damaged equipment.

Skateboards, roller skates, sneaker skates and rollerblades are not allowed to be ridden in the school building, driveway, sidewalk, or parking lot during school hours including dismissal. Violations will result in loss of privileges and/or disciplinary action.

Snow machines, ATVs and other motorized recreational vehicles are not allowed to be driven on school property. Violators will be reported to the proper authorities.

STUDENT DROP OFF

All parents transporting students to school will drop them off between 7:35 am and 7:40 am in the North Parking Lot (by Gymnasium)

STUDENT AUTOMOBILE USE

Students who wish to park on school grounds must follow these procedures:

1. Report to the high school office and request a "Parking Application."
2. Complete and return the application with parent consent and attach a copy of their driver's license.
3. Since campus parking space is at a premium, no student is guaranteed parking privileges.
4. Student parking will be located in the north parking lot adjacent to the gymnasium.

Please note: Driving is a privilege. Misuse of driving privileges, academic, attendance, tardiness and/or discipline issues may lead to revocation of the parking permit.

GUIDANCE PROGRAMS

Guidance programs are available for all students K-12 to ensure effective participation in their current and future educational programs.

The guidance program provides the following services:

1. An annual review of each student's educational progress and career plans.
2. Instruction to help students learn about curriculum options and careers.
3. Individual and/or group counseling assistance to help students develop and implement postsecondary education and career plans.
4. Individual or group counseling assistance to help students who exhibit any attendance, academic, behavioral or adjustment problems.

CAREER CENTER

Colton-Pierrepoint's career center, in an online format, provides students with a wealth of materials for career exploration and planning. The career center is located in the guidance office and includes information on a wide array of career fields, two- and four-year colleges/universities, vocational/technical schools, and financial aid /scholarships.

EMPLOYMENT OF STUDENTS

Students under 18 who are interested in working papers may pick up applications in the High School Office. The guidance office can sometimes offer assistance in finding summer employment, since guidance counselors often keep in touch with community employers.

Despite the attraction of having a part-time job after school hours, students should give careful thought to the amount of time and energy such a job can demand. Students should remember that school responsibilities always take precedence over such jobs.

Students employed outside the school building may request, in writing, leave time to attend work. By doing so, students may not miss any scheduled courses other than

study hall and must remain in good academic standing.

STUDENT VOLUNTEERS FOR SCHOOL AND PUBLIC SERVICE

Volunteer services offer students opportunities to earn high school credit and may provide valuable work experience. Students may volunteer to tutor, work in public agencies, or assist in classes. Students should ask their school counselor for more information.

STUDENT AWARDS AND SCHOLARSHIPS

Each year a number of students receive formal recognition for excellence in academic service and athletic activities. Outstanding achievement is recognized by honors conferred during the spring of the school year.

All students regardless of race, color, creed, sex, national origin, religion, age, marital status, sexual orientation or disability shall be eligible for all awards and scholarships given or disseminated by the Colton-Pierrepoint School District.

Eligible candidates for academic or other achievement awards will be selected on the basis of academic achievement, school citizenship, and/or co-curricular performance, as applicable to the type of award being given. Recipients of academic awards will be selected by the scholarship committee from a list of eligible candidates prepared in consultation with appropriate school staff.

Scholarships to high school graduates will be awarded on the basis of the student's academic achievement, his or her potential for success at an institution of higher learning, financial need, and the student's inability to pursue higher education without the scholarship.

The list of awards currently presented by the school can be found in the guidance office.

Co-Curricular Activities

<u>CO-CURRICULAR ACTIVITIES</u>		
Whiz Quiz	Class Activities	Elementary Art Club
Elementary Drama Club	Foreign Language Club	High School Drama/Musical
National Honor Society	Student Government	Chess Club
Recreation Club	Robotics	Ski Club
Speaking Team	Elementary Soccer	Elementary Basketball
Elementary Lacrosse	Elementary Softball	Environmental Club
COLTS Club	Yearbook	Science Club
eSports	GSA	

The Colton-Pierrepont Central School District offers a variety of co-curricular activities for students. Participation in such activities provides students with experience in building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship.

Members of school-sponsored organizations and clubs are representatives of the school district. Colton-Pierrepont Central School students who participate in extracurricular activities are expected to conform to standards that meet or exceed those in the school district code of conduct.

It is recognized that fundraising is the major source of money for student organizations. Each organization will have a designated fund raising time. It is up to each advisor to schedule a meeting to organize and facilitate this sale.

WHIZ QUIZ

This is an academic trivia activity where participants are quizzed on their general educational knowledge. All interested participants may sign up. Members form a team for competition with other school teams. The building of the team is done by an elimination process of knowledge. All members have opportunities to participate in informal sessions while the more skilled individuals will represent the school at a competition.

CLASS ACTIVITIES

One or more class advisors may be assigned as approved by the Board of Education for each class in Grades 7 – 12. Class advisors will meet with their students on a regular basis and hold an election of officers. Along with the class officers the advisor will oversee and verify the record keeping of the class fund balance.

ELEMENTARY ART CLUB

The elementary art club is open to all students in Grades 4, 5, and 6. The club meets eleventh period for ten weeks, providing the students an opportunity to work on and further explore various art media: ceramics, painting, drawing, crafts, printmaking and sculpture.

ELEMENTARY DRAMA CLUB

The elementary drama club is open to all fifth and sixth grade students who are interested in preparing and presenting a full-length stage production. The club is academic in nature, as well as extracurricular, with a strong emphasis on public speaking skills. The plays often include music and dance numbers. A dress rehearsal for the elementary student body and a public evening performance are the culminating events.

FOREIGN LANGUAGE CLUB

Students may join upon beginning French or Spanish I. The club partakes in a variety of trips and events that are grade/course specific. Some members may participate in teaching elementary students basic foreign language skills.

HIGH SCHOOL DRAMA/MUSICAL CLUB

Members put on a production each year, which often includes music and dance. All interested participants will need to meet on a regular basis after school to prepare for the production. An evening performance is scheduled to share the hard work and talents of all.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. NHS honors those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since their beginnings in 1921.

STUDENT GOVERNMENT

The student government is a civic organization which serves the students at Colton-Pierrepont. Student leaders representing Grades 7 – 12 meet to promote citizenship within the school and community. Several student activities and functions provide all students at the school with opportunities to have a voice and become involved in the government of the school.

GREATER SOCIAL AWARENESS (GSA)

The GSA group empowers youth leaders to advocate, organize and socialize while encouraging safe schools and healthy communities developing Greater Social Awareness.

YEARBOOK

High school students interested in the full preparation of the "Coltonian" may sign up in early fall. The club consists of a wide variety of functions in order to produce the end product. Yearbooks may be purchased by Explorers – grade 12 as all grades appear in the book.

ENVIRONMENTAL CLUB

The environmental club has many great activities for students wishing to have fun while making a difference by helping to improve our environment. Activities include field trips, participation in the Sustainable Energy Fair, projects, crafts, exploring the natural world, and other activities that come up spontaneously.

ROBOTICS

Students learn how to build a mechanical robot to complete tasks. Lego Robotics for grades 5 & 6 and Vex Robotics for grades 7 – 9 compete with other schools in competition.

SKI CLUB

Students travel to local ski resorts in the Adirondack Mountains to build skill in the sport of skiing. There are minimal fees for lift tickets associated with this club's activities.

SPEAKING TEAM

Speaking Team is a year-long extracurricular activity where students compete in either speech or debate categories. For example, students can prepare a short piece of literature to read dramatically, either alone or with a partner. Or, students can

participate in debates regarding current world events. The competitions take place around the North Country with hundreds of other students and judges for each category. The tournaments are typically once a month on Saturdays, with practice throughout the week. The year culminates with a state tournament and a national competition, for those who qualify.

RECREATION CLUB

Elementary students in grades 3 – 6 will have the opportunity to participate in a variety of games and activities. This program meets period eleven and would run for ten weeks.

ELEMENTARY SOCCER

Elementary students in the grades 3-6 will learn skills and practice to gain experience in the game of soccer. Players may play games against other schools in the area depending on the availability of other teams.

ELEMENTARY BASKETBALL

Boys and girls in grades 3 – 6 learn skills and practice to gain experience in the game of basketball. This program would include approximately ten games with other schools in the area.

ELEMENTARY LACROSSE

Elementary students in the grades 3-6 will learn skills and practice to gain experience in the game of lacrosse. Players may play games against other schools in the area depending on the availability of other teams.

ELEMENTARY SOFTBALL

Elementary students in the grades 3-6 will learn skills and practice to gain experience in the game of softball. Players may play games against other schools in the area depending on the availability of other teams.

eSPORTS

Students 13 years and older will participate in Rocket League and Leagues of Legends online games. They practice as a team and scrimmage against other schools in St. Lawrence County.

SCIENCE CLUB

Students come together to discuss topics in science and to participate in science experiments.

CHESS CLUB

Students learn and practice the game of chess. Players may compete against other schools.

COLTS CLUB

Students in grades 7-12 are encouraged to take trips in the afternoon and evenings to events in our neighboring communities. The purpose is to expose students to the variety

of events at local colleges and towns, and to provide some social interaction opportunities outside of the classroom.

DISTRIBUTION OF LITERATURE ON SCHOOL GROUNDS

Students may distribute literature on school grounds and in school buildings. However, school authorities may regulate the time, manner, place and duration for such distribution. In addition, school authorities may regulate the content of literature to be distributed on school grounds to the extent necessary to avoid material and substantial interference with normal school procedures.

No literature may be distributed on school grounds unless a copy is distributed in advance to school administration.

STUDENT WEB PAGES

School-sponsored web pages and web pages created as part of the educational program may be regulated for content similar to the standards that apply to other student publications. Student web pages created for non-school purposes may be regulated by school authorities as to the time, manner, place and duration for distribution. In addition, school authorities may regulate the content of literature to be distributed on school grounds to the extent necessary to avoid material and substantial interference with normal school procedures.

STUDENT FUNDRAISING

Students in grades 7-12 have opportunities to participate in fundraising to support senior year activities. Other student groups may be involved in fundraising as a major source of money to support its purpose (i.e. yearbooks). Class/Group advisors are responsible for scheduling meetings to communicate fundraising processes and expectations, and for facilitating fundraising activities.

STUDENT FIELD TRIPS

Colton-Pierrepont Central School believes field trips are an important part of the educational program. By providing students with hands-on experience and exposure to the larger community, field trips can greatly enhance a student's educational experiences.

A signed permission slip and any other pertinent forms from the parent or guardian are required for each child for each field trip. A field trip permission form is sent at the beginning of the year for all field trips. A child who does not provide the signed paperwork will be prohibited from participating and will be given an alternative assignment on the day of the field trip.

The classroom teacher will provide parents with specific instructions for lunch, appropriate dress, and arrival and departure times. If the weather is bad on the day of a scheduled field trip, parents should contact the main office to inquire on the status of the trip.

All students are expected to exhibit proper behavior on field trips. While field trips take

place outside of school, school rules still apply. Students are expected to abide by the school's student code of conduct while on a field trip. In addition, students who are unable to maintain appropriate behavior in the classroom may jeopardize their opportunity to go on a field trip. Parents will be notified prior to the trip if there are concerns about their child's behavior.

In light of current events, the overall safety of the proposed trip location and of travel conditions will be a key factor in granting approval for field trips. Should conditions change during the time between the approval of a trip and the actual date of departure, it may become necessary to cancel the trip and deposited monies may be forfeited.

PARENT CHAPERONES

Parents are invited and encouraged to chaperone selected school field trips. Any parent interested in chaperoning a field trip should contact their child's teacher. It is up to the discretion of the administrator to limit the number of chaperones as needed. Duties for a chaperone will be designated by the staff at hand. In many cases parent chaperones may have to provide their own transportation while attending approved school field trips.

SCHOOL VOLUNTEERS

The Board of Education recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- Assist employees in providing more individualization and enrichment of instruction;
- Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- Strengthen school/community relations through positive participation.

Volunteers are people who are willing to donate their time and energies to assist administration, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program. The Superintendent retains the right to approve or reject any volunteer.

INTERSCHOLASTIC ATHLETICS

Student intramural programs and interscholastic athletics are an integral and desirable part of the district's secondary school educational program. Student eligibility for participation in interscholastic sports shall include:

- Authorization by the school physician;
- Written parent or guardian consent; and
- Endorsement by the Building Principal based on established rules and various league and State Education Department regulations.
- Completion of the Concussion Management Assessment.

The district offers the following interscholastic athletic teams:

Fall Sports	Winter Sports	Spring Sports
Girls Varsity Soccer	Girls JV/Varsity Basketball	Girls Varsity Softball
Girls Modified Soccer	Girls Modified Basketball	Girls Modified Softball
Boys Varsity Soccer	Boys JV/Varsity Basketball	Boys Varsity Lacrosse
Boys Modified Soccer	Boys Modified Basketball	Boys Modified Lacrosse
		Varsity Golf

SPORTS MERGER

Any student interested in participating in sports not available at Colton-Pierrepoint needs to submit a written request to School Administration seeking participation with a neighboring school. Requests must be made three months prior to the beginning of the sporting activity. Students participating in a sports merger follow CPCS eligibility policy.

CO-CURRICULAR ACTIVITIES AND SPORTS ELIGIBILITY

Every five weeks, a failure list will be compiled for students in grades 7 – 12. Students will be notified of the eligibility expectations by the guidance office at the beginning of the 5-week marking period. If a student's name appears on this list, they will be monitored for the next five weeks, and their participation in co-curricular activities and sports may be restricted. The procedures for restrictions include:

STUDENTS FAILING ONE OR MORE CLASSES will be required to check-in weekly until the next progress report is issued. Students must speak to the teacher of the class they are failing to see what they need to do to improve their grade. The student will be required to check-in weekly with the teacher of the class they are failing each week for the next 5 weeks to see if they need to stay after school 10th period. The student MUST check-in with the teacher of EACH failing class weekly. Teacher(s) will let the student know if staying after school is necessary.

- Teachers are available during 10th period on Tuesday, Wednesday, and Thursday.
- Students need to complete their required teacher check-in by the end of 10th period on Thursday each week to remain eligible. Teachers will notify the office of whether or not the check-in occurred.
- Failing to complete the required check-in or failing to stay after no later than Thursday, during 10th period each week as requested by the teacher will result in the student being ineligible. Students will be ineligible Friday through the following Thursday.

While ineligible, students CANNOT

- Attend games/events/school functions
- Sign-out of study hall

- Go to the library

* Seniors CANNOT leave during the school day. Seniors must report to study hall as scheduled. They are unable to use the senior lounges as a place to complete their work or eat lunch.

Appeals – The student and teacher should have met and discussed the eligibility process before the appeal process begins. In most instances, issues can be resolved successfully at this level.

In the event the circumstances are not resolved, the student may present his/her case to the administrator. The administrator will determine if there is merit for further review. If it is determined that further review is not necessary, the ineligibility will stand. If it is determined that further review is necessary, the administrator will convene the Eligibility Committee (administrator, athletic director, activity coordinator, faculty, and staff representatives) as soon as possible. The student will remain ineligible until the Eligibility Committee's decision has been made.

Co-curricular activities include: all school-sponsored activities, clubs, sports programs, social events, and the ability to sign out of study hall.

The Colton-Pierrepont Central School District expects the same behavior of all spectators at school-sponsored sports events that it expects of its staff and students during the regular school day. Spectators at sports events who do not abide by the following guidelines will, in the first instance, be reminded of their obligation, and in the second instance, be asked to leave the event and/or refrain from attending future events for a specific period of time.

Section X Sportsmanship Policy

Any negative, inappropriate, derogatory comments or actions that brings direct attention to a supervisor or school administrator by a spectator or group of spectators are required to be addressed by the host school, Coach, District Administrator, or NYSPHSAA representative in the following no-sequential order depending on the comments or behavior:

- First Warning-directing the spectator or group of spectators to refrain from any negative comments or actions.
- Second Warning-a personal discussion with the spectators or group of spectators on the above NYSPHSAA expectations and reminding the spectators or group of spectators of the next step, removal of the game or event, will be utilized if the behavior continues.
- Removal from the contest-the spectator or group of spectators will be directed to leave the facility for the remainder of the game or event. If spectators or group of spectators refuse to leave the game or event, play will be stopped until they vacate the premise.

* Districts or Officials have the right to bypass the steps above based on the severity of the situation.

Penalty for being removed from a game or event: Any spectator removed for a game or

event will have a minimum penalty of completing the NFHS Parent Credential Courses (Positive Parenting Within School Programs & The Parent Seat) and a one game suspension before they are allowed to attend any interscholastic event, home or away. The suspension will be in effect for the next interscholastic event at the same level of the same sport from which the spectator removal occurred. If the removal occurs during the last game of a sport season, the suspension will be served in the next applicable interscholastic even in a subsequent sport season. Upon completion of the NFHS Parent Credential Course, the spectator will provide the certificate of completion to the athletic department office. Failure to comply will result in additional suspension. Schools are required to communicate with the offending spectator on the NYSPHSAA Spectator Sportsmanship Expectations.

- Depending the severity of the behavior/comments or future disqualifications by the offending spectator NYSPHSAA and the Section may get directly involved in the situation. Note: A school may take any or all of these actions during or after an interscholastic contest.

Recommendation for School Districts: Section X Sportsmanship Committee & Athletic Council is recommending that at each Athletic Event, that an Administrator, Game Chaperone, Security, or Site Supervisor be at each event. If an Site Administrator is not available, the responsibility falls on the Head Coach as a district employee. The coach and/or official have the right to suspend a game if the spectator fails to comply with a request to leave the game site.

SCHOOL CEREMONIES AND OBSERVANCES

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

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

1. School and class plays shall be secular and non sectarian in nature. Although school and class plays may have religious content, the overall themes of such plays must be to teach about various religions and cultures or portray events which happen to include religious themes such as "The Sound of Music."
2. Although religious music may be played and/or sung to demonstrate the cultural significance of such art forms, the Colton-Pierrepoint Central School District will not permit such music to entirely dominate the district's music program or concerts.
3. Program notes and illustrations of a religious nature shall not be included if the purpose or effect is to encourage students and community members to accept and/or follow such religious teachings.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own

religious beliefs. A substitute activity will be provided to the student. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the building principal should be contacted.

ASSEMBLIES

Student assemblies are seen as part of the overall educational process. School assemblies, at all instructional levels, are often held to provide recognition of student accomplishments by peers, parents and staff members. Assemblies will be appropriate to the educational experience, as defined by the Colton-Pierrepoint Central School District's Board of Education, and reflect our school's educational mission.

Students are reminded of proper conduct at assemblies to ensure responsible audience participation:

- Take an assigned seat quietly.
- Do not speak above a whisper, and then only when necessary.
- Pay attention to the speaker/performer(s).
- Applaud only when appropriate.
- Please remain seated throughout the performance. If it is necessary to exit please do so at applause or during intermission.
- Keep hands, feet and objects to yourself.

ACCIDENT PREVENTION AND SAFETY PROCEDURES

These rules are to ensure the safety of students and employees of the district while on district property.

All students and members of the school community must:

1. Immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
2. Immediately report any unsafe practices by anyone in the building or on the grounds; and
3. Eye safety devices are provided for all students and staff which are to be worn when observing or using materials or equipment which may potentially damage eyesight

STUDENT HEALTH SERVICES

The Colton-Pierrepoint Central School Nurse monitors the health of all students in the school and is the liaison between the school and various health agencies. All students are required to have an updated emergency contact number on file in the appropriate office. The health office should be advised of any changes in address, phone numbers, and emergency contact person(s).

The school nurse will provide emergency care for students involved in accidents or unexpected medical situations.

ADMINISTRATION OF MEDICINE IN SCHOOL

If a student needs to take any medication, including over the counter medications, during the school day, he or she must follow these rules:

- Bring a note from his or her parent and doctor which gives the nurse permission to store the medication for the student's use, releasing the board of education and its employees of liability for the administration of medication. This is for over the counter and prescription drugs.
- Give the nurse a doctor's note with instructions about dosage, times given, etc.
- An adult must bring the medication to school in the original container.
- Students who carry with them "Rescue Inhalers" for asthma require a physician's note with instructions for use. It is advised that when a student uses their inhaler that they see the school nurse.
- The parent or guardian must assume responsibility to have the medication delivered directly to the health office in an original container that is properly labeled.

STUDENT PHYSICALS

In accordance with NYS Education Law, new students entering a school district for the first time and students in grades Pre-K, K, 1, 3, 5, 7, 9 and 11 shall have a physical exam by the school doctor or family physician. Physical forms are available from the school nurse for the family physician to fill out. If a form is not returned to the school nurse by Oct. 1 of the school year, the school physician will complete a student's physical. Students wishing to participate in an interscholastic athletic program will also need to have a physical examination. May be done by a family physician or school doctor. It is at the discretion of the medical director to accept a private healthcare provider's health examination or to perform the examination of the student. All students must have the approval of the district medical director prior to participating in athletics. In accordance with law, the school will provide vision, hearing, and scoliosis screening.

IMMUNIZATIONS

Students must receive proper immunizations for diphtheria, pertussis, polio, measles, mumps, rubella, hepatitis B, Haemophilus Influenzae Type b (Hib) and Varicella prior to entering or being admitted to school. Parents will be notified of the required immunizations needed for entry, certificates of proof, and available resources for obtaining appropriate certificates.

Additional vaccines required for middle and high school:

- Tdap vaccine for Grades 6-12
- Meningococcal conjugate vaccine (MenACWY) for Grades 7-12
 - Students in Grade 12 need an additional booster dose of MenACWY on or after their 16th Birthday

AUTOMATED EXTERNAL DEFIBRILLATORS

The Colton-Pierrepont Central School District maintains on site automated external defibrillators (AED) for use during emergencies. Whenever public school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities or a school-sponsored athletic contest is held at any location, school

administrators shall ensure the presence of at least one staff person who is trained in the operation and use of an AED. Where a school-sponsored competitive athletic event is held at a site other than a public school facility, the public school officials must assure that AED equipment is provided on-site.

INFECTION CONTROL GUIDELINES

In order to prevent the spread of infections such as colds and the flu, certain steps should be followed by each student:

1. Hand washing is the most important prevention measure. Wash hands using soap and running warm water for at least one minute. Use paper towels to dry hands completely. Wash hands after using the toilet, before eating, and after blowing nose.
2. When sneezing or coughing, cover mouth with the inner elbow.
3. Do not touch anyone else's blood or blood-soiled materials.
4. Do not share drinking or eating utensils.
5. Stay home when sick.
6. Students may not attend school if they have head lice. He/She may return to school only after proper treatment has been administered and all nits have been removed.

FIRST AID

In emergencies, the school nurse will follow established first aid procedures. These procedures include the following requirements:

1. No medical treatment except first aid is permitted in school.
2. A master first aid kit shall be kept and properly maintained in the school and on each school bus.
3. No drugs shall be administered by school personnel unless authorized by a physician in conjunction with the school nurse.
4. Parents are asked to sign and submit an emergency medical authorization, which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child.
5. In all cases where the nature of an illness or an injury appears serious, the parent will be contacted if possible, and the instructions on the child's emergency card followed. In extreme emergencies, arrangements may be made for the child's immediate hospitalization whether or not the parent can be reached.

DISTRICT AND SCHOOL SAFETY PLANS

The Colton-Pierrepont Central School District has adopted a district-wide school safety plan and building-level emergency response plans for each building in the district. These plans are intended to define how the district and each school building will respond to acts of violence and other disasters.

They provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students. A copy of the district-wide school safety plan is available for examination in the district offices.

FIRE DRILL PROCEDURES

Fire drills will be held during the first week of school and periodically thereafter.

1. All teachers will explain the fire drill procedures.

2. Pupils will leave the building in an orderly fashion (directions for exit are posted in each room) and will remain approximately one hundred feet from the building until the all clear signal, one long bell, has been given. Students are to report to their class advisor or other designated teachers in the designated area.
3. Students will observe the following rules during a fire drill:
 - Do not take time to put on coats and pick up personal belongings.
 - Walk in a single file directly to the appointed station.
 - Loud talking is not permitted.
 - Teachers will then take roll count.
 - Wait for the signal to return.
4. Teachers should be aware of an alternate route in the event that the primary fire exit should be blocked.

All students are expected to cooperate with staff members during fire drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline, and may merit a penalty.

LOCKDOWN PROCEDURES

Lockdowns will be held 4 times a school year.

1. All teachers will explain lockdown procedures.
2. Pupils will calmly take direction.

SCHOOL FOOD SERVICES

Regulations under the “Healthy Meals for Children Act” are the basis used for planning and implementing school lunch and breakfast programs according to the “Dietary Guidelines for Americans.” The Colton-Pierrepont Board of Education adopts this policy yearly. The programs follow the offer versus serve option, allowing for choice in the menu items. On most days at least three different choices are offered on the menu for lunch and breakfast. The Colton-Pierrepont Central School offers a free, reduced and paid breakfast and lunch program.

HOURS OF OPERATION: Breakfast 7:35 to 8:00 a.m. and Lunch 10:35 – 12:55 p.m.

Students will receive a monthly menu indicating the “hot lunch” of the day. Sandwiches are also offered daily. Milk and juice accompany each meal along with snacks. Ice cream is also available to students.

The school breakfast program provides students with a healthy morning meal. Each breakfast includes milk, fruit or fruit juice, bread, cereal and/or muffins. Upon arriving at school in the morning, your child should notify the teacher he or she will buy breakfast. Checks for meals can be made out to the School Lunch Fund.

Prepayment for meals is encouraged. Weekly payment is most manageable. Checks for meals can be made out to the School Lunch Fund.

Student breakfast \$1.35

Student lunch \$3.00

Student milk \$.50

Eligibility for free and reduced price meals is based upon the economic need of the family. Applications are distributed each September to determine eligibility and may be

obtained through the central office. Parents must file a new application for the program each September. Families who fail to file a new application annually will be discontinued from the program by Oct. 1st. For information on this program, please call Melany Cline, the school cafeteria manager, at (315) 262 -2100, extension 34130.

TRANSPORTATION

Schools are required by law to have in writing from parents or guardians any change in how a student is to be bused to and from school. These written requests must be dated so there are no questions about when the student is to take a different bus. Notes must be turned in to the office as soon as the student arrives at school or emailed to buschange@cpcs.us. All notes should include the name of the resident at the drop-off point and, if possible, the 911 address. (see Appendix B – page 65)

Note: We strongly discourage bussing changes via telephone for safety reasons. We will accept telephone calls for emergency purposes but please realize this compromises the safety of your child. A follow up note from the parent of guardian confirming the request will be expected in the office when the student returns the next school day.

Questions about the school transportation program should be directed to Ben Johnson, in the transportation office, at (315) 262 -2100, extension 34124.

SCHOOL CLOSINGS

The Superintendent of Schools may close the schools or dismiss students/staff early in the event of severe weather/hazardous conditions or other emergency situations. Every attempt will be made so elementary school students will not be left without proper parental supervision.

Parents are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. School closing and delayed starting times will be announced over local radio stations. We will send out a message using our automated message system. The following television/radio stations will carry information regarding emergency closings:

In case of inclement weather, the following television and radio stations will be used to broadcast delays or closings:

Television – Channel 10 News Now, WWNY Channel 7 & NewsWatch 50

Radio – WPDM, WPAC, NCPR & YES FM

School website – <http://www.cpcs.us>

If no report is heard, it can be assumed the schools are opening on time.

STUDENT TRANSPORTATION ON SCHOOL-SPONSORED FIELD TRIPS, EXTRACURRICULAR ACTIVITIES, OR SIMILAR EVENTS

All team participants must ride the bus to and from games unless the following arrangements have been made:

- A parent/guardian may sign their student out after the game by completing the

- Transportation Sign-Out Sheet with the coach.
- A written letter allowing another parent to provide transportation for a fellow student after a game must be submitted at least 24 hours in advance to the coach. All requests will be considered and approved or denied. The parent providing transportation must complete the Transportation Sign-Out Sheet for that student.
- All other requests for exceptions to these rules must be made in writing by the parent and approved by the administration. A 24-hour advance notice is required.

No telephone arrangements will be allowed.

VIDEO SURVEILLANCE ON SCHOOL PROPERTY

Video surveillance equipment will be used to monitor student behavior on school property and in school vehicles. Students found violating rules will be subject to disciplinary action in accordance with the district's code of conduct.

Laptop Procedures & Information

Colton-Pierrepont Central School 1:1 Program

The focus of the Colton-Pierrepont Central School Laptop Program is to prepare students for their future, a world of digital technology and information. An atmosphere that provides students with immediate access to online resources, local network resources, online based information, and textbooks are essential to survive in the 21st century. Research indicates that students who have access to technology on a regular basis show a significant improvement in their learning skills over those who do not have this opportunity. With this in mind, every effort will be made to provide access to quality resources that will hopefully reshape how students learn. With the issuance of each laptop also comes the need to establish rules, policies, and regulations that will govern the use of the equipment. These issues range from the need to protect student access, to care and maintenance of the laptops. Each student will be issued a laptop computer for their use at registration. For those students registering during the school year, a laptop will be issued as part of the registration process. The laptop will be assigned to a student in the same manner in which a textbook is issued. This means that the serial number of the unit, etc. will be recorded and students will sign for the equipment.

Students live in an on demand, technology dependent world. They learn differently and approach schoolwork differently than students did even a few years ago. This impacts learning. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The laptop program integrates technology into the curriculum anytime, anyplace.

Establishing this new environment for such learning takes careful planning and consideration. We hope the information in this guidebook provides you with useful information, advice, best practices, and practical solutions. This guidebook is not meant to be “all inclusive” and will remain a work in progress as the laptop program develops over the years. While the success of any program of this magnitude depends on individual goals, school wide goals, environments, planning, and personnel – certain strategies can be universal. The keys to our goal and objective setting process will focus around the enhancement of student learning and aligning our technology policies and instructional policies into one.

Technology and technology empowered students are here to stay. Colton-Pierrepont Central School wants to capitalize on young people’s affinity for technology and engage those students in learning in a more relevant way in a world that is becoming increasingly technology driven.

Thank you,

James Nee – Superintendent

Jennifer McKinley – Principal

Heather Rousell – Guidance Counselor

Peter Edwards – Technology Coordinator

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The policies, procedures and information within this document apply to all laptops used at Colton-Pierrepoint Central School, including any other device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at CPCS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the local police department. Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to the CPCS Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

1. RECEIVING YOUR LAPTOP COMPUTER

Laptops will be distributed each fall during "Student and Parent Laptop Orientation." Parents & students must sign and return the Laptop Computer Protection plan and Student Pledge documents before the laptop can be issued to their child. The Laptop Computer Protection plan outlines three options for families to protect the laptop investment for the school district. Please review the Laptop Computer Protection plan included in this handbook. Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at CPCS.

2. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the technology Help Desk located in room 214.

2.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- Laptops must remain free of any writing, drawing, etching, etc.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop's battery charged for school each day.
- No stickers may be placed on your computer.

2.2 Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.

- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.

2.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

3. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, and schedules will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

3.1 Laptops Left at Home

If students leave their laptop at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

3.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair at the Help Desk pending the availability of “warranty pool” laptops.

3.3 Charging Your Laptop’s Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations of this policy will result in disciplinary action. In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

3.4 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.

3.5 Sound

Sound must be muted at all times in the classroom unless permission is obtained from the teacher for instructional purposes.

3.6 Printing

Students may use the printers located in various locations around the school with teachers’ permission during class or breaks. Students will be monitored on to the number of pages they will be allowed to print during the course of the school year. Excessive printing will be communicated. If excessive printing continues after a warning, it may result in usage fees for the student. Students who want to print on a home printer may ask the technology Help Desk to help add their printer to the laptop computer.

3.7 Music & Games

Music and games are not allowed on the laptop during school hours in the classroom without

permission from the teacher.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Cloud

All student work will be saved on the CPCS assigned account (Google Docs, gMail, etc.). The student is responsible for managing and not sharing usernames and passwords for any school related accounts. The student is responsible for ALL actions that occur on his/her account.

4.2 Saving data to Removable storage devices

Students may also backup all of their work using removable file storage. Removable USB devices may be purchased at a local retailer or from the school if available. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

5. COMPUTER INSPECTION AND CONFISCATION

Students may be selected at random or upon suspicion to provide their laptop or other device for inspection. This is applicable to both district provided equipment and personal devices that are used in the district. The inspection may be completed by Tech Department Personnel, Administration, or a faculty member.

6. ACCEPTABLE USE

6.1 General Guidelines

- (1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Colton-Pierrepoint CSD.
- (2) Students are responsible for their ethical and educational use of the technology resources of the Colton-Pierrepoint Central School District.
- (3) Access to the Colton-Pierrepoint Central School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- (4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- (5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the technology coordinator will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures. This action may also result in a fine for any damage caused to the computer.

6.2 Privacy and Safety

- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your name, number, address, social security number, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

6.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the CPCS disciplinary procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary procedures. Violation of applicable state or federal law, including the New York State Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6.4 E-mail

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam. Group emails may be sent only for instructional

purposes

- Students should maintain high integrity with regard to email content.
- No private chatting during class.
- CPCS e-mail is subject to inspection by the school staff and administration.

6.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Handbook or Acceptable Use Policy will result in disciplinary action as outlined in the disciplinary procedures. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the New York State Open Records Act; proper authorities will be given access to their content.

6.6 Student Responsibilities

- Students are responsible at all times for their laptops, whether at home or school.
- Students may only log in under their own username. Students may not share their password with other students.
- Students may not share their laptop with other students.
- All laptop components are to be carried in the laptop bags *at all times*.
- Students may not loan laptop components to other students *for any reason*.
- Students may not load or download any software on the laptop.
- Students are responsible for charging and maintaining battery units in the laptop daily.
- Laptops come with a standardized image already loaded. These images may not be altered or changed in any way. *There will be a \$25 Re-Image Fee to Correct These Problems.*
- *It is the responsibility of the student to see to it that critical files are backed up regularly.*
- All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files will be reviewed periodically.

6.7 Parental Responsibility

- Parents will be responsible for monitoring student's use of the laptop at home and away from school.

- Parents will be responsible for reviewing the Acceptable Use Policy with their child(ren)/student(s).
- Parents are asked to monitor their student's activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while at home.

7. PROTECTING & STORING YOUR LAPTOP COMPUTER

7.1 Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number and senior high asset tag
- Individual User account name and password

7.2 Password Protection

Students will be given a password to the local machine, the network and the email system. Students are expected to keep the passwords confidential.

7.3 Storing Your Laptop

When students are not monitoring laptops, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the laptop, when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

7.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, commons, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

8. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

8.1 Accidental, Malicious, and Warranty

The student is responsible for any accidental or malicious damage to the machine. The student is also responsible for the full replacement value of any loss of theft of the machine. Any warranty work will be covered by the school district.

8.2 School District Protection

School District Protection is available for students and parents to cover laptop replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$15.00 annually for each laptop with a maximum cost of \$30.00 per family and includes up to a \$100.00 additional charge for each claim. Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

9. LAPTOP TECHNICAL SUPPORT

The Technology Help Desk is located in the Technology Office Room 142 and coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification

- User account support
- Operating system or software configuration support
- Application information
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops and batteries

10. **LAPTOP FAQ'S**

1. Can I use my laptop throughout my career at CPCS?

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at CPCS.

2. What if I already have another model or brand of laptop computer?

You will not be required to use the school district issued laptop for school purposes. Any personal device that a student chooses to use as a substitute will be treated as school property during the school day and all rules outlined in this handbook and any other school documentation will be applicable. Your laptop must be inspected by the computer coordinator before it can be connected to the school network. Minimally, the following expectations are made;

a) It must be fully updated and automatic updates must be set.

b) It must have an antivirus product installed, be receiving automatic AV updates, configured to deep scan regularly, and shown to be virus free. Approved antivirus products include but are not limited to, Norton AntiVirus, Norton Internet Security, McAfee, Sophos, Avast, AVG, Kaspersky, Panda or Microsoft Security.

c) You give permission for the laptop to be configured such that internet content is subject to the school filters, and that you will not attempt to defeat this setting.

d) You allow for the Chrome browser to be installed for a consistent experience when working with Google Apps.

e) You will not attempt to recover the school Wi-Fi password, nor use it in any other device, nor share it. f) CPCS will not be responsible for any breakages, damages or theft of either hardware or software, accidental or not to your laptop. The CPCS Accidental Damage Protection insurance is not available for personal equipment- you should contact your own insurance agent.

3. Can I have my laptop computer this summer?

No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their laptops again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and CPCS's policy regarding the ethical use of computers.

4. What about insurance against theft or breakage through carelessness?

Your laptop computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Colton-Pierrepont Central School District laptop protection is recommended. The protection covers the laptop for a \$10.00 payment. You will be responsible for paying an additional charge of \$100.00 for each theft or loss claim. The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, commons, or car unattended. Always know where your laptop is! Above all, take your computer home each night.

5. Does CPCS provide maintenance on my laptop computer?

Yes. The Technical Services Help Desk staff will coordinate maintenance for students. Students enrolled at CPCS will be covered by a maintenance agreement for items described in the warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

6. What will I do without a computer in my classes if my laptop unit is being repaired/replaced or is lost/stolen?

Colton-Pierrepont Central School stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner “warranty pool” unit at the Help Desk in the Technology room 214, the same area where you will go for service on your laptop computer. If you are in possession of a loaner warranty pool laptop, treat it as if it were your own computer. You will be responsible for any damage to the warranty pool unit or for its loss.

7. If I purchase software in addition to the available software provided through CPCS, will the Technical Help Desk staff load it for me?

No. Additional software is not allowed on the laptops.

8. Do I need a printer?

You need not own one since printers are located in the library and around the school building. If you want to connect to a printer at home with the school laptop, you will need to visit the technology Help Desk in room 214 and ask what your options are.

9. How do I connect to the Internet at home?

You may connect to the Internet using a wireless WiFi connection. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection.

10. What has the school done to help prevent students from going to inappropriate sites?

We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites may be directed to the Principal’s Office.

11. Are Student Laptops subject to school “snooping”; what if they bring their laptop in for repairs and “objectionable data” is detected?

Yes. Inappropriate material on laptops should be reported to the classroom teacher, Principal, or help desk immediately upon identification. Students who have “objectionable data” on their laptop, but have failed or chosen not to report it, will be referred to the Principal’s Office.

12. If the accessories to my laptop are lost or stolen, how much will it cost to replace them?

In the event that laptop accessories are stolen, you should report the lost items to the Help Desk or Principals’ office. The cost to replace specific accessories is listed below:

- AC adapter & power cord: \$40.00
- Laptop Bag: \$25.00

13. What is unacceptable behavior?

Unacceptable conduct includes, but is not limited to the following:

- A. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- B. Using the network for financial or commercial gain, advertising, or political lobbying.
- C. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- D. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- E. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.

- F. Intentionally wasting finite resources, i.e., on-line time, real-time music or video.
- G. Gaining unauthorized access anywhere on the network.
- H. Revealing the home address or phone number of one's self, or another person.
- I. Invading the privacy of other individuals.
- J. Using another user's account or allowing another user to access your account or password.
- K. Coaching, helping, observing, or joining any unauthorized activity on the network.
- L. Forwarding/distributing E-mail messages without permission from the author.
- M. Posting anonymous messages or unlawful information on the system.
- N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- O. Falsifying permission, authorization, or identification documents.
- P. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Q. Knowingly placing a computer virus on a computer or network.

14. What are some general guidelines?

- A. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Colton-Pierrepoint CSD.
- B. Students are responsible for their ethical & educational use of the computers on-line services.
- C. All policies and restrictions of computer on-line services must be followed.
- D. Transmission of any material which is in violation of federal or state law is prohibited. This includes, but is not limited to: confidential information, copyright material, threatening or obscene material, & computer viruses.
- E. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Colton-Pierrepoint Central School student disciplinary procedures.

15. What is Network Etiquette?

- A. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- B. Use appropriate language; vulgarity, ethnic or racial slurs, or any other inflammatory language are prohibited.
- C. Pretending to be someone else when sending/receiving messages is considered inappropriate.
- D. Transmitting obscene messages or pictures is prohibited.
- E. Revealing personal addresses or phone numbers of the user or others is prohibited.
- F. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

II. LAPTOP REWARD SYSTEM

All students will begin the school year with Standard Privileges. Student records will be reviewed quarterly to determine whether they have earned the opportunity to keep all standard privileges.

Description of Privileges	Criteria for Privileges
<u>Standard Privileges:</u> <ul style="list-style-type: none"> • Laptop computer • Home use of laptop computer • Account for student information 	<u>Standard Privileges Criteria</u> Students will begin on this level at the beginning of The School Year. To remain at this level, students will have...

	<ul style="list-style-type: none"> • Less than 2 incidents of accidental damage • No more than 1 incident of a Computer Laptop violations • No incidents of Computer Network Violations
<u>Suspended Privileges:</u> <ul style="list-style-type: none"> • Laptop computer use at school • Laptop may be checked out with teacher's permission • Account for student information 	<u>Suspended Privileges Criteria</u> Students will be placed at this level if they have... <ul style="list-style-type: none"> • Two or more incidents of accidental damage • Two or more incidents of Computer Laptop violations • One or more incidents of Computer Network violations

12. Use of Technology Resources Policy

Purpose

The Colton-Pierrepont Central School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Colton-Pierrepont Central School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Colton-Pierrepont Central School District.

Definition – Technology Resources

The Colton-Pierrepont Central School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Colton-Pierrepont Central School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Colton-Pierrepont Central School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Colton-Pierrepont Central School District's Uniform Code of Behavior shall be applied to student infractions.

User Terms and Conditions

Use of Colton-Pierrepont Central School District's technology is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Colton-Pierrepont Central School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable

cause, users should not expect that anything stored on school computers or networks will be private.

3. Prohibited technology resources activities include, but are not limited to, the following:

Computer Laptop Violations:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, music, or video files using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Consequences:

- 1st offense – Office intervention or 5 day computer laptop suspension
- 2nd offense – 10 day computer laptop suspension
- 3rd offense – Laptop suspended for remainder of quarter or not less than 10 days.

Computer Network Violations:

- Attempting to log on to any account (servers, routers, switches, printers) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.

Consequences:

Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

4. Colton-Pierrepont Central School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
6. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal's Office.
7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
 - Computer batteries must be charged and ready for school each day.
 - Only labels/stickers approved by CPCS may be applied to the computer.
 - Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
 - Computers that malfunction or are damaged must first be reported to the Computer Help Desk located in the Technology Office Room 214. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.
 - Accidental laptop damage: Students who have recorded 2 or more instances of accidental laptop damage may be asked to check their laptop into the Principal's office after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student's teacher.
 - Computers that are stolen must be reported immediately to the school and the police department.
 - Individual school laptop computers and accessories must be returned to the CPCS Help Desk at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at CPCS for any other reason must return their individual school laptop computer on the date of termination.

LAPTOP COMPUTER PROTECTION

The Colton–Pierrepoint Central School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

WARRANTY: This coverage is purchased by the Colton–Pierrepoint School District as part of the purchase price of the equipment. The manufacturer warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: Colton–Pierrepoint Central School has purchased coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. CPCS will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

Warranty, Accidental Damage Protection, or the District Laptop Protection does not cover intentional or neglectful damage of the laptop computer.

INSURANCE FOR THEFT, LOSS OR FIRE: Laptops that are stolen, lost or damaged by fire are not covered by the manufacturer’s warranty or the Accidental Damage Protection outlined above. Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

INSURANCE/REPLACEMENT OPTIONS

OPTION #1

I will not be purchasing insurance. I agree to pay for the replacement of the laptop at a cost not to exceed \$500 should the laptop be stolen, lost or damaged by fire.

OPTION #2

My personal insurance will cover my student’s device. I will cover the laptop under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed \$500.

OPTION #3

I will purchase school district protection. I choose to pay the school district an annual protection payment for coverage of theft, loss, or damage by fire in the amount of \$10.00 per student, or \$20.00 for a family with 2 students, or \$25.00 for family coverage when there are more than two children in school using laptop computers. This payment is non-refundable. This protection coverage has a \$100.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. *(Families eligible for free/reduced lunches will have the \$10.00 fee waived)*

ADDITIONAL INFORMATION: In cases of theft, vandalism, and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal’s office. The \$100.00 additional charge is the responsibility of the student/parent and must be paid before the laptop can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DO NOT** cover intentional damage of the laptops.

<A copy will be provided at the annual meeting to be signed by the students and guardians.>

Parent Signature: _____

Date: _____

DIGITAL WELLNESS PLEDGE

(Students in grades 3-12 ONLY)

Chromebook Care

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop as they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the sleeve or bag provided or an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not write, carve or put stickers on the District Tablet laptop computer.
11. I understand that my laptop and accounts are subject to inspection at any time without notice and remains the property of the Colton-Pierrepont Central School District.
12. I understand and agree to follow the criteria described in the *Laptop Reward System*.
13. I will follow the policies outlined in the *Laptop Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to pay for the replacement of my power cords, battery, or laptop case in the event any of these items are lost or stolen.
17. I agree to return the District laptop, power cords, tablet pen, and bag in good working condition.
18. I will not reveal my own or anyone else's personal address or phone number
19. I agree to abide by all copyright and license agreements.
20. I agree that no financial transactions of any kind will be allowed using the school account.
21. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.

Digital Wellness

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

<A copy will be provided at the annual meeting to be signed by the students and guardians.>

INTERSCHOLASTIC ATHLETICS

ATHLETIC DIRECTOR'S ROLE

It is the Athletic Director's responsibility to supervise and act as the administrator in charge of handling sports teams' issues. Therefore, any problems should be directed to the Athletic Director as the primary liaison for managing problems within a sports program. Any issues that must be handled by way of the Athletic Committee process will be done based on current policies.

CHAIN OF COMMUNICATION OF CONCERNS

Parents/athletes who are concerned about the handling of a team or individual on the team regarding playing time, discipline, or team management should direct their inquiries or concerns to the Athletic Director first. *Coaches should not be confronted immediately after a contest or practice or called at home for purposes of dealing with team concerns; the Athletic Director should be contacted the following day, keeping in mind the "24 Hour Rule" of waiting to let the situation calm down.* Contact information should be left to reply within those hours.

BOARD OF EDUCATION AND ADMINISTRATION

Parents/athletes with concerns should not burden members of the Board of Education or the school administration without first speaking to and attempting to work out issues satisfactorily through the Athletic Director, Principal, and Superintendent.

FAIR AND TIMELY CONSIDERATION

All concerns will be addressed promptly. The Athletic Director will make decisions upon completing a thorough investigation of the problem and consultation with the administration to be sure no action is taken outside of the Athletic Director's authority. Any concern will be reviewed relative to all current athletic policies, which will be strictly adhered to unless special circumstances are not accounted for within the written rules. In some cases, the problem may not have a quick or convenient solution and may not meet the complainant's expectations. In such cases, the Athletic Director will seek additional advice and support from the administration and BOE as necessary.

CONDUCT FOR CONCERNS AT SPORTING EVENTS

It is expected that any issues that develop at sporting events in respect to any athlete, any coach, or any official will not become a matter of embarrassment for the school and its athletic programs or the community due to the conduct of those in attendance at any event or practice. Again, while they may be immediate, these concerns should be

directed to the Athletic Director at the appropriate time as listed above. Harassment of coaches, athletes, or officials at sporting events will not be tolerated.

HAVING CONCERNS HEARD

Any athlete or parent who has attended a pre-season meeting with a coach and acknowledged a complete review of this material will be respectfully heard as it pertains to their concerns; please refer to the chain of command. Those who have not reviewed these athletic guidelines and the athletic rules and policies and any policies of the respective coaches will be asked to do so before their concerns are fully addressed.

ACKNOWLEDGEMENT OF POLICIES

Please sign all forms provided at the pre-season meeting and the pre-season meeting sign-out sheet acknowledging that this document has been read and understood along with the coach's policies that have been heard.

NYSED ATHLETIC PLACEMENT PROCESS

Colton-Pierrepont Central School has an approved board of education policy for the district to participate in the NYSED Athletic Placement Process. Please see Athletic Coordinator for more information regarding APP.

ATHLETIC RULES AND GUIDELINES

The coaching staff feels, as educators, our athletic program is very much worthwhile, not only to the athletes who take part but to the entire school and community. We believe the finest lesson an athlete can learn is to take care of himself/herself physically and mentally.

Good school and community citizenship are necessary to participate in any activity. Failure to be a good citizen (for example, behavior warranting school suspension) can mean immediate removal from athletic activity. The length of time of the removal will be at the discretion of the Athletic Committee according to the severity of the offense. In addition to any penalties, which may be imposed by a court of law, the period of removal could equal or exceed those listed later within this policy.

It is impossible to have a rule for every possible violation. However, in general, an athlete should do nothing that will diminish his/her physical stamina or mental alertness. This publication of rules and guidelines is in effect for the entire school year.

All participants must behave appropriately and readily follow the directions of the staff in matters pertaining to practice, games, and citizenship (including the use of proper language).

SECTION AND STATE ELIGIBILITY RULES

All eligibility rules of the New York State Public High School Athletic Association, the Northern Athletic Conference, and Section X must be strictly followed. Copies of these rules are available for review in the office of the Athletic Director.

Each coach will be responsible for checking individual eligibility and not allowing any athlete to practice or play unless certain that all rules are being followed. PLEASE NOTE THE RULES AS INDICATED. When an alleged violation of rules is reported to or comes to the attention of the coach, the coach and the Athletic Director will meet with the athlete for discussion and correction of the problem.

PRACTICE

All participants must regularly attend practices and games. Unexcused absences from regularly scheduled games and unexcused absences from practices will not be tolerated. Multiple unexcused absences from practice and/or games could result in being dropped from the team. Coaches and administration may use their discretion in the case of an emergency. An unexcused absence is missing a game or practice without the athlete letting the coach know and/or having a legal written excuse, i.e., a parent note.

ATTENDANCE/TARDINESS

All student-athletes must be in school in order to be eligible to participate in practice or games. A legal written excuse must be brought into the school administration to determine the eligibility for that day. If the student is absent the day before a game with an illness, it is possible they may not be eligible to participate in the game the following day. The coach and administration may use their discretion in determining eligibility in the case of legal/illegal excuses.

BASIC GUIDELINE - The coach is in charge; failing to follow his/her direction will result in makeup practices; benching, or further penalties dealt by the Athletic Committee.

TOBACCO. ALCOHOL. AND DRUGS

Any athlete involved in smoking, vaping, the use of tobacco products of any type, the possession or use of alcohol, or the possession or use of illegal drugs at any time during a sports season will be penalized. Any athlete attending gatherings where alcohol or illegal drugs are available may be subject to disciplinary action.

1. First Offense - will result in ineligibility for twelve (12) calendar days. The first violation will result in a loss of awards for that sport.

NOTE: During the first six days of ineligibility, there will be no practice and no games - during the second six days, the students must practice and may not play in games.

2. Second Offense - A second violation during the school year will result in the athlete being dropped from the athletic program for the remainder of the school year. Violations can also cause the loss of NAC awards as we follow all NAC guidelines for such awards.

FIGHTING

Fighting is not part of athletics. The first violation of the school year will result in a suspension from the next two games (if the last game of sport season, it will be carried over to the start of the next sport season). The second violation will result in a 12-day

suspension. The third violation during the school year will result in the athlete being dropped from the athletic program for the remainder of the school year, and all awards due him/her will be lost. Fighting means being ejected from a game for fights before or following games while under the direction of the coaching staff or on school grounds before, during, and following athletic contest.

EQUIPMENT

Each athlete is responsible for ALL equipment issued to him/her. All equipment from the previous sports season must be returned to their coach before an athlete will be able to participate in the next sport season and be eligible for his/her awards.

SUNSCREEN

Skin cancer is the most common cancer in the United States. Exposure to ultraviolet (UV) radiation in sunlight causes nearly all skin cancer cases. The risk for skin cancer can be greatly reduced when certain precautions are practiced. One precaution is the use of sunscreen with parental permission. As you participate in outdoor sports, please consider the use of sunscreen.

ATHLETIC COMMITTEE

The Athletic Committee will be made up of the team coach, the Athletic Director, and the High School Principal (if the Athletic Director or High School Principal is the coach, another coaching representative or the Superintendent will fill the void). The Superintendent, if necessary, will select the alternate representative. The Athletic Committee will make the final decision on suspension, loss of awards, being dropped from the team, and being dropped from the program. All violations resulting in an athlete being suspended may be appealed.

APPEAL PROCEDURES

When a violation occurs, the athlete will be promptly notified by the Athletic Director or High School Principal personally and the parent or guardian will be notified by mail. The letter will inform the student and parent of the rule, the facts of the violation, and the procedure for appeal.

If the student and parent appeal, a hearing will be conducted as soon as possible, but no later than five school days after the incident is reported or discovered. The hearing will be conducted by the Superintendent of Schools, involving a representative of the Principal, the Athletic Director, the coach in charge of the team, and witness to the violation, the athlete, and the athlete's parents. If not satisfied with the results of the hearing, the athlete may request a second hearing before the Board of Education. If the ruling of the Board is adverse, an appeal may be made pursuant to the laws of New York State.

Anyone with questions pertaining to the eligibility rules should check immediately with the Athletic Director or High School Principal.

Statement on Athletic Participation

Students in grades 7 through 12 may take part in interscholastic sports. As athletes and representatives of Colton–Pierrepoint Central School, students participating in interscholastic athletics are expected to maintain high standards of conduct. These standards, as well as disciplinary measures for violations, are set forth in the Colton–Pierrepoint Central School Explorer–Grade 12 Student Handbook, which is given to each student. Additional copies of student handbooks are available from the HS principal.

Athletic Philosophy

MODIFIED: All students at the seventh, eighth, and ninth grade levels are encouraged to participate in interscholastic athletic teams. No student will be excluded from the selection process. Students may participate as long as they pass the physical examination and meet the school standards of good citizenship, procedures for ineligibility, positive attitude, and good practice attendance (student-athletes on the J.V and varsity teams are held to these same standards). Basic skill development is stressed at this level. The participant should become versed in the rules of the game. Every effort is made to give some playing time to all participants. Sports programs at Colton–Pierrepoint that offer only a modified and varsity team are boys and girls soccer, boys lacrosse, and girl’s softball. If an overabundance of students wishes to participate, the district team will investigate the necessity to add a J.V. level team.

JUNIOR VARSITY: Along with refinement of basic skills, increased emphasis is placed upon team play and physical conditioning. Winning is considered important, and participants are taught how to cope with losing and crowd influence during athletic contests. An attempt will be made to allow all participants to play. It is recognized, however, that they may not all play equally. Boys and girls basketball is the only program to field teams at the junior varsity level along with varsity and modified.

VARSITY: Ability and attitude are the determining factors in making the team at the varsity level. The varsity level of competition is the culmination of the high school athletic program. Team play, sportsmanship, individual physical ability, motivation, and mental attitude are very important aspects of competition at this level. The team definitely plans to win, but varsity contestants should accept the fact that important lessons are to be learned from losing. It is recognized that not all participants play in every contest.

CODE OF ETHICS

IT IS THE DUTY OF ALL CONCERNED WITH HIGH SCHOOL ATHLETICS

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of the sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game, not a matter of life or death for player, coach, school, official, fan, community, state, or nation.

From NYSPHSAA Handbook.

Please indicate by signature your knowledge and understanding of all:

- Roles
- Rules and Guidelines
- Philosophy
- Code of Ethics

Regarding interscholastic athletics at Colton-Pierrepont Central School District.

Student Signature: _____

Parent Signature: _____

Date: _____

<A copy will be provided at the annual meeting to be signed by the students and guardians.>

APPENDIX A:
(FOR DUPLICATION)

Excuse for absence(s)

COLTON-PIERREPONT SCHOOL

DATE __/__/__

_____ WAS ABSENT FROM SCHOOL
(STUDENT'S NAME)

ON M - T - W - TH - F _____
(MONTH - DAY)

REASON FOR ABSENCE (PLEASE CHECK):

- ___ SICKNESS
- ___ SICKNESS IN FAMILY
- ___ DEATH IN FAMILY
- ___ DR./DENTIST APPOINTMENT
- ___ OTHER _____

(PARENT'S SIGNATURE)

APPENDIX B:
(FOR DUPLICATION)

COLTON-PIERREPONT CENTRAL SCHOOL STUDENT BUS PASS

STUDENT'S NAME: _____ Date: __/__/__

THE ABOVE STUDENT HAS PERMISSION TO RIDE BUS # _____ FOR _____ DAY(S)

STARTING DATE: _____ ENDING DATE: _____

DESTINATION/REASON: _____

(PARENT SIGNATURE)