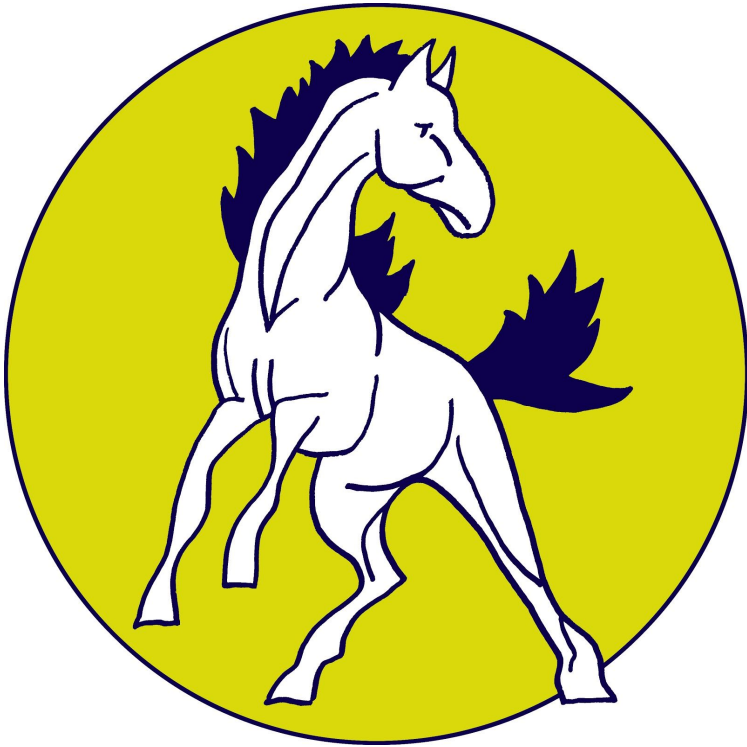


Colton-Pierrepont Central School

Student Handbook

2018-2019



Approved by the Board of Education on 8/23/17

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OUR MISSION

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

WELCOME LETTER TO PARENTS

Welcome to the 2018-2019 school year. We want this to be an enjoyable and productive year.

The Colton-Pierrepoint 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:

- Your child's grades and progress reports
- Records pertaining to your child
- Conferences with your child's teacher
- Colton-Pierrepoint Central School's Attendance Policy
- Colton-Pierrepoint Central School's Code of Conduct
- Accepted Use Policy for Students to Access to Electronic Information, Services, and Networks

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 or www.cpcs.us.

James Nee, Superintendent of School
Dale Munn, Business Administrator
Lianne Knight, Director of Pupil Personnel

PUBLIC INFORMATION PROGRAM

Directory of Administration and Offices

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

		<u>Extension</u>
Superintendent of Schools	James Nee	144
Secretary to the Superintendent	Diane Ladison	144
Business Administrator	Dale Munn	329
CSE Secretary	Jennifer Fleury	329
Attendance and Guidance Secretary	Jamie Van Brocklin	129
Director of Pupil Services-CIO/CSE/AIS	Lianne Knight	140
Guidance Counselor	Heather Rousell	429
School Psychologist	Christine Reichhart	131
Speech Therapist	Kathleen Sovay	104
Cafeteria Manager	Artie Frego	130
Buildings and Grounds	Hubert Matthie	324
Transportation	Lisa Fisher-Davis	124
Nurse	Sarah Long	138
Dignity Act Coordinator	James Nee	329
Sexual Harassment Coordinator	Lianne Knight	329

<u>Whom do I contact about...</u>		<u>Extension</u>
Athletics	Craig Bogart	207
Bus Schedule	Lisa Fisher-Davis	124
Cafeteria/Meal Information	Artie Frego	130
Courses - Curricula	Heather Rousell	429
Discipline	Dale Munn	329
Health Concerns	Sarah Long	138
Lockers	James Nee	329
Lost and Found	Jamie VanBrocklin	129
Use of Building	Diane Ladison	144

Parents 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.

TEACHERS AND STAFF WILL BE AVAILABLE IN THE FOLLOWING LOCATIONS:

FIRST FLOOR

Mrs. Lapinski	Rm. 101	Pre-Kindergarten
Ms. Ives	Rm. 101	Pre-Kindergarten
Mrs. Restad	Rm. 103	Kindergarten
Miss Larson	Rm. 105	Kindergarten
Mrs. Knowlton	Rm. 108	Grade 1
Mrs. Gowling	Rm. 111	Grade 2
Mrs. Hughes	Rm. 106	Grade 1
Mrs. Brown	Rm. 110	Grade 3
Miss Grant	Rm. 112	Grade 3
Mrs. Weakfall	Rm. 114	Grade 4
Mrs. Nee	Rm. 117	Grade 4
Mrs. Newvine	Rm. 117	Teacher Assistant
Mrs. Morrill	Rm. 113	Grade 5 & Special Education
Mrs. Murphy	Rm. 116	Grade 5
Mrs. Johnson	Rm. 107	Special Education
Mrs. Horton	Rm. 107	Teacher Assistant
Ms. Hyde	Rm. 125	Special Education
Mrs. Durki	Rm. 115	Reading Specialist
Mrs. Williams	Rm. 115	Reading Specialist
Mrs. McGee	Rm. 150	Grade 6
Mr. Pike	Rm. 148	Grade 6 & Teacher Assistant
Mrs. Hayes	Rm. 123/109	Mathematics Specialist
Mrs. Sovay	Rm. 104	Speech Therapy
Mrs. Miller	Rm. 126	Librarian
Mrs. Cochran	Rm. 126	Teacher Assistant
Mr. Daniels	Rm. 128	Industrial Arts/Technology
Ms. Long	Rm. 138	School Nurse
Mrs. Rousell	Rm. 129	Guidance Counselor
Mr. Lee	Rm. 137	Science
Ms. Fiacco	Rm. 135	Science
Mrs. Gilbert	Rm. 139	Science
Mrs. Hewer	Rm. 133	Art
Ms. Reichhart	Rm. 131	Counselor
Mrs. Caldwell	Rm. 141	Music
Mr. Washington	Rm. 156	Music
Mr. Lyndaker	Rm. 160	Physical Education & Health
Ms. Wolf	Rm. 160	Physical Education
Mr. Matthie	Rm. 134	Building & Grounds
Mrs. Davis	Rm. 134	Transportation

SECOND FLOOR

Mrs. Edwards	Rm. 202	Foreign Language
Mrs. Pinkerton	Rm. 202	Foreign Language
Mrs. Barkley	Rm. 203	Special Education
Mrs. Peck	Rm. 203	Teacher Assistant
Mr. Murphy	Rm. 205	Teacher Assistant
Mrs. Fisher	Rm. 206	Mathematics
Mrs. McKinley	Rm. 201	English
Mr. Bogart	Rm. 207	Social Studies
Ms. Leger	Rm. 208	Social Studies
Ms. McGinnis	Rm. 210	Mathematics
Mrs. Henderson-Howie	Rm. 209	English

INSTRUCTION & INSTRUCTIONAL RESOURCES

BOARD OF EDUCATION POLICY STATEMENT

The Colton-Pierrepoint 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 are urged to contact the Colton-Pierrepoint Parent-Teacher-Student Association 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 to 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 dignity act coordinator.

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 2011. 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, and maintain accurate period-by-period attendance as applicable. By doing all of these things, we will comply with the compulsory education laws, but more 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.

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.

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 time line, a zero will be assigned. Unexcused absences will count against the 90 percent minimum attendance requirement even if the work is successfully made up.

Any student who is absent from school must bring a written, dated excuse signed by the parent/guardian that explains the reason for absence. (see appendix A) The student must present this excuse to the attendance secretary upon entry to school in order to receive an admission slip to class. 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.

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.

Parents will be notified of their child/children's attendance by various methods. Telephone calls will be made to check on absent students, which don't replace the written excuse. 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.

If a student is tardy to classes twice in one day, School Tool will generate a list of students who will be assigned a detention for the next convenient opportunity. If a student is tardy for a particular teacher several times, this becomes the teacher's discretion/responsibility to assign a detention.

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 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 providing 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 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.

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 on the Guidance website: <http://cpcsguidance.weebly.com/>. Students generally decide upon their yearly schedule with the help of their guidance counselor. A typical daily student schedule may look like this:

Period	Time	Subject
1 (homeroom)	8:00-8:42	Mathematics
2	8:45-9:25	English
3	9:28-10:08	Band
4	10:11-10:51	Physical Education
5B (class)	10:54-11:34	Social Studies
A (lunch)	11:34-12:04	
B (lunch)	10:51-11:21	Lunch
5B (class)	11:24-12:04	
6	12:07-12:47	Art
7	12:50-1:30	Science
8	1:33-2:13	Study Hall
9	2:16-2:56	Foreign Language
10	2:56-3:25	AIS

Once student schedules are finalized, students may change their schedule, subject to the approval of the teacher, guidance 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 2:48 p.m.

High School students are dismissed at 2:56 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-Pierrepoint 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-Pierrepoint Central School professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line, 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-Pierrepoint 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 computer or network equipment on Colton-Pierrepoint 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-Pierrepont 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-Pierrepont 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 Handbook 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 CSE/CPSE chairperson.

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 his or her performance on state assessment examinations and by teacher daily 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. 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.

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

Explorers 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 (for example, 3rd grade = 3 x 10 minutes = 30 minutes for all subjects)	- 15 minutes of reading* per night - grade level x 10 minutes
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- 3-5 Homework Intervention

*(Google Spreadsheet will be shared and reviewed with staff and building team)

HOMEWORK ~ GRADES 11-12

Student 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-Pierrepoint 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 behaviors in regard to information and information technology.

The teachers in the Colton-Pierrepoint 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:

1. The student denies the charge of plagiarism.
2. Several students are involved in the infraction, and the teacher does not have the capacity to perform a comprehensive investigation.
3. 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) Students taking a sequence of not less than 5 units of credit in career and technical education (CTE) or the arts may substitute another 3-unit or 5-unit sequence in place of the 3 unit in a language other than English (LOTE).

(c) 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).

(d) 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
English	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%
RE Science	55%-64%	65%	65%
RE 2d Science	No	No	65%
RE 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-Pierrepoint 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 Kindergarten through sixth grade (and Prekindergarten starting in January each year) to come together and celebrate our successes and accomplishments.

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.

LEADERSHIP AWARD RECOGNITION

Teachers in grades kindergarten - 6, (and Prekindergarteners starting in January each year) including special area teachers, recognize student success through their commitment to leadership. 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.** Students selected for the award have their photograph posted for one month and a letter is sent home notifying parents of their child's accomplishment. Teachers select students for this recognition.

Individual students are also selected for C.A.P.E. Awards at each monthly Forum. This award recognizes **Colts Acting with Perseverance and Effort.** The purpose of this award is to recognize students that are demonstrating "grit"; the effort that students put in to academics and changing behavior.

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 potentials. 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).

- I. **Courtesy/Respect for Everyone:** Students shall treat everyone as they themselves wish to be treated.
 - Harassing or purposeful embarrassing other student 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 student, 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 classroom.
 - 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 of any rule regarding respect for personal property established between teachers and students in individual classroom may result in the use of the Student Management Plan.
 - Restitution will be required for damaged materials i.e. books, desks, window, 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 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 and completing an Absence Verification Form 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 classroom may result in the use of the Student Management Plan.
 - See Student Attendance Regulation 5100 under School Attendance and Tardiness in the handbook.
- VI. **Appropriate Grooming and Appearance:** Students shall have healthy and positive grooming habits, appears neat, clean and appropriate for school.
- Students should be bathed, in clean clothes, and free of body odors.
 - Students should be aware of safety while working with machinery in relation to large and/or baggy clothing.
 - Breaking of any rule regarding appropriate grooming and appearance will not be tolerated and may result in the use of the Student Management Plan.
- VII. **Student Dress Code:** Students shall dress in a fashion that is safe, meets health standards and does not interfere with the learning process of others.
- I Dress for Success:*** Students should be dressing appropriately for their OWN body and being self aware of their OWN body.
- Hats are not permitted in the building during school hours. Any form of attire that could cause harm towards self and/or others (i.e., dog collars, chains on wallets, chain links around neck) are not acceptable.
 - Gang-related attire and/or jewelry is not acceptable.
 - No clothing that depicts drugs, alcohol, profanity, or culturally insensitive symbols

- Students are welcome to wear the following clothing so long as it is appropriate for their body:
 - Midi Shorts
 - Bermuda Shorts
 - Racer back Tanks
 - Spaghetti straps
- Please avoid:
 - Low cut tops
 - Short shorts
 - A-Shirts (male sleeveless athletic shirt or undershirt)
 - Saggy pants
- Be Body-Aware When Wearing:
 - Sheer tops-Must be worn with a tank top
 - Crop Tops -Must be worn with a tank top
 - Be body- aware of skirt and short lengths
 - Be body-aware of the cut of the shirt - No low-cut shirts!
- High School is a stepping stone to your professional life.. might as well start practicing today.
- Be BODY aware. We are all built differently. Recognize and dress for your body.
- This is a communal effort to keep us on the right path to success, so if someone gently tells you that your shorts are too short or your pants are too baggy, say, “Thank you for noticing. I’ll fix it.”
- The Superintendent of Schools, other administrators, and designated personnel shall have the authority to require a student to change his/her attire should it be deemed inappropriate according to the above guidelines.

VIII. Appropriate Response to the Reasonable Direction of Staff Members: Students shall follow 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.

IX. 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 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.

X. 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.
- Eat only your meal.
- Clean up area appropriately and return tray.
- Speak in a low tone.
- Remain seated.
- Respect and follow the designated times allotted.
- Report to 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 to these rules could result in the use of the Student Management Plan.

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

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.

C. 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.)

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.

D. Prohibited Conduct and Disciplinary Measures

1. Possession or Use of Illegal Substances:

The possession, use, manufacture, sale, and distribution of alcohol, tobacco 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 the 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 upon 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 will 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.

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:

- a. 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;
- b. 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
- c. 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.

E. 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 question witnesses as provided for in New York Education Law.

The notice and opportunity for an informal conference shall be given prior to the suspension of the student, unless the student's presence in the 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 the 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 proceeding, 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.

F. 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.

G. 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.

H. 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:

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

I. 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

J. 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.

K. 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:

1. Protection of oneself and others from physical injury
2. Protection of property
3. 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.

L. Playground Rules

Students must stay within the 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

M. 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 to the office before 9:00 a.m. Elementary students are dismissed at 2:48 p.m. High school students are dismissed at 2:56 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 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.

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.

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 7:45 am and 8:00 am

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 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-Pierrepont's career center 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 guidance 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

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
Teaching Awareness Through Friends		Yearbook

The Colton-Pierrepoint 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-Pierrepoint 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 and be assigned one event and one fundraising activity per year. 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-Pierrepoint. 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.

TEACHING AWARENESS THROUGH FRIENDS

TATF is a student-driven, peer education initiative that equips students with the information and skills needed to understand issues that plague today's high school students. The group surveys the needs/issues of high school students at Colton-Pierrepoint and plans events, trainings, and workshops according to those needs.

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. Yearbook may be purchased 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.

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

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

STUDENT FIELD TRIPS

Colton-Pierrepoint 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 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 persons 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:

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

The district offers the following athletic teams:

<u>Fall Interscholastic Sports</u>	<u>Winter Interscholastic Sports</u>	<u>Spring Interscholastic Sports</u>
Girls Varsity Soccer	Girls Varsity Basketball	Girls Varsity Softball
Girls Modified Soccer	Girls Modified Basketball	Girls Modified Softball
Boys Varsity Soccer	Boys 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 need to submit a written request to the superintendent 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. If a student is failing one (1) or two (2) classes he/she will be monitored for the next five weeks. On a weekly basis the student will be required to have signatures of his/her teachers to determine whether their grades and/or behavior is satisfactory for that week and his/her participation in co-curricular activities and sports may be restricted (see details below).

If a student is failing more than 2 classes, at the five week mark, a conference will be scheduled. The student, parent(s), principal, teachers, advisor/coach and athletic director, when applicable, will attend this meeting to review academic progress and set up an individual student success plan.

Eligibility slips will be given to all students in 7th-12th grade for the first 5 weeks of school in order to determine eligibility for early fall activities. Students having academic concerns and taking part in our soccer programs, for example, were not being held accountable for their academics until the 5-week report and so this amendment was added.

The procedures for restrictions include:

- Completing an eligibility form each week with appropriate teacher signatures turned in to the high school office by 3:00 p.m. Students who fail to complete the eligibility forms are considered ineligible for the next week. A copy of the student's eligibility form will be sent to the parents/guardians.
 - a. Students receiving a satisfactory "S" in all but one class may participate in co-curricular activities for the week.
 - b. Students receiving an unsatisfactory "U" in two or more classes will not participate in co-curricular activities for the week.
 - c. Students who are absent on the day eligibility forms are issued will be afforded the next day, usually a Friday as eligibility forms are generally issued on a Thursday, to circulate his/her eligibility form.
 - d. Students and parents will read and sign eligibility guidelines for each co-curricular activity at the beginning of the activity or season.
 - e. Students who do not turn in his/her eligibility sheet will meet with the building administrator and may receive disciplinary consequences. For example, lunch detention during the ineligible time frame.
- Basis for evaluation – Faculty should evaluate the student based upon marks received on tests, quizzes, class work, class participation, homework, behavior, citizenship, effort and on other general class performance items.

Note:

- a. A student may be failing a course but is completing all assignments, working diligently in class, spending additional time outside of class on schoolwork and is working to his/her potential and receive satisfactory status.
- b. A student may be passing a course but is not completing all assignments, not working diligently in class, spending little time outside of class on schoolwork and is not working

up to his/her potential and receive an unsatisfactory status.

- Appeals – The student and teacher should have met and discussed the unsatisfactory rating before the appeal process begins. In most instances issues can be resolved successfully at this level.
 - a. 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 and social events.

SPECTATOR SPORTSMANSHIP AT INTERSCHOLASTIC EVENTS

The Colton-Pierrepoint 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.

All spectators at Colton-Pierrepoint Central School District's Interscholastic Events will be expected to:

- Encourage good sportsmanship for all players, coaches, and officials at every game, practice or other sports event.
- Place the emotional and physical well being of the students participating first.
- Support the coaches and officials working with the children and encourage a positive and enjoyable experience for all.
- Demand a sports environment for the students that are free from drugs, tobacco and alcohol pursuant to the district's code of conduct.
- Encourage sportsmanlike behavior from all participants and other spectators.
- All children grade 6 and under must be accompanied by an adult (non student) for all school events. The children are not to be dropped off and left unattended by an adult.

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-Pierrepont 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 card on file in the appropriate office. This card should be filled out completely and signed by the parent or guardian. 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 K, 2,4,7 and 10 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. The "Sport Physical" must be completed by the school physician. 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.

There have been requirement changes regarding varicella vaccine for students entering grades 6 – 10 and Tdap for students entering grades 6 – 8.

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 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 appointed station.
 - Loud talking is not permitted.
 - Teachers will then take roll count.
 - Wait for 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 hide in classroom, be quiet and out of view of the window(s).
3. No talking in hidden area until classroom door is unlocked by authorized school personnel.
4. No responding to fire alarms, public address system

SCHOOL FOOD SERVICES

Regulations under the “Healthy Meals for Children Act” are the basis used for planning and implementing of school lunch and breakfast programs according to the “Dietary Guidelines for Americans.” The Colton-Pierrepoint 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-Pierrepoint Central School offers a free, reduced and paid breakfast and lunch program.

HOURS OF OPERATION: Breakfast 7:45 to 8:00 a.m. and Lunch 10:40 – 12:45 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 \$1.25

Student lunch \$2.60

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. 1. For information on this program, please call Artie Frego, the school cafeteria manager, at (315) 262 -2100, extension 130.

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. 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 Lisa Fisher-Davis, in the transportation office, at (315) 262 -2100, extension 124.

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 situation. 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. 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 & News Watch 50

Radio – WPDM, WPAC, NCPR & YES FM

School website – <http://www.cpcs.us>

School Facebook Page - <https://www.facebook.com/OfficialCPCSSite/?fref=ts>

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 of 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.

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)