
The regular portion of the meeting will begin at 6:30 p.m.

- I. Meeting Called to Order***
- II. Pledge of Allegiance to the Flag***
- III. President's Comments***
- IV. Superintendent's Report***
 - Center for Dispute Settlement- Ms. Kim Reisch, Director
- V. Board Student Representative- Neil Stringer***
- VI. Public Comments***
- VII. Board Meeting Minutes*** (BOARD ACTION)
- VIII. Educational Presentation- Middle School World Language- Comprehensive Input***
- IX. Consensus Agenda*** (BOARD ACTION)
 - Business**
 - 1. Surplus Books
 - 2. New Club
 - 3. Change in Scholarship
 - 4. Food Service Agreement
 - 5. Volunteers
 - 6. Athletic Volunteers
 - 7. Field Trip- Initial Approval
 - 8. Athletic Trip- Initial Approval
 - 9. Donation
 - 10. Field Placement
 - 11. Monroe 2-Orleans BOCES Bid
 - 12. Authorizing Commencement of E-Cigarettes and Vaping Litigation
 - 13. Professional Agreement
 - 14. Partnership for Excellence
 - 15. Volunteer After School Club
 - 16. Recommendations of the Committee on Preschool Special Education
 - 17. Recommendations of the Committee on Special Education

Personnel

End of Consensus Agenda

- X. Board Committees***
 - Audit Committee- Mr. Milton Johnson- November 4
- XI. District Committee Reports***
 - Character Education Committee- Mrs. Amy Calabrese/ Mr. Milton Johnson- October 27
 - Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller- November 1
- XII. Closing Remarks***



The regular portion of the meeting will begin at 6:30 p.m.

I. Meeting Called to Order

II. Pledge of Allegiance to the Flag

III. President's Comments

- Remarks
- Correspondence

IV. Superintendent's Report

- Center for Dispute Settlement- Ms. Kim Reisch, Director
- Remarks
- Correspondence
- Updates to Agenda - (e.g., supplemental agenda items, revisions, etc.)

V. Board Student Representative- Neil Stringer

VI. Public Comments

To allow for public participation and when time permits, a period not to exceed fifteen (15) minutes shall be set aside during each Board meeting for public participation. Individual comments will be limited to no more than three (3) minutes.

Persons wishing to address the Board are asked to contact the District Clerk at 585-396-3710 by noon on the day of a meeting to be added to the speakers list. Speakers will be permitted to speak in the order in which they have signed up, i.e., on a first come/first served basis, with priority given to people who register in advance. The privilege of speaking at the Board meeting is reserved first for District students, parents of District students, District residents, District taxpayers, and school personnel.

To avoid repetitive comments and to allow for a variety of perspectives, individuals who are members of a group that wishes to convey a particular message during a public comment period are asked to designate a representative to convey the message on behalf of the group.

VII. Board Meeting Minutes

(BOARD ACTION)

- October 17, 2022- Regular Meeting Minutes

VIII. Educational Presentation- Middle School World Language- Comprehensive Input

Curriculum Area Lead Teacher for World Languages, Sarah Pennica, will present out on Comprehensible Input. Comprehensible Input is an instructional technique in which teachers provide students with immersive opportunities while learning about a new language.

IX. Consensus Agenda

(BOARD ACTION)

The Superintendent recommends that the Board of Education approve/accept the following:

Business

1. Surplus Books

Mrs. Marissa Logue, Academy Principal, is requesting approval to declare as surplus items library books from the Academy Library.

2. New Club

Mrs. Marissa Logue is requesting approval of a new club:

- **Investigations-** to allow in-depth, hands-on exposure to real life Criminal Scene Investigation and forensic specialist for beginners and those with previous knowledge in the field. The club will solve crimes using forensic techniques. The unpaid adviser is Ms. Ludwig-LaSoto.

3. Change in Scholarship

Approval for the Janice T. Bell Scholarship to continue under the care of the district. This scholarship has been active for several years under the CA Alpine Ski Booster Club. This scholarship will continue until there are no funds available.

4. Food Service Agreement

Approval of the Food Service Association agreement for the years 2022-2023, 2023-2024, 2024-2025, and 2025-2026.

5. Volunteers

Mrs. Emily Bonadonna, Primary School Principal, is requesting approval of the below volunteers:

Brittany Broderick, Josiah Moore, Amanda Pritchard, Thomas Flicker, Kimberly Whitbeck-Drake, Laura Sandler, Jenna Tenney, Nicole Pace, Lena Bement, Audrey Bartling, Elizabeth Roaix, Robert Whitbeck, Beth Whitbeck, Heidi Lead, Nicole Becker-Tuccio, Abbey Stafferi, Kimberly Brenchley, Cindy Serafine, Brendan Fox, Tracy Dello Stritto, Ashley Anderson, Maren Welch, Thomas Pierce, Julianna Briggs, Emily DuMee, Victor Hernandez

6. Athletic Volunteers

Athletic volunteers for winter sports season as follows:

- Don Boylan- JV Boys Basketball
- Matt Johengen- V Boys Basketball
- Bill Erb- Bowling
- Brian Groff- Hockey
- Kasey Smith- Outhouse Pole vault (indoor track)
- Colleen Tauriello- Girls Basketball
- Mark Weller- Indoor Track and Field
- Jack Leasure- Girls and Boys Basketball (and will occasional be paid by Booster Club)

7. Field Trip- Initial Approval

Mrs. Marissa Logue is requesting initial approval of the below trip.

- FIRST Robotics, Albany, NY, March 29-April 1, 2023

8. Athletic Trip- Initial Approval

Mr. Jim Simmons, Athletic Director, is requesting initial approval of the below trip.

- Varsity Hockey, Delmar, NY, November 25-26, 2022
- Girls Wrestling, Troy, NY, January 20-21, 2023
- Boys and Girls Wrestling, Oswego, NY, November 28-29, 2022

9. Donation

Acceptance of a donation from Ontario Children's Foundation in the amount of \$1,000 to be used to purchase various supplies for students as determined by school social workers.

10. Field Placement

Mr. John Arthur, Middle School Principal, is requesting approval for the below field placement:

- Victoria McClain, Keuka College with Victoria Gashlin- December 19, 2022-January 20, 2023

11. Monroe 2-Orleans BOCES Bid

BE IT RESOLVED, that the Board of Education of the Canandaigua City School District, does authorize the purchasing agenda for Monroe 2-Orleans BOCES, to enter into any and all Cooperative bidding ventures conducted during the 2022-2023 school year.

12. Authorizing Commencement of E-Cigarettes and Vaping Litigation

WHEREAS, the use and abuse of e-cigarettes and vaping devices has increased dramatically among high school and middle school students in recent years, leading to significant risks of addiction, potentially life-threatening respiratory ailments, and other health consequences; and

WHEREAS, the use of e-cigarettes and vapid devices by students has caused the Canandaigua City School District (the "School District") to incur costs in the form of staff time, disciplinary proceedings, and other costs, with the expectation that these costs will only increase unless and until student use of these devices decreases; and

WHEREAS, the School District's Board of Education (the "Board") has been invited to join a nation-wide lawsuit by school districts against Juul Labs, Inc. the largest seller of e-cigarettes in the United States and other parties responsible for the production, marketing, sale and distribution of e-cigarettes and vaping devices; and

WHEREAS, the Board wishes to join this lawsuit to discourage the proliferation of e-cigarettes, end the marketing of e-cigarettes to children, and seek compensation for harm caused to the District due to e-cigarette use.

NOW, THEREFORE, BE IT RESOLVED, the Board of Education hereby resolves:

1. To appoint the law firms of Ferrara Fiorenza PC, and the Frantz Law Group, APLC and approve the agreement to provide legal services in connection with pursuing claims for damages against Juul Labs, Inc. and others consistent with the recitals above;
2. To authorize the Superintendent to take all steps necessary for the District to become an active co-plaintiff to pending litigation filed on behalf of school districts Nationwide by the Frantz Law Group against Juul Labs, Inc. and others.

13. Professional Agreement

A Professional Services Agreement with Ellen Tempest for St. Mary's through a Title I Grant for the 2022-2023 school year an amount not to exceed \$4,200.

14. Partnership for Excellence

A Partnership for Excellence agreement with St. Bonaventure University to place student teachers and field placements of students.

15. Volunteer After School Club

Mr. Brian Amesbury, Elementary School Principal, is requesting approval for Ms. Cindy Vanderlee and Ms. Kim Broderick-Webb who run the Bigs & Littles Program to have the K-9 Bloodhound dog from the Ontario County Sheriff's office visit the Bigs & Littles Program after school on February 15, 2023.

16. Recommendations of the Committee on Preschool Special Education

For review and consideration are the recommendations of the Committee on Preschool Education. Additional information is included as an attachment and will be filed in the Supplemental Minutes File.

17. Recommendations of the Committee on Special Education

For review and consideration are the recommendations of the Committee on Special Education. Additional information is included as an attachment and will be filed in the Supplemental Minutes File.

Personnel

1. Non-Instructional Personnel

A. Retirement

The Superintendent received a letter of resignation for the purpose of retirement from the following individual. On behalf of the District, sincere best wishes for a happy and healthy retirement are offered. Thank you for the many years of service to the Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Tamara Moore	Teacher Aide	2/25/2023	20

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Dacia McWilliams	Food Service Helper	Resignation	11/4/2022
Elisha Turner	School Bus Driver	Resignation	11/5/2022
Kathryn Bibbens	Contract Substitute Nurse	Resignation	11/28/2022

C. Leave of Absence

- 1) Dawn Valente, School Monitor, has requested a leave of absence from November 3, 2022 through November 28, 2022.

D. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Taylor Foxhall	School Monitor	10/26/2022	\$14.70/hr.
Kendra Rennie	Teacher Aide	10/31/2022	\$14.75/hr.
Alyssa Brickey	Food Service Helper	11/7/2022	\$13.37/hr.
Joseph Burke	Custodial Worker	10/31/2022	\$15.23/hr.
Kathleen Tauterouff	School Monitor	11/3/2022	\$14.70/hr.
Kelly LaBouf	Substitute Teacher Aide	11/1/2022	\$13.20/hr.
Dacia McWilliams	Substitute Food Service Helper	11/7/2022	\$13.20/hr.
Alyssa Cummings	Substitute Food Service Helper	11/7/2022	\$13.20/hr.
Fred Hutton	Substitute Food Service Helper	11/7/2022	\$13.20/hr.

2. Instructional Personnel**A. Leave of Absence**

- 1) Colby Genecco, 2nd Grade Teacher has requested a leave of absence from November 12, 2022 through February 10, 2023.

B. Appointments

1) Interim Substitute Teacher

The following individuals have been recommended for an Interim Substitute Teacher positions as indicated at an agreed upon rate for the duration of the assignment:

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Elizabeth Johnson	Special Education Teacher	Middle School	12/13/2022-1/23/2023
Lorraine Williams	Special Education Teacher	Elementary School	12/5/2022-2/17/2023

2) Contract Substitute Teachers

The following individuals have been recommended to Contract Substitute Teacher positions for the 2022 – 2023 school year at the contractual rate:

Dondi Ratliff, Academy, Effective 10/18/2022

Elizabeth V. Johnson, Middle School, Effective 10/25/2022

3) Certified Substitute Teachers

The following individuals have been recommended to Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department where applicable.

Michael Carney

Ellen Polimeni (Preferred)

Victor Peterson

Elizabeth McCourt

Angela Parkison

Mary Shaver

Kelly Edinger-Scammell (Preferred)

4) Non-Certified Substitute Teachers

The following individuals have been recommended to Non-Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department and verification of 2 years of college where applicable.

Hannah Proper

Chelsea Schlorff

5) Stipend Positions 2022 – 2023 School Year

CO-CURRICULAR POSITIONS:

Snow Sports Club Advisor

OTHER STIPEND POSITION:

Wellness Coordinator

EMPLOYEE:

Bruce Hawkins

Eric Mullen

6) Mentors

The following individuals are recommended to Mentor assignments for the 2022-2023 school year at the contractual rate:

Kathryn Mathers, Primary School, Effective 10/7/2022
Jeanne Canough, Middle School, Effective 10/7/2022

End of Consensus Agenda**X. Board Committees**

- **Audit Committee- Mr. Milton Johnson- November 4**

XI. District Committee Reports

Although Board of Education members receive minutes from these District committees, highlights and special items for background information may need to be shared on an as needed basis.

- **Character Education Committee- Mrs. Amy Calabrese/ Mr. Milton Johnson- October 27**
- Council for Instructional Excellence (CIE)- Dr. Jen Schneider/ Mrs. Beth Thomas
- **Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller- November 1**
- Safety / Health / Security Committee- Mr. John Polimeni

XII. Closing Remarks

(President, Board of Education and/or Superintendent)

XIII. Upcoming Events

- November 10- Veterans Day Events- Elementary
- November 11- Veterans Day- No School
- November 15- CA Band Concert
- November 16- CMS Small Ensemble Concert
- November 17- CA Orchestra Concert
- November 21- Board of Education Meeting
- November 21- CA Chorus Concert
- November 23-25- Thanksgiving Break
- November 30- Last day to pay taxes with 1% penalty
- November 30- 8th Grade Concert

The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, October 17, 2022 at 5:30 p.m. at the Operations Center, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Amy Calabrese, Milton Johnson, Julianne Miller, Megan Personale, John Polimeni, Jen Schneider, Jenny Tessendorf, Beth Thomas

LEADERSHIP TEAM PRESENT: Jamie Farr, Matt Fitch, Matt Schrage

LEADERSHIP TEAM ABSENT: Brian Nolan

ADMINISTRATIVE TEAM PRESENT: Brian Amesbury, John Arthur, Vernon Tenney, Marissa Logue

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Leeanne Ducharme, Holly Wolf, Neil Stringer, B Rizzo, Ellen Parsons, Erich Dittmar, L Favate

Executive Session

Upon a motion made by Mrs. Calabrese, seconded by Mrs. Miller, with all present voting yes, the Board of Education approved calling an Executive Session at 5:30 p.m. discuss the employment of twelve particular persons.

Return to Open Session

Upon a motion made by Dr. Schneider, seconded by Mrs. Thomas, with all present voting yes, the Board of Education returned to Open Session at 6:25 p.m.

The board took a break from 6:25 p.m. to 6:30 p.m.

Meeting Called to Order and Pledge of Allegiance to the Flag

Mrs. Grimm called the meeting to order at 6:30 p.m. with all saying the Pledge of Allegiance.

President's Comments

Mrs. Grimm welcomed all in attendance.

Superintendent's Report

Ms. Holly Wolf, Middle School Teacher, presented on behalf of the Canandaigua Teachers' Association a small token of appreciation and thanked the Board of Education for all the work they do as volunteers for the District.

Superintendent Farr made the following comments on Board Appreciation:

Each year in October we have the opportunity to outwardly show our gratitude and appreciation for our Board of Education members during Board Appreciation Month but the truth be told, we appreciate our Board of Education members all twelve months.

Simply thinking about the last few years and what we have been through, it is easy to see that our Board of Education acted as the steady sail navigating us through very troubling times. What caused many organizations to crumble, we experienced the opposite. We grew stronger and closer thanks to the steady and supportive leadership from our Board reminding us to focus on what matters and to care for one another and ourselves.

While our board members have differing views and belief systems on just about everything, a few things remain a common thread among each of them:

- 1. They are kind, thoughtful, and committed*
- 2. They can respectfully and clearly discuss differing view points*
- 3. They respect and admire one another for their service and effort*
- 4. They care deeply about our school system, the students, and staff*
- 5. They are proud of our community*

We are so thankful to have such a supportive Board of Education who is able to continually set aside distractors and focus on the task at hand; providing a loving and high-quality school environment where everyone feels an authentic sense of belonging.

On behalf of our entire leadership team, we thank you with a small token of our appreciation.

Board Student Representative

Neil Stringer reported on the various events that have taken place in the buildings. Students had a bonfire as part of homecoming, Student Government will be traveling to Niagara Falls for a leadership trip, Friday the Academy will be hosting Good Day Rochester at 6:30 a.m. for Friday Morning Lights, the fall play will take place on the weekend of November 4, and Pop-Up Breakfasts have taken place in each of the buildings.

Public Comments

There were no public comments.

Board Meeting Minutes

Upon a motion made by Dr. Schneider, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the September 28, 2022 Regular Board Meeting minutes.

APPROVED: MINUTES

September 2022 Warrant Review

Upon a motion made by Mr. Polimeni, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved the September Warrants.

APPROVED: WARRANTS

- A-24 General 15823-15838, 15891-15894, 10986027 (In House)
- A-25 General 9007903-9007959 (ACH)
- A-26 General 15839-15890 (Check Print)
- A-29 General 9007960-9008027 (ACH)
- A-30 General 15895-15910 (In House)
- A-32 General 15911-15997 (Check Print)
- C-4 Cafeteria 2621-2628
- C-5 Cafeteria 2629-2638
- F-9 Federal 9000354-9000358 (ACH)
- F-10 Federal 819-824 (Check Print)
- F-11 Federal 9000359-9000360 (ACH)
- F-12 Federal 825-827 (Check Print)
- H-10 Capital 499 (Check Print)
- H-11 Capital 500-510 (Check Print)
- H-12 Capital 9000162-9000166 (ACH)

I. Consensus Agenda**(BOARD ACTION)**

The Superintendent recommends that the Board of Education approve/accept the following:

Personnel**1. Instructional Personnel****A. Appointments****1) Contract Substitute Teachers**

The following individual has been recommended to Contract Substitute Teacher positions for the 2022 – 2023 school year at the contractual rate:

Alex Barna, Middle School, Effective 11/14/2022

2) Non-Certified Substitute Teachers

The following individual has been recommended to Non-Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department and verification of 2 years of college where applicable.

Deborah Massey

3) Winter Sports Coaches 2022 – 2023

The following individuals are recommended to Winter Coaching positions for the 2022-2023 school year at the contractual rate:

COACH:

Ames, Cayley
Brennan, Mike
Ceravolo, Colton
Davern, James
Falk, Matt
Gilligan, Nate
Guay, Connor
Hennessy, Alex
Hulme, Robin
Kraft, Rebecca
Lopez, Donovan
Marsh, Daina
Moore, Derek
Mullen, Eric
Notter, Abbey
Robbins, Dan
Santiago, Jann
Scheemaker, Erik
Sedita, Paul
Sutter, Mark
Swain, Murphy
Sweet, Adam
Taft, David
Tepper, Michael
Wall, Kevin
Wallwork, Jack
Ward, Matt
Welch, Jeff

SPORT:

Varsity Winter Cheer
Varsity Girls Basketball
JV Boys Basketball
Varsity Boys Basketball
Assistant Girls Basketball
Mod Wrestling
Assistant Hockey
Unified Bowling
Assistant Boys Basketball
Boys Diving
Mod A Girls Basketball
Head Boys Indoor Track
Assistant Wrestling
Varsity Wrestling
JV Girls Basketball
Mod B Boys Basketball
JV Boys Swimming
Varsity Boys Swimming
Head Girls Indoor Track
Indoor Track Assistant (.5)
Assistant Skiing
Mod B Wrestling
Varsity Hockey
Head Boys and Girls Bowling
Varsity Skiing
Mod A Boys Basketball
Indoor Track Assistant (.5)
Strength and Conditioning



Windheim, Taryn

Boys Mod Swimming

End of Consensus Agenda

Educational Presentation- Mental Health

Mrs. Leanne Ducharme, Curriculum Area Lead Teacher, and Mr. Vern Tenney, Director of Student and Administrative Services, provided an update on mental health by reviewing learning opportunities and resources that are available to our students.

Consensus Agenda

Upon a motion made by Mrs. Miller, seconded by Mrs. Calabrese, with all present voting yes, the Board of Education approved/accepted the Consensus Agenda.

APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDA**Business****1. Volunteers**

of Karen Salvia-Mottler and Kevin Mottler to volunteer at the Elementary School for the 2022-2023 school year.

2. New Clubs

the request of Mrs. Marissa Logue, Academy Principal, for three new clubs:

- Graphic Novel Club- to combine elements associated with writing and art, while bringing students together who have interest in the graphic novel genre. They will support one another to gain a well-rounded experience in a creative process where all will learn together and share expertise. Club activities will be illustration, writing, collaboration, graphic design, problem solving. The unpaid adviser is Mr. Mull.
- Agriculture Club- to learn what it means to be a dairy farmer and other farming details. Students will learn about farm machinery, what it takes to run a dairy farm. They group will have field trips and invite industry professionals to speak. Ms. Northrop is the unpaid advisor along with Mr. Joel Northrop as a volunteer.
- 1st Amendment 1st Vote- a non-partisan seminar and conference opportunity for students to imagine themselves engaged in the political process as leaders and candidates. They will participate in an overnight seminar, day trips, and virtual. The unpaid advisor will be Ms. Sullivan-Murphy.

3. Field Trips- Final Approval

the request of Mrs. Marissa Logue for final approval of the below trips:

- Senior Trip, New York City, NY, November 11-13, 2022 (*initial September 12, 2022*)
- Student Government, Niagara Falls, NY, November 20-22, 2022 (*initial September 12, 2022*)

4. Field Trip- Initial Approval

the request of Mrs. Marissa Logue for initial approval of the below trips:

- Distributive Education Clubs of America (DECA) State Conference, Rochester, NY, March 8-10, 2023

5. Recommendations of the Committee on Preschool Special Education

for review and consideration are the recommendations of the Committee on Preschool Education. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

6. Recommendations of the Committee on Special Education

for review and consideration are the recommendations of the Committee on Special Education. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

Personnel

1. Non-Instructional Personnel

A. Retirement

resignation for the purpose of retirement from the following individual. On behalf of the District, sincere best wishes for a happy and healthy retirement are offered. Thank you for the many years of service to the Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Rose Rhode	Computer Services Assistant	11/30/2022	23

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Alyssa Kennard	School Monitor	Resignation	10/14/2022

C. Leave of Absence

- 1) of John Power, School Bus Monitor, for a leave of absence from August 31, 2022 through October 24, 2022.
- 2) of Jacquelyn Metz, Aide at the Elementary School, for a leave of absence from October 13, 2022 to October 25, 2022.

D. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Barbara Young	Substitute Teacher Aide	9/30/2022	\$13.20/hr.
Pamela Araya	Substitute Teacher Aide	10/17/2022	\$13.20/hr.
Susan Jokinen	Teacher Aide	10/17/2022	\$14.75/hr.
Katherine Woodard	Teacher Aide	10/17/2022	\$14.75/hr.
Marilyn Ruiz	School Bus Driver Trainee	10/17/2022	\$13.20/hr.
Kelly LaBouf	Substitute LPN	10/17/2022	\$21.00/hr.
Nate Bellis	Building Maintenance Assistant	10/24/2022	\$20.00/hr.
Mary Henninger	Food Service Helper	10/17/2022	\$13.37/hr.

2. Instructional Personnel

A. Resignation

- 1) of Sarina Karito who has resigned from her Contract Substitute Teacher position effective October 5, 2022.

B. Leave of Absence

- 1) of Jennifer Cerne, Music Teacher at the Primary School, who has requested a leave of absence from February 8, 2023 through March 22, 2023.

C. Appointments**1) Contract Substitute Teachers**

the following individual to Contract Substitute Teacher positions for the 2022-2023 school year at the contractual rate:

Tim Martin, Academy, Effective 10/4/2022

2) Stipend Positions 2022-2023 School Year**CO-CURRICULAR POSITIONS:**

Art Club, Academy

EMPLOYEE:

Josh Mull (50%) Arlene McDonald (50%)

3) Certified Substitute Teachers

the following individuals to Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department where applicable.

Sarina Karito, Teresa Donnan (Preferred), Michael Carney

4) Non-Certified Substitute Teachers

the following individuals to Non-Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department and verification of 2 years of college where applicable.

Barbara Young, Samantha Hickmott, Kelly LaBouf, Hayley Gorges, Kathryn Locke, Tracey Donnellan

End of Consensus Agenda***Board Committees******Policy Committee***

Mrs. Jeanie Grimm reported on behalf of the Policy Committee which met on October 5. There was discussion from the Board on the below policy that was submitted for non-substantive changes. The policy will be reviewed further.

- > Non-Substantive- Policy 3180 Non-Resident Students

District Committee Reports***Council for Instructional Excellence (CIE)***

Dr. Jen Schneider reported on behalf of CIE which met on October 12. The Committee had a review of the Grant for Excellence application process, multi-tiered system of supports, and a professional development update from Ms. Kris VanDuyne, Director of Professional Development. The next meeting is scheduled for November 9.

Safety / Health / Security Committee

Mr. John Polimeni reported on behalf of Safety/Health/Security Committee which met on October 13. The meeting discussed the building safety plans and the review that was completed by a third party. The next meeting is scheduled for December 8.

Upcoming Events

- October 17- Board of Education Appreciation
- October 17- School Bus Safety Week

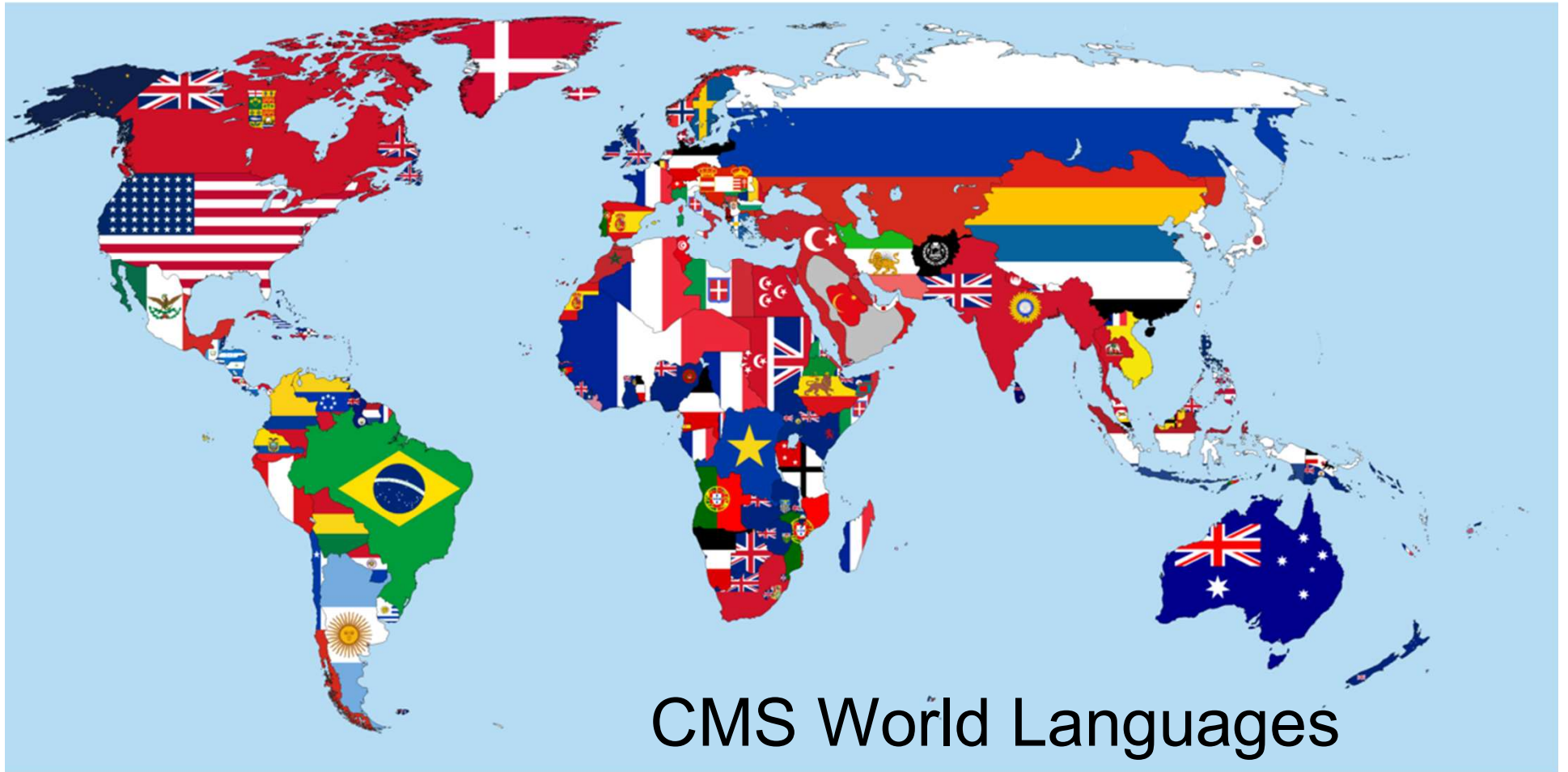
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- October 29- 5th Saturday Student Enrichment
 - October 31- Halloween
 - October 31- Last day to pay taxes without penalty
 - November 7- Board of Education Meeting
 - November 10- Veterans Day Events- Elementary
 - November 11- Veterans Day- No School
 - November 15- CA Band Concert
 - November 16- CMS Small Ensemble Concert
 - November 17- CA Orchestra Concert
 - November 21- Board of Education Meeting
 - November 23-25- Thanksgiving Break
 - November 30- Last day to pay taxes with 1% penalty
 - November 30- 8th Grade Concert

Adjournment

Upon a motion made by Mr. Johnson, seconded Mrs. Personale, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 7:14 p.m. The next Regular meeting will be on November 7, 2022 at 6:30 p.m.

Respectfully submitted,

Deborah Sundlov
District Clerk



CMS World Languages



Stand up if you took a
language class in MS,
HS, or college.

Remain standing if you can
communicate in that language and
did NOT travel abroad.



When you want to learn how to swim, or ride a bike, how do you do it?

Do you read about how to swim or how to ride a bike?

You get in the pool and get on the bike.

We now know that teaching our students about language is not enough. Immersing them in comprehensible and compelling language is how to get them to proficiency.

2015/16 improve?	Department discussion around best practices - Can we
2016/17	Direct research around 2nd language acquisition theories
Summer of 2017	Attended a 2 day comprehensible input conference w/ Martina Bex
2018/2019 conference	Started implementing pieces of what was learned at the
	Invited admin to come in and observe
2019/2020 memorization	Changed the way we delivered instruction - no more rote
March 2020	COVID
2020/2021 best we could	Continued with CI instruction via hybrid/virtual schedule the
2021/2022	Continued with CI instruction delivery

What do our MS language classes look like now?

OUR OLD APPROACH

Gradebook Setup - Homework, Tests, Quizzes, Participation

Final Grade Approach - 4 quarters

Homework - on average 3x per week to work on vocabulary/grammar memorization

Student output was mostly due to rote memorization.



OUR NEW APPROACH

Gradebook Setup - Reading, Listening, Speaking, Writing, Participation

Final Grade Approach - 8 quarters

No homework - vocabulary lists are now used as a reference

Student output is now spontaneous and unrehearsed.

We read novels in Spanish!

We create stories together as a class.

Teachers tell stories based on an image, animated short, commercial, or series of several images.

Teachers loop with students.

7th Grade Students After Only 1 month of Spanish

[Video](#)

NYS World Languages standards are now aligned to the ACTFL proficiency levels. We are ahead of the game in Canandaigua because we have already made the switch from being performance based to proficiency based.



¿Preguntas?

Des questions? أسئلة؟

質問

вопросы?

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Title	Author	Published	Call Number	Barcode	Price
Habibi	Thompson, Craig, 1960-	2011	741.5973 THO	CAS035343	\$35.00
24 girls in 7 days	Bradley, Alex.	2005	F BRA	CAS024386	\$15.99
The V club	Brian, Kate.	2004	F BRI	CAS027131	\$12.70
Apart	MacIntyre, R. P. (Robert)	2007	F MAC	CAS032318	\$16.95
Crazy in love	Mackall, Dandi Dale	2007	F MAC	CAS031515	\$16.99
Guyaholic	Mackler, Carolyn.	2007	F MAC	CAS027871	\$14.44
Throwing like a girl	Mackey, Weezie Ker	2007	F MAC	CAS031936	\$17.00
--Or not	Mandabach, Brian.	2007	F MAN	CAS032484	\$16.95
Pinned	Martino, Alfred C.	2006	F MAR	CAS024364	\$17.00
Uninvited	Marrone, Amanda.	2007	F MAR	CAS027896	\$12.75
Heaven looks a lot like the mall	Mass, Wendy, 1967-	2007	F MAS	CAS032251	\$16.99
High Crag Linn	McAllister, Margaret	2007	F MCA	CAS028120	\$10.00
Cold lessons	McCulloch, Michael	2007	F MCC	CAS031638	\$25.95
Competition's a witch	McClymer, Kelly.	2007	F MCC	CAS027747	\$12.25
The Salem witch tryouts	McClymer, Kelly.	2006	F MCC	CAS027679	\$12.26
She's a witch girl	McClymer, Kelly.	2007	F MCC	CAS027851	\$12.75
Hit and run	McDaniel, Lurlene.	2007	F MCD	CAS022621	\$10.99
A season for goodbye	McDaniel, Lurlene.	1995	F MCD	CAS019529	\$8.57
Falling boy	McGhee, Alison, 1961-	2007	F MCG	CAS031652	\$13.00
Indigo Summer	McKayhan, Monica.	2007	F MCK	CAS032407	\$9.99
Dedication : a novel	McLaughlin, Emma.	2007	F MCL	CAS031932	\$24.00
Promise not to tell : a novel	McMahon, Jennifer,	2007	F MCM	CAS031697	\$13.95
The decoding of Lana Morris	McNeal, Laura.	2007	F MCN	CAS031703	\$15.99
A whole lot of Wayne	McRobbie, David.	2007	F MCR	CAS033487	\$12.95
Mr. Thundermug	Medvei, Cornelius, :	2007	F MED	CAS031901	\$14.95
Better off famous?	Mendle, Jane.	2007	F MEN	CAS027914	\$13.55
Kiss my book	Michaels, Jamie.	2007	F MIC	CAS032454	\$10.99
Inside girl	Minter, J.	2007	F MIN	CAS032058	\$8.95
Now you see her	Mitchard, Jacquelyn	2007	F MIT	CAS031600	\$15.99
Echo	Morgenroth, Kate.	2007	F MOR	CAS031516	\$15.99
The spell book of Listen Taylor	Moriarty, Jaclyn.	2007	F MOR	CAS083650	\$17.00
Dairy queen	Murdock, Catherine	2006	F MUR	CAS027521	\$13.60
The off season	Murdock, Catherine	2007	F MUR	CAS031955	\$16.00
Somewhere in the darkness	Myers, Walter Dean	1992	F MYE	CAS016485	\$14.95
Street love	Myers, Walter Dean	2006	F MYE	CAS031482	\$15.99
Rhymes with witches	Myracle, Lauren, 1975-	2005	F MYR	CAS024429	\$16.95
Thick	Neenan, Colin, 1958-	2006	F NEE	CAS027719	\$5.90
Breathe my name	Nelson, R. A. (Russell)	2007	F NEL	CAS032485	\$16.99
Prom anonymous	Nelson, Blake, 1965-	2006	F NEL	CAS031011	\$16.99
They came from below	Nelson, Blake, 1960-	2007	F NEL	CAS032138	\$18.00
Kiss & blog	Noël, Alyson.	2007	F NOE	CAS032230	\$8.95
Saving Zoë	Noël, Alyson.	2007	F NOE	CAS027890	\$5.82
The museum of Dr. Moses : tales c	Oates, Joyce Carol, :	2007	F OAT	CAS022638	\$24.00

Title	Author	Published	Call Number	Barcode	Price
Dangerous admissions : (secrets o	O'Connor, Jane.	2007	F OCO	CAS032335	\$13.95
True love, the sphinx, and other u	O'Connell, Tyne.	2007	F OCO	CAS032486	\$16.95
Bad tickets	O'Dell, Kathleen, 19	2007	F ODE	CAS031573	\$15.99
The secret twin	Orenstein, Denise G	2007	F ORE	CAS031602	\$16.99
Gettin' lucky	Ostow, Micol.	2007	F OST	CAS032184	\$10.00
Edenville Owls	Parker, Robert B., 19	2007	F PAR	CAS083446	
Spare change	Parker, Robert B.	2007	F PAR	CAS083448	
Kill game : Fearless FBI #1	Pascal, Francine.	2005	F PAS Book 1	CAS027292	\$11.26
Live bait : Fearless FBI #2	Pascal, Francine.	2005	F PAS Book 2	CAS027376	\$11.26
Agent out : Fearless FBI #3	Pascal, Francine.	2006	F PAS Book 3	CAS027513	\$11.46
Run	Patchett, Ann.	2007	F PAT	CAS083491	\$25.95
Dogsong	Paulsen, Gary.	1995	F PAU	CAS085027	\$10.00
Here lies the librarian	Peck, Richard, 1934-	2007	F PEC	CAS027535	\$14.44
Past perfect, present tense : new	Peck, Richard.	2004	F PEC	CAS027105	\$14.44
Keeper	Peet, Mal.	2005	F PEE	CAS082753	\$15.99
We'll never tell	Perrin, Kayla.	2007	F PER	CAS032100	\$13.95
Teen, Inc.	Petrucha, Stefan.	2007	F PET	CAS032517	\$16.95
Chloe Doe	Phillips, Suzanne.	2007	F PHI	CAS032203	\$16.99
Chloe Doe	Phillips, Suzanne.	2007	F PHI	CAS083356	\$16.99
Freak	Pixley, Marcella Flei	2007	F PIX	CAS022623	\$16.00
Finding Daddy	Plummer, Louise.	2007	F PLU	CAS027866	\$13.60
The ghost of Mary Prairie	Polisar, Lisa.	2007	F POL	CAS032154	\$18.95
The confessional	Powers, J. L. (Jessica	2007	F POW	CAS083699	
Going postal	Briggs, Stephen, 195	2005	F PRA	CAS083492	
Making money : a novel of Discwo	Pratchett, Terry.	2007	F PRA	CAS083493	
Lizard people	Price, Charlie.	2007	F PRI	CAS027835	\$14.40
Love, Meg	Purtill, C. Leigh.	2007	F PUR	CAS032204	\$16.99
Black and blue : a novel	Quindlen, Anna.	1998	F QUI	CAS021443	\$23.00
Cures for heartbreak	Rabb, M. E.	2007	F RAB	CAS022552	\$15.99
Fenzig's fortune	Rabe, Jean.	2007	F RAB	CAS031669	\$25.95
How to take the ex out of ex-boyfr	Rallison, Janette, 19	2007	F RAL	CAS032060	\$15.99
Revenge of the cheerleaders	Rallison, Janette, 19	2007	F RAL	CAS032487	\$16.95
Larklight, or, The revenge of the w	Reeve, Philip.	2006	F REE Book 1	CAS031555	\$16.95
Starcross, or, The coming of the M	Reeve, Philip.	2007	F REE Book 2	CAS032324	\$16.95
Everyone who's anyone : a starlet	Reisfeld, Randi.	2007	F REI	CAS027924	\$11.96
Harmless	Reinhardt, Dana.	2007	F REI	CAS031603	\$15.99
Starlet	Reisfeld, Randi.	2007	F REI	CAS027820	\$11.96
Tabula rasa	Reuben, Shelly.	2005	F REU	CAS024852	\$24.00
Blood canticle	Rice, Anne, 1941-	2003	F RIC	CAS022288	\$25.95
Merrick	Rice, Anne, 1941-.	2000	F RIC	CAS081883	\$26.95
How I fell in love & learned to sho	Ripslinger, Jon.	2003	F RIP	CAS026669	\$17.25
The cure for crushes (and other d	Rivers, Karen, 1970-	2005	F RIV	CAS024844	\$6.95

Title	Author	Published	Call Number	Barcode	Price
X in flight	Rivers, Karen.	2007	F RIV	CAS032488	\$9.95
Here, there & everywhere	Roberson, Chris.	2005	F ROB	CAS024697	\$15.00
Queen B	Roberts, Laura Peyt	2006	F ROB	CAS031414	\$15.95
The queen of second place	Roberts, Laura Peyt	2005	F ROB	CAS024679	\$15.95
Beware the gingerbread house	Rodda, Emily.	2005	F ROD	CAS027517	\$9.36
The ghost of Raven Hill : The sorceress	Rodda, Emily.	2005	F ROD	CAS027545	\$9.36
Grace's turn	Romano, Christy Cal	2006	F ROM	CAS027642	\$13.59
Every crooked pot	Rosen, Renée.	2007	F ROS	CAS027864	\$14.46
Just in case	Rosoff, Meg.	2006	F ROS	CAS031326	\$16.95
Exit ghost	Roth, Philip.	2007	F ROT	CAS083489	
I married a communist	Roth, Philip.	1998	F ROT	CAS023057	\$26.00
Shadow of a doubt	Rottman, S. L.	2003	F ROT	CAS027120	\$12.70
Good girls	Ruby, Laura.	2006	F RUB	CAS031415	\$16.99
Good girls	Ruby, Laura.	2006	F RUB	CAS083495	\$16.99
Everyone's a critic	Ruditis, Paul.	2007	F RUD	CAS027865	\$12.76
The four Dorothys	Ruditis, Paul.	2007	F RUD	CAS027783	\$12.26
Maybe	Runyon, Brent.	2006	F RUN	CAS031416	\$16.95
Breathe	Russon, Penni.	2007	F RUS	CAS022553	\$16.99
The Dashwood sisters' secrets of London	Rushton, Rosie.	2005	F RUS	CAS024431	\$15.99
Friends, enemies	Rushton, Rosie.	2004	F RUS	CAS024365	\$15.99
The sparrow	Russell, Mary Doria,	1997	F RUS	CAS032546	\$14.95
Undine	Russon, Penni.	2006	F RUS	CAS025020	\$16.89
The rules for hearts : a family drama	Ryan, Sara.	2007	F RYA	CAS027791	\$14.45
Rules for life	Ryan, Darlene, 1958-	2004	F RYA	CAS027309	\$11.26
Send me	Ryan, Patrick, 1965-	2006	F RYA	CAS027549	\$19.55
God went to beauty school	Rylant, Cynthia.	2003	F RYL	CAS026810	\$15.89
Saving Grace	Spencer, Katherine.	2006	F S\$E	CAS031473	\$15.00
The whole sky full of stars	Saldaña, René.	2007	F SAL	CAS031686	\$15.99
Mortal prey	Sandford, John, 1941-	2002	F SAN	CAS081873	\$21.95
Tomorrow they will kiss : a novel	Santiago, Eduardo, 1952-	2006	F SAN	CAS031349	\$13.99
Better than yesterday	Schneider, Robyn.	2007	F SCH	CAS031725	\$15.99
Dream journal	Schreck, Karen Halverson	2006	F SCH	CAS031419	\$15.99
Goy crazy	Schorr, Melissa.	2006	F SCH	CAS027641	\$13.59
Star crossed	Schreiber, Mark, 1959-	2007	F SCH	CAS032091	\$8.95
Bloom	Scott, Elizabeth.	2007	F SCO	CAS027826	\$7.64
Into the ravine	Scrimger, Richard, 1941-	2007	F SCR	CAS083477	\$14.45
The amnesia clinic	Scudamore, James,	2006	F SCU	CAS032527	\$23.00
When we get there	Seliy, Shauna.	2007	F SEL	CAS032528	\$23.95
Keysha's drama	Sewell, Earl.	2007	F SEW	CAS032543	\$9.99
Myself and I	Sewell, Earl.	2010	F SEW	CAS028502	\$10.00
My mother the cheerleader	Sharenow, Robert.	2007	F SHA	CAS032062	\$16.99
Safe	Shaw, Susan.	2007	F SHA	CAS027889	\$14.44

Title	Author	Published	Call Number	Barcode	Price
Kat's promise	Shimko, Bonnie.	2006	F SHI	CAS031422	\$17.00
Oh my goth	Showalter, Gena.	2006	F SHO	CAS032408	\$9.95
Amazing Grace	Shull, Megan.	2006	F SHU	CAS024718	\$16.00
Enthusiasm	Shulman, Polly.	2006	F SHU	CAS031014	\$15.99
Kino no tabi : the beautiful world	Sigsawa, Keiichi, 19	2006	F SIG	CAS022524	\$7.99
Vandal	Simmons, Michael,	2006	F SIM	CAS031922	\$16.95
Sword play	Singleton, Linda Joy.	2006	F SIN	CAS028697	\$15.00
The choice	Skurzynski, Gloria.	2006	F SKU Book 4	CAS031385	\$16.95
Hell phone	Sleator, William.	2006	F SLE	CAS027644	\$14.40
The beautiful miscellaneous : a no	Smith, Dominic.	2007	F SMI	CAS032349	\$24.00
The geography of girlhood	Smith, Kirsten.	2006	F SMI	CAS031092	\$16.99
Jack's run	Smith, Roland, 1951	2007	F SMI	CAS027396	\$13.59
On beauty : a novel	Smith, Zadie.	2005	F SMI	CAS024959	\$25.95
Sparrow	Smith, Sherri L.	2006	F SMI	CAS031386	\$15.95
Tantalize	Smith, Cynthia Leiti	2007	F SMI	CAS084450	\$17.00
The next thing on my list : a novel	Smolinski, Jill.	2007	F SMO	CAS031924	\$23.00
Anatomy of a boyfriend	Snadowsky, Daria.	2007	F SNA	CAS083256	\$13.00
Notes from the midnight driver	Sonnenblick, Jordan	2007	F SON	CAS031387	\$16.99
What my girlfriend doesn't know	Sones, Sonya.	2007	F SON	CAS031945	\$16.99
Zen and the art of faking it	Sonnenblick, Jordan	2007	F SON	CAS032206	\$16.99
The Witch of Agnesi	Spiller, Robert.	2006	F SPI	CAS031424	\$9.99
Dussie	Springer, Nancy.	2007	F SPR	CAS032325	\$16.95
Bella at midnight	Stanley, Diane.	2006	F STA	CAS022505	\$15.99
Blonde at heart	Standiford, Natalie.	2006	F STA	CAS027553	\$8.86
The house	Steel, Danielle.	2006	F STE	CAS082863	\$27.00
A bad boy can be good for a girl	Stone, Tanya Lee.	2007	F STO	CAS024998	\$14.95
Bleed	Stolarz, Laurie Faria	2006	F STO	CAS027632	\$13.59
Palms to the ground	Stolls, Amy.	2005	F STO	CAS024466	\$17.00
Can't get there from here	Strasser, Todd.	2004	F STR	CAS027045	\$13.56
Cut back	Strasser, Todd.	2004	F STR	CAS024091	\$5.99
In the night room : a novel	Straub, Peter, 1943-	2004	F STR	CAS022371	\$21.95
Lost boy, lost girl	Straub, Peter, 1943-	2003	F STR	CAS022295	\$24.95
Maybe a miracle : a novel	Strause, Brian.	2005	F STR	CAS024779	\$21.95
Take off	Strasser, Todd.	2004	F STR	CAS024090	\$5.99
A true and faithful narrative	Sturtevant, Katherin	2006	F STU	CAS022506	\$17.00
The tree shepherd's daughter	Summers, Gillian.	2007	F SUM	CAS032458	\$9.95
So this is how it ends	Sutherland, Tui.	2006	F SUT	CAS031425	\$16.99
This must be love	Sutherland, Tui.	2004	F SUT	CAS024109	\$16.89
Going for the record	Swanson, Julie A.	2004	F SWA	CAS027175	\$6.80
Waiting for June	Sweeney, Joyce.	2003	F SWE	CAS023850	\$15.95
My mother is a french fry and furt	Sydor, Colleen.	2008	F SYD	CAS083697	\$17.95
The gospel according to Larry	Tashjian, Janet.	2001	F TAS	CAS084998	\$16.95

Title	Author	Published	Call Number	Barcode	Price
Bowery girl	Taylor, Kim.	2006	F TAY	CAS031793	\$16.99
The counterfeit princess	Thomas, Jane Resh.	2005	F THO	CAS024719	\$15.00
PrettyTough	Tigelaar, Liz.	2007	F TIG	CAS027849	\$14.00
The swan maiden	Tomlinson, Heather.	2007	F TOM	CAS032326	\$17.95
Lost it.		2007	F TRA	CAS031878	\$6.99
Bad twin	Troup, Gary.	2006	F TRO	CAS082877	\$21.95
Three songs for courage	Trottier, Maxine.	2006	F TRO	CAS031337	\$16.95
7 days at the hot corner	Trueman, Terry.	2007	F TRU	CAS031581	\$15.99
The Darwin expedition	Tullson, Diane, 1958	2007	F TUL	CAS027921	\$12.75
Zero	Tullson, Diane, 1958	2006	F TUL	CAS031954	\$9.95
Hard hit	Turner, Ann Warren	2006	F TUR	CAS025025	\$16.99
Saint maybe	Tyler, Anne.	1996	F TYL	CAS011468	\$10.69
Petropolis	Ulinich, Anya, 1973-	2007	F ULI	CAS032351	\$24.95
The other sister	Underdahl, S. T.	2007	F UND	CAS031606	\$8.95
You, maybe : the profound asymm	Vail, Rachel.	2006	F VAI	CAS031198	\$15.99
Jumpman rule #1 : don't touch an	Valentine, James, 195	2004	F VAL	CAS027180	\$12.70
Jumpman rule #2 : don't even thir	Valentine, James, 195	2005	F VAL	CAS031068	\$14.95
The Brontë project : a novel of pas	Vandever, Jennifer, :	2005	F VAN	CAS031048	\$21.00
Remembering Raquel	Vande Velde, Vivian	2007	F VAN	CAS027885	\$13.60
Runaway	Van Draanen, Wend	2006	F VAN	CAS031338	\$15.95
Street pharm	Van Diepen, Allison.	2006	F VAN	CAS027717	\$7.00
Trigger	Vaught, Susan, 1965	2006	F VAU	CAS032016	\$16.95
Middleworld	Voelkel, J.	2007	F VOE	CAS032286	\$17.95
Black and white	Volponi, Paul.	2006	F VOL	CAS024511	\$15.99
Rooftop	Volponi, Paul.	2006	F VOL	CAS031488	\$15.99
Mother night	Vonnegut, Kurt.	1972	F Von	CAS020069	\$11.75
Sight	Vrettos, Adrienne M	2007	F VRE	CAS032409	\$16.99
Skin	Vrettos, Adrienne M	2006	F VRE	CAS031159	\$16.99
The theft & the miracle	Wade, Rebecca.	2006	F WAD	CAS022556	\$16.99
Forbidden	Waite, Judy.	2006	F WAI	CAS031017	\$16.95
A field guide to high school	Walsh, Marissa, 197	2007	F WAL	CAS032254	\$15.99
One good punch	Wallace, Rich.	2007	F WAL	CAS032400	\$15.99
Secretly inside	Warren, Hans, 1921	2006	F WAR	CAS033982	\$16.95
Awakening	Wasserman, Robin.	2007	F WAS	CAS027909	\$10.65
Kat got your tongue	Weatherly, Lee.	2007	F WEA	CAS032255	\$15.99
Triangle	Weber, Katharine, 1	2006	F WEB	CAS031391	\$23.00
Converting Kate	Weinheimer, Beckie	2007	F WEI	CAS031727	\$16.99
The Last Days	Westerfeld, Scott.	2007	F WES	CAS031426	\$16.99
Life is fine	Whittenberg, Allisor	2007	F WHI	CAS032460	\$16.00
Raven	Whitlock, Dean.	2007	F WHI	CAS032149	\$16.00
Before I wake	Wiersema, Robert J.	2007	F WIE	CAS032155	\$21.95
The Kayla chronicles	Winston, Sherri.	2007	F WIN	CAS032587	\$16.99

Title	Author	Published	Call Number	Barcode	Price
Blind faith	Wittlinger, Ellen.	2006	F WIT	CAS031341	\$15.95
Parrotfish	Wittlinger, Ellen.	2007	F WIT	CAS083405	
Starwater strains	Wolfe, Gene.	2006	F WOL	CAS024819	\$25.95
Sex Kittens and Horn Dawgs fall in	Wood, Maryrose.	2006	F WOO	CAS082741	\$15.95
Storm thief	Wooding, Chris, 197	2006	F WOO	CAS032106	\$16.99
Homefree	Wright, Nina, 1964-	2006	F WRI	CAS031389	\$8.95
The opposite of music	Young, Janet Ruth, 1	2007	F YOU	CAS031608	\$15.99
The shack	Young, William P.	2007	F YOU	CAS032991	\$14.99
Story of a girl	Zarr, Sara.	2007	F ZAR	CAS022557	\$17.00
Reaching for sun	Zimmer, Tracie Vaug	2007	F ZIM	CAS031609	\$14.95
Girl of the moment	Zindel, Lizabeth.	2007	F ZIN	CAS031682	\$16.99
Scanner Gun LZ300.			Inventory Equi	CAS091635	
Tricoder LT5000.			Inventory Equi	CAS091637	
Tricoder T63.			Inventory Equi	CAS091636	
CA Library Nook.			Nook 1	CAS083990	
CA Library Nook.			Nook 2	CAS083993	
CA Library Nook.			Nook 3	CAS083996	
Beware of the cat, stories of feline Parry, Michel.		1973	SC BEW	CAS013703	\$6.50

Agreement

Between

The Superintendent of Schools of the City School

District of the City of Canandaigua

And

The Canandaigua City School District

Food Service Association

July 1, 2022– June 30, 2026

TABLE OF CONTENTS

	<u>Page</u>
I. PREAMBLE	1
II. DURATION.....	1
III. RECOGNITION.....	1
IV. DEFINITION	1
V. PERSONAL LEAVE: BUSINESS DAYS.....	1
VI. PERSONAL LEAVE: SICK LEAVE.....	2
VII. EMERGENCY LEAVE FOR CRITICAL ILLNESS OR	2
VIII. UNIFORM ALLOWANCE	3
IX. HOLIDAYS.....	3
X. BENEFITS.....	3
XI. SICK LEAVE RESERVE.....	5
XII. RETIREMENT BENEFITS.....	8
XIII. SALARY	8
XIV. LONGEVITY SUPPLEMENT.....	9
XV. NOTICE OF VACANCIES	9
XVI. CONTINUATION OF EMPLOYMENT	9
XVII. SENIORITY	10
XVIII. IN-SERVICE TRAINING	10
XIX. TAX SHELTER ANNUITY	11
XX. PHYSICAL EXAMINATION	11
XXI. TIME CLOCK.....	11
XXII. SAVINGS CLAUSE.....	11

I. PREAMBLE

THIS AGREEMENT IS MADE THIS _____ day of _____ 2022, by and Between the SUPERINTENDENT OF SCHOOLS OF THE CANANDAIGUA CITY SCHOOL DISTRICT, hereinafter referred to as the DISTRICT, and the CANANDAIGUA CITY SCHOOL DISTRICT FOOD SERVICE EMPLOYEES' ASSOCIATION hereinafter referred to as the ASSOCIATION.

II. DURATION

This Agreement shall become effective July 1, 2022 and continue until June 30, 2026.

III. RECOGNITION

The Canandaigua City School District hereby recognizes the Food Service Employees' Association as the exclusive bargaining representative of the Food Service Negotiating Unit. The Food Service Negotiating Unit consists of all food service workers as defined below.

IV. DEFINITION

Full-time food service workers are those whose regular work schedule is six (6) hours or more per day. Part-time food service workers are those whose regular work schedule is less than six (6) hours per day.

Food service workers include, for the purpose of this Agreement, all kitchen staff, such as Cook Manager, Cook, Assistant Cook and Food Service Helper, and other approved civil service titles that may be identified. Substitutes are not included within the definition and therefore are not recognized as members.

Those food service workers whose regular work schedule was five (5) hours or more per day during the 2003-04 school year will continue to be defined as full-time food service workers.

V. LEAVE: PERSONAL DAYS

All days accrue based on number of days worked

- A. Each full-time food service worker shall be allowed two (2) days per year and each part-time food service worker shall be allowed one (1) day per year of leave with full pay for the purpose of transacting or attending to personal, legal, business or family matters which require absence during working hours. Such leave shall be available for reasons of hardship or pressing need, such as a personal legal matter, attending a graduation or wedding ceremony of a son or daughter or other similar matters. It is understood that this listing of permissible uses of personal leave is not meant to be exhaustive, but merely a guide to the types of absence contemplated by this section. The leave shall not be used merely for personal convenience or pleasure or on matters such as shopping, hunting, vacations, or similar purposes. Except in emergencies, the Association member shall give the Director of Food Service written notice on the form provided to request such leave at least two (2) school days prior to the day of the proposed absence. It is not necessary to indicate the specific reason for taking such leave, but it shall be indicated that in the Association member's opinion, the need is pressing and that the matter cannot be satisfactorily dealt with at a time other than during normal working hours. If the personal day is the day before or after a

holiday or vacation period, the reason for the personal day must be indicated on the form.

- B. A notification form may be obtained from the Cook Manager or Cook in each building.

VI. LEAVE: SICK LEAVE

- A. Newly employed full-time and part-time Association personnel will earn one paid sick leave day for each month worked for the first five months of employment. For each year of the contract, paid sick leave benefits are not to exceed a total of (ten) 10 days for full-time employees, and (five) 5 days for part-time employees.
- B. At the end of each contract year, unused earned sick days for the year will be paid out at a rate of 50% of the regular per diem rate through payroll for the first 150 accrual days only. Association members will be allowed to accumulate sick days to a maximum of 150 earned days. Days accumulated above the 150 days shall be paid out at a rate of \$25 per day through payroll. Employees deciding to have unused earned sick days paid out must submit a request by October 15 or their days will be automatically accumulated to the maximum 150 days. For members of the Employees' Retirements System (ERS), unit members may choose to forego the payout of unused sick days and elect to use accumulated sick days for additional service credit upon retirement (Section 41-J).
- C. Full-time employees shall be allotted ten (10) sick days plus two (2) personal days per school year. Sick and personal days are accrued based on days worked. An employee may use all twelve (12) as sick days or one (1) as a personal business day and eleven (11) as sick days or two (2) of the twelve (12) as personal business days and ten (10) as sick days.
- D. Part-time employees shall be allotted five sick days plus one (1) personal day. Sick and personal days are accrued based on days worked. An employee may use all six (6) as sick days or one (1) as a personal business day and five (5) as sick days.
- E. In the event that an Association member requests and is granted an extended leave of absence, the Association member must provide a written declaration of their intent to return to work that specifies the planned date of return. This written declaration shall be completed minimally two (2) calendar days prior to the commencement of the leave request.

VII. EMERGENCY LEAVE FOR CRITICAL ILLNESS OR DEATH IN THE IMMEDIATE FAMILY

- A. Critical illness means a life or death situation which the attending physician considers sufficiently serious to require the staff member's presence at the bedside of the sick or injured immediate family member.
- B. Immediate family means: husband, wife, children, father and mother; brothers and sisters; grandfather, grandmother, and grandchild; father-in-law, mother-in-law, brother-in-law, and sister-in-law, and any other members of the same home.

- C. Up to three days absence with pay will be allowed for each critical illness or death in the immediate family as defined in paragraph "B". Leave periods described in this paragraph may be extended at the discretion of the Superintendent.
- D. The employee may be asked to present a certificate from the attending physician when requesting leave for critical illness in the immediate family.

VIII. UNIFORM ALLOWANCE

- A. The uniform and/or shoe allowance will be limited to \$175 per year for the term of the contract. In addition, all new employees will be provided one (1) apron when hired.
- B. Association members shall receive payment upon presentation of a properly submitted itemized receipt verifying the purchase. Personnel must submit proof of uniform purchase to the school before June 1st of each contract year. Upon request, the District will make the tax-exemption certificate available for purchase of items in accordance with this section.
- C. In the event the District fails to provide one (1) apron to new employees, the uniform allowance shall be increased by the cost of apron.

IX. HOLIDAYS

All Association members will be provided twelve (12) paid holidays. These are:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Columbus Day
Veterans' Day
Thanksgiving Day
Friday immediately following Thanksgiving Day
Christmas Day
Three (3) floating holidays

Floating holidays will be identified by the Association President by September 15th of each school year and submitted in writing to the Assistant Superintendent of Personnel and Support Services. The holidays must be identified as a day when students are not in attendance.

X. BENEFITS

- A. Health Insurance
 - (1) The District will provide a choice of health plans offered by the Finger Lakes Area School Health Plan or its successor.
 - (2) For full-time food service workers hired prior to July 1, 2018, the District will contribute the following percentages towards health plan premiums:

Food Service Association July 1, 2022 – June 30, 2026

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
Healthy Blue 30/50 Co-Pay:	85%	84%	83%	82%
\$1,500-\$3,000 HDHP:	95%	94%	93%	92%
The District will fully fund the deductible				

For full-time food service workers hired on or after July 1, 2018 through June 30, 2022, the District will contribute the following percentages towards health plan premiums:

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
Healthy Blue 30/50 Co-Pay:	85%	84%	83%	82%
\$1,500-\$3,000 HDHP:	95%	94%	93%	92%
The District will fund half the deductible				

For full-time food service workers hired on or after October 12, 2022, the District will contribute the following percentages towards health plan premiums:

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
\$1,500-\$3,000 HDHP:	90%	89%	88%	87%
The District will fund half the deductible				

- (3) For part-time food service workers hired prior to October 12, 2022 who work more than 2.5 hours per day, the District's financial responsibility is a maximum as follows:

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
Healthy Blue 30/50 Co-Pay:	75%	74%	73%	72%
\$1,500-\$3,000 HDHP:	85%	84%	83%	82%
The District will fund half the deductible				

For part-time food service workers hired on or after October 12, 2022, the District will contribute the following percentages towards health plan premiums:

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
\$1,500-\$3,000 HDHP:	80%	79%	78%	77%
The District will fund half the deductible				

- (4) Part-time food service workers who work 2.5 hours per day or less are not eligible for a District contribution to a health insurance premium. The employee may elect to participate in a group health plan offered, but must pay 100% of the premium.
- (5) Food Service Association members that do not participate in the District's health insurance plan will be compensated as follows: \$1,000 for full-time and part-time food service workers. This amount will be paid separately from a regular paycheck further, food service workers who work less than a full year will receive a pro-rated share to the nearest full month. This contribution shall occur in the first payroll in October.

B. Dental Insurance

The District will pay 50 percent of dental insurance coverage for dental plans offered by the District for full-time employees. The District will pay 25 percent of dental insurance premiums for part-time employees. The employee will pay for insurance by payroll deduction. For the purposes of the Dental Insurance, full-time and part-time are defined above in this section.

Part-time food service workers who work 2.5 hours per day or less are not eligible for a District contribution to a dental insurance premium. The employee may elect to participate in a group dental plan offered, but must pay 100% of the premium.

C. Health Insurance for Retired Association Members

The District will pay health insurance premiums for retired full-time Association members that qualify with or without penalty for New York State Employee Retirement benefits with a minimum of ten (10) years continuous full-time service at 80% of the District's contribution of the Healthy Blue 30/50 single policy (or if no longer offered by the District, a comparable plan) for a period of no more than ten (10) years. Upon reaching age 65, the District will pay 100% of a District-sponsored HMO plan. The District reserves the right to change the plan if a HMO plan is no longer available or no longer competitive. If a retired unit member elects any other plan offered through the District and the cost of that plan exceeds that of the Board contribution for the Medicare MVP plan, the unit member will pay the additional cost.

Employees hired after June 30, 2018 will not be eligible for any district contribution for retiree health insurance.

Retired Association members that do not qualify for health insurance benefits at retirement may continue group coverage by assuming full payments.

D. Flexible Spending Account

The District will establish a Flexible Spending Account (FSA) under IRS guidelines for Section 125 plans for uninsured medical expenses and dependent child care. Each member may elect to contribute a portion of his/her salary into this account up to the amount allowable by law. Elections shall be effective on October 1 and shall run from October 1 to September 30. Effective July 1, 2019, elections shall be effective on July 1 and shall run from July 1 to June 30. Administrative costs will be paid by the District. An accrual of \$500 maximum will be allowed to be rolled into the following plan year.

E. Health Reimbursement Fund

The administrative costs for the plan will be borne 100% by the Association members. The district will not incur any administrative costs for the plan.

XI. SICK LEAVE RESERVE

1. The Board will make provision for a sick leave reserve to aid unit members who suffer prolonged illness and whose sick leave becomes exhausted during an extended period of illness. The intent of the sick reserve is to provide a safety net for those members who suffer a long-term illness or injury. The reserve is not intended to

provide salary continuity for short-term illness or injury nor is it intended to cover cosmetic or elective procedures. Wherever possible, the member shall schedule procedures or treatments during the summer or at other times that would minimize absence from work.

2. All employees will be automatically enrolled in the Sick Leave Reserve.
 - a. Each newly hired employee has thirty (30) calendar days from their date of hire to opt out of the Sick Leave Reserve.
 - b. Employees who have not previously drawn from the Sick Leave Reserve shall also be permitted to opt out of the Sick Leave Reserve when the District requests each employee to contribute an additional day (when available days fall below 25).
 - c. Participants must re-contribute one (1) day to maintain membership. If the Reserve falls below 25 days, the Board will contribute 65 days. Unused days will carry over into the next school year.
 - d. An employee who has previously “opted out” of sick bank will be re-enrolled as a sick bank member only when the sick bank reserve falls below 25 days and added days are donated by members and the district.
 - e. Any member may “opt out” of sick bank by completing the available sick bank “Opt Out form” within 10 days of the time that members are notified that days will be donated due to the reserve falling below 25 days.

*Unit members who draw from the Sick Bank shall be required to remain enrolled in the Sick Leave Reserve for the duration of their employment in the District.

3. In order to be eligible to use the sick reserve, the member must be suffering from a disabling illness or injury that prevents the member from performing the essential duties of the position.
4. Unit members may use sick leave reserve days upon the following terms and under the following conditions:
 - a. the unit member must be an employee of the District on active status;
 - b. the unit member must not have opted out of sick bank and thus, must have donated at least one (1) day of sick leave to the reserve as entry to sick bank reserve as well as contributing a day to the reserve when it fell below 25 days in maintaining membership;
 - c. the unit member must have been absent with the same qualifying illness or injury for 20 unpaid, consecutive work days following exhaustion of regular paid sick leave.
 - i. In the case of 12-month employees, the unit member may use vacation days to offset the number of unpaid days (ex. Use of two vacation days will reduce the number of unpaid days to 18).
 - ii. All unit members may offset the number of unpaid days by the number of days they have donated to the Sick Leave Reserve since 2000.

- iii. In cases where significant work time is missed as the result of intermittent treatments as prescribed by a doctor as cancer treatment (chemotherapy or radiation therapy), the sum of these intermittent days may be used to replace the 20 consecutive days.
- d. the unit member must submit verification of the medical condition by the physician subject to the approval of the supervising school physician;
- e. if recurrence or continuation into the following school year of the same illness requires additional absences, the requirement under 5c will be waived and the unit member may be eligible for additional days but not to exceed the maximum number of school days allowed per school year.

The conditions defined above in paragraph 5 apply for each request to the Sick Leave Reserve.

5. There will be limited number of Sick Leave days per unit member per school year whereby an employee who has been a contributor* for -

0-5 years may receive up to 30 days per year
6-10 years may receive up to 60 days per year
11+ years may receive up to 90 days per year

The total cumulative use any employee may make of the reserve is 180 days.

6. Unit members approved for Sick Leave Reserve days may not accept additional employment outside of the District. The employee may keep his/her existing part-time job outside of the District at the current number of hours. A physician's note must be provided that substantiates the employee's ability to work his/her part-time job but not the District position.
7. A committee consisting of the Association President or his/her designee from each employee unit and the District Administrative designee shall administer the reserve. The committee shall review requests and make recommendations to the Superintendent for the use of sick leave reserve. The final decision for granting of sick leave allowance from the sick leave reserve rests with the Superintendent of Schools.
8. New members who do not have a day to contribute to the Reserve may not draw from the Sick Leave Reserve until he/she is able to contribute a day.
9. Continuing members who do not have a day to contribute may remain in the Reserve but will have a day taken from their allocation of days given at the start of the next school year.
10. This article is not subject to grievance.

*Does not require consecutive years of contribution.

XII. RETIREMENT BENEFITS

- A. The Board of Education has elected the option, Article 41-J, available under the Retirement System so that unused sick leave may be credited toward the length of service at the time of retirement.
- B. The Board of Education has elected to provide the death benefit option available under the New York State Employees' Retirement System, Section 60b.
- C. All members of this Unit are eligible to participate in the New York State Employees' Retirement Program.

XIII. SALARY

A. Starting Wages

For the contract period, starting wages will be as follows:

Title	7/1/22-6/30/23	2023-2024	2024-2025	2025-2026	
Cook Manager (2 Bldg)	\$19.80	\$20.30	\$20.80	\$21.32	
Cook Manager (1 Bldg)	\$17.74	\$18.18	\$18.64	\$19.10	
Cook	\$16.97	\$17.39	\$17.83	\$18.27	
Assistant Cook	\$16.57	\$16.98	\$17.41	\$17.84	
Food Service Worker FT	\$15.23	\$15.61	\$16.00	\$16.40	
Food Service Worker PT	\$15.00	\$15.38	\$15.76	\$16.15	

B. Wage Increases

Food Service Workers FT, Food Service Workers PT, and Assistant Cooks who were employees of the district as of June 30, 2022 will receive a \$2.25 wage increase above the wage they had on June 30, 2022 for the 2022-2023 school year. The following three years they will receive a 3% wage increase per year.

Cooks who were employees of the district as of June 30, 2022 will receive a \$2.50 wage increase above the wage they had on June 30, 2022 for the 2022-2023 school year. The following three years they will receive a 3% wage increase per year.

Cook Managers who were employees of the district as of June 30, 2022 will receive a \$2.75 wage increase above the wage they had on June 30, 2022 for the 2022-2023 school year. The following three years they will receive a 3% wage increase per year.

Employees hired on or after July 1, 2022 will receive the starting wage in the table above with a 3% increase in their wage per year for each remaining year of the contract.

C. Superintendent Conference Days

With regard to Opening Day(s), Association members will be paid at regular wage for the entire day.

D. Inclement Weather and Other Emergencies

- (1) The Cook, Cook Manager, or other designated person who must report for work to prevent food from spoiling on days when school is closed because of

inclement weather or other emergency, will be paid for a minimum of four hours.

- (2) Association members whose regular work day begins before the official announcement of school closing and who report to work in good faith shall be paid for four hours or the number of hours in the regularly scheduled shift, whichever is less. All Association members continue to be responsible to listen to the approved radio stations for school closing information.

E. Attendance at Conferences

Food service staff will be paid up to four hours at their regular hourly rate for attendance at area conferences. This provision is limited to required conferences and to not more than two per school year.

F. Non-School Related Events Outside the Regular Work Day

Association members working on non-school related special dinners or catering events outside of the regular work day (i.e., evenings, weekends) will be paid one and one-half times their hourly rate. Association members employed in the summer will be paid their regular rate of pay.

G. Substitutes for a Cook or Cook Manager

In the event that an Association member substitutes for a Cook or Cook Manager for a minimum of 5 consecutive work days that Association member shall receive an hourly supplement of \$1.00 per hour for the time worked as a substitute retroactive to the first day of substitute service.

H. Emergency Days

Food Service Workers will be paid for up to two (2) emergency days (school closings) during each school year. Personal days may be used by unit members if there are more than two (2) emergency days in a school year.

XIV. LONGEVITY SUPPLEMENT

After completion of the 8th, 12th, 16th, 20th, 24th, 28th, and 32nd consecutive year of service, unit members shall receive a one-time lump sum bonus of \$600. This bonus shall be payable in the last pay of June of the Association member's 8th, 12th, 16th, 20th, 24th, and 28th and 32nd year of continuous full-time or part-time service. The anniversary date of an employee hired prior to March 1st of any school year shall be calculated on the previous July 1st. The anniversary date of an employee hired after March 1st of any year shall be calculated on July 1st of that year.

XV. NOTICE OF VACANCIES

The District shall post all permanent vacancies within the Association in each building for three calendar days.

XVI. CONTINUATION OF EMPLOYMENT

- A. Persons designated to be included in the Food Service Association who were employed during any school year will be assured continuous employment in the same or similar position for the following school year, including periods following school vacations and holidays, unless 14 calendar days' notice is given that employment will be terminated.

- B. Customary vacation periods will be observed in accordance with the official school calendar. It is expected that each employee of this Association will return to work on the first scheduled work day for his/her particular position following each holiday or vacation recess occurring during any school year.

XVII. SENIORITY

For purposes of this article only, District seniority shall be defined as the total length of service the unit member has accrued in the Food Service Employees' Association, adjusted for any breaks in service and/or unpaid leaves of absence. In the event the District reduces staff in the Food Service Employees' Association, the following rules should apply:

- (1) Temporary, casual, and substitute appointments will be laid off first in the applicable classification.
- (2) The least senior individual within the classification affected will be reduced first and remaining layoffs will be made in inverse order of seniority. The classifications are those defined within this contract.
- (3) The District will notify the affected employee 30 calendar days prior to the layoff where possible.
- (4) A recall list will be established for each classification abolished. The order of the list will be based upon total years of service in the District's Food Service Employees' Association.
- (5) A unit member's name will be removed from the recall list in the following circumstances: where he/she accepts the position in the same classification and with the same number of hours as the abolished position, or upon expiration of one year, or non-acceptance or non-responsive to a recall letter, as more fully outlined in number 6 below.
- (6) The District will send notices of all full-time and part-time vacant positions to those unit members still on the recall list via certified mail, return receipt requested. The employee will have one calendar week from the date of receipt to respond to the written notice of a vacant position. The employee's failure to respond in writing within one calendar week to accept any vacant positions will be construed as non-acceptance, the employee's name will be immediately removed from the recall list, and the District has no other obligations to the employee. If the employee does not accept the recalled position at the time it is offered and that position is the same classification and the same number of hours of the position laid off from, his/her name shall be immediately removed from the recall list.
- (7) Cook managers, cooks, and assistant cooks shall have bumping rights in reverse authority provided they have more seniority than any less senior food service employee.

XVIII. IN-SERVICE TRAINING

Up to four (4) mandatory in-service training sessions may be held during each school year. Each employee will be required to attend these sessions and will be paid at their regular rate for attendance.

XIX. SPECIAL PAY PLAN

The Canandaigua City School District Board of Education has established a pre-tax program known as a “special pay plan,” which provides for the payment of designated compensation through contributions to a deferred compensation plan up designated by the Board of Education as a 403(b) plan to the annual maximum allowed by law with any remaining amounts for a year contributed in subsequent years to the 403(b) plan up to the maximum amount allowed by law until fully paid out, through which the District will contribute all bonus pay, special pay, and terminal pay.

XX. PHYSICAL EXAMINATION

Food Service employees may be required by the District to have a physical examination. The exam will be performed by the District’s physician and the fee for the exam will be paid by the District.

XXI. TIME CLOCK

It is expected that all unit members will use the time clock system to record hours worked. A unit member shall “punch in” no earlier than seven (7) minutes before his/her work period begins. A unit member shall “punch out” no later than seven (7) minutes after his/her work period ends. The responsibility for keeping accurate hours of work is that of the individual unit member. A unit member may only “punch” for himself/herself. Unit members who knowingly falsify information by punching in or out incorrectly, or who punch in or out for another employee, are subject to the disciplinary procedures in this Agreement.

XXII. SAVINGS CLAUSE

If any provisions of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications of the Agreement shall continue in full force and effect.

IN WITNESS THEREOF, the parties hereunto set their hands

and seals this _____ day of _____, 2022.

SUPERINTENDENT OF SCHOOLS OF THE CITY SCHOOL DISTRICT OF
THE CITY OF CANANDAIGUA, NEW YORK

By _____

BOARD PRESIDENT OF THE CITY SCHOOL DISTRICT OF
THE CITY OF CANANDAIGUA, NEW YORK

By _____

Food Service Association July 1, 2022 – June 30, 2026

PRESIDENT OF THE CANANDAIGUA CITY SCHOOL DISTRICT
FOOD SERVICE ASSOCIATION

By _____



Request for Overnight Field Trip

To authorize overnight field trip approval, each section of this cover sheet must be filled out **in detail along with accompanying documents** (itinerary, permission slip, forms, etc.). Failure to complete this cover sheet and provide thorough documentation will result in the packet being returned without making it onto a board agenda thus delaying and jeopardizing potential approval. *At no point should there be any parent or student meeting(s) nor money collected prior to this form reaching board approval, unless there is preapproval by the Superintendent.* Should you have questions regarding proper completion of the forms, please see your immediate supervisor for assistance.

Name of Group/Club (building/grade level): **FIRST Robotics**

Destination: **Albany, NY- FIRST Robotics Terch Valley Regional**

Departure Date and Approximate Time: **Wednesday, March 29th 2023, 1:40 PM**

Return Date and Approximate Time: **Saturday, April 1st 2023, 10:00 PM**

Number of Students Expected to Attend: **20**

Number of Chaperones (also detail how students will be supervised 24 hours / day):

We will arrive as a team each day to the event venue. Students will have a very busy day with dedicated roles throughout the day. These roles might consist of driving the robot, being a human player, scouting, or pit crew to name a few. Students will not be allowed to leave the competition venue for any reason throughout the day. After the event is over for the day, the team as a whole, will go to dinner and then return to the hotel. Each night students will have a curfew and will be taped into their rooms. If there is any free time before the curfew, students must remain in the hotel and we will have chaperones walking around monitoring the various locations where the students are. Under no circumstance will students of opposite gender be allowed in the same hotel room unless there are both other students in the room and the door is propped open.

Chaperone Contact Information:

Steve Schlegel 585-770-3796 – schlegels@canandaiguaschools.org

Dan Bowman-585-905-2036 bowmand@canandaiguaschools.org



Request for Overnight Field Trip

Cost per student	
Package Amount	
or Breakdown Amount	
Travel	\$160
Lodging	\$150
Meals	
Breakfast	Inc. in hotel
Lunch	\$45
Dinner	\$80
Other (Explanation)	
Cost of Trip Per Student	\$435
Less Club Contribution	\$-385
Less Expected Fundraising	\$-50
Final Cost to Student	0.00

Cost per Student (costs should include an itemized and realistic summary of travel, hotel, meals, and admission, etc. - include fundraising opportunities and arrangements made for those who cannot afford the trip as well):

Mode of Transportation (include bus service / airline):

TBD - Charter Bus

Accommodations (Hotel information such as address, phone number and webpage link):

TBD

Refund policy/ Insurance or other recoup options:

Out of pocket expense for a student to travel with the team to this event will be \$0.00

In the space provided below, please detail your trip and how it connects to your content area, program or activity. Include the educational outcomes students will gain from the experience:

- **Additional competition to give students an opportunity to learn and build upon what they experienced at the RIT competition**
- **Inspire students to explore, experience, and appreciate technology, math, science, and engineering through hands-on participation in team activities.**
- **Prepare students for leadership roles through shared decision making on our team.**
- **Promote teamwork**



Request for Overnight Field Trip

Before submitting approval, you must submit supporting documentation. Attached are templates which needs to be updated with detailed information for your proposed trip. These documents should be submitted in the following order (check list):

- *A detailed itinerary*
- *Introductory letter*
- *Field trip permission form*
- *Overnight trip parent meeting agenda*
- *Emergency medical information for overnight trips/camps*
- *Behavior expectations/monitoring guidelines*
- *Trip parent/student survey*
- *Chaperone responsibilities and trip tips*

Steve Schlegel & Dan Bowman
Name (print) of Trip Coordinator

Steve Schlegel
Signature of Trip Coordinator

10/14/2023
Date

Approvals: (Office Use Only)

Principal/AD/Supervisor:	(Initial) <u>MS</u>	(Final) _____
Director Of Transportation:	(Initial) <u>MS</u>	(Final) _____
ASI:	(Initial) <u>MS</u>	(Final) _____
Superintendent:	(Initial) <u>MS</u>	(Final) _____
Board of Education:	(Initial) _____	(Final) _____

Introductory Letter

Dear Parent:

Your child is being provided a wonderful opportunity to extend his/her learning beyond the classroom and assume adult responsibilities at the same time. **The FIRST Robotics Team is sponsoring a trip, trip to Albany, NY.**

Enclosed you will find the following important forms that must be completed and RETURNED by 1/31/2023:

- Student rules for behavior
- Student Profile and Medical form: a medical release form that is required in the event that your son/daughter requires immediate medical care.
- Trip cancellation policy/ insurance
- COVID Plan
- a permission slip

Because this is a school-sponsored activity, the rules that govern our students at the Academy will be in full effect. Please refer to our Parent/Student handbook and the Student Agenda for a complete listing of expectations, consequences, and penalties for inappropriate conduct or behavior.

If you have any questions, please feel free to contact us at:

The final payment for this trip was due on (no payment due). Any outstanding balances must be paid immediately. All payments are non-refundable. Money cannot be returned in the case of last minute student discipline or an unforeseen and previously unscheduled athletic event.

Attachment 1 – Tentative Itinerary

WEDNESDAY, MARCH 29

1:15 P.M.	1 – 56 PASSENGER MOTOR COACH ARRIVES AT: CANANDAIGUA ACADEMY 435 EAST STREET CANANDAIGUA, NY
1:45 P.M.	DEPART FOR ALBANY
5:00 P.M.	CHECK INTO HOTEL:
5:30 P.M.	DEPART FOR: MVP ARENA 51 S PEARL ST ALBANY, NY 12207
5:45 P.M. – 7:00 P.M.	UNLOAD ROBOT
7:15 P.M.	RETURN TO HOTEL
7:45 P.M.	DINNER AT: TBD
8:30 P.M.	RETURN TO HOTEL
9:30 P.M.	INTO ROOMS FOR THE NIGHT

THURSDAY, MARCH 30

6:45 A.M.	BREAKFAST AT THE HOTEL
7:45 A.M.	DEPART HOTEL FOR MVP ARENA
7:00 P.M.	DEPART FOR HOTEL
7:15 P.M. – 8:15 PM	DINNER @ HOTEL
9:30 P.M.	INTO ROOMS FOR THE NIGHT

FRIDAY, MARCH 31

6:15 A.M.	BREAKFAST AT THE HOTEL
7:15 PM	DEPART HOTEL FOR MVP ARENA
6:45 P.M.	DEPART FOR HOTEL
7:15 P.M. – 8:15 P.M.	DINNER @ HOTEL
9:30 P.M.	INTO ROOMS FOR THE NIGHT

SATURDAY, APRIL 1

6:15 A.M.	BREAKFAST AT THE HOTEL
7:00 A.M.	LOAD LUGGAGE ON BUS
7:00 A.M.	CHECK OUT AND DEPART THE HOTEL FOR MVP ARENA
6:15 P.M.	DEPART FOR HOME
7:00 P.M.	STOP FOR DINNER EN ROUTE HOME
10:00 P.M.	RETURN TO CANANDAIGUA ACADEMY

Accommodations:

TBD

Restaurants:

TBD

Travel/Motor Coach:

TBD Charter Bus: 

Chaperone Contact Information:

Steve Schlegel 585-770-3796 – schlegels@canandaiguaschools.org

Dan Bowman-585-905-2036 bowmand@canandaiguaschools.org

Attachment 2 - FIELD TRIP PERMISSION FORM

Field trips are an important part of a child's school experience. Your child has the opportunity to participate in a field trip. The purpose of this form is to obtain your permission for your child to participate in this trip and to obtain information regarding your plans for that day in case there is an emergency of any kind. Please call the teacher indicated if you have any questions. In the event that the field trip is cancelled due to extenuating circumstances, we will make every effort to reimburse students when possible. For any extended (overnight) Co-curricular or Extra-curricular field trips students must have no illegal absences the two (2) days prior to the field trip and also must be within the school's attendance policy.

Trip Date March 29-April 1, 2023

Transportation Bus x

Class/Group Canandaigua FIRST Robotics

Teacher/Supervisor Steve Schlegel & Dan Bowman

Trip Destination Albany, NY - MVP ARENA

Other Planned Stops Various stops for food

Planned Departure Time 3/29/2023 @ 1:45 PM Planned Return Time 4/1/2023@10:00 PM

Departing From Canandaigua Academy Returning To Canandaigua Academy

Additional

To be completed by parent:

_____ has my permission to attend the school sponsored trip to
Name of Student

Albany, NY MVP Arena on 3/29/23-4/1/23.
Location Date(s)

I am fully aware that all District and school policies are in effect during this trip and for safety purposes, a pre-trip search of all luggage and carry-on items may be conducted by the school administration **for any extended (overnight) field trips.**

If my child violates the District's Code of Conduct or District policy during the trip, I understand that the school administration may decide that my child cannot continue to participate in the trip. If that happens, I agree that it will be my responsibility to provide transportation home for my child. During the trip I may be contacted at:

Name _____

Address _____

Telephone _____ Alternate number _____

In the event that I cannot be reached for return transportation, I have arranged for the following person to pick up my child:

Name _____

Address _____

Telephone _____ Alternate number _____

By signing this, I agree to the pre-trip search described above and that if according to the school administration my child may not continue to participate in the trip due to my child's conduct, I will provide transportation home for my child at my expense.

I agree to abide by all school rules, trip safety (including COVID) and local authority policies.

Signature of Parent/Guardian

Date

Signature of Student

Date

Attachment 3

Overnight Trip Parent Meeting Agenda

Meeting Date 3/7/2023

Date of trip: March 29-April 1, 2023

Hotel: TBD

Costs: As long as students participate in, and sell \$50 worth of pancake breakfast tickets the club will pay the remaining travel costs.

Room Assignments

Rules/Behavior

Students with Medication

Trip cancellation policy/ insurance

COVID plan:

- We will follow the schools current COVID plan

IMPORTANT TRIP NOTICE

The Canandaigua City School District recognizes the importance of field trips (day trips and overnight experiences) and how they enhance both our instructional and co-curricular programs. We are excited to support field trips during the 2022-2023 school year and we have worked with our staff to make sure that safety protocols are in place for those traveling on the field trips.

As we continue to learn to operate in a world with COVID-19, we offer these programs with student safety in mind, but understand that there are some additional challenges associated with traveling at this time. Trip insurance is available therefore please review the information related to the coverage so you can make an informed decision which makes the most sense for your family. Furthermore, please understand that while a trip may be approved, it is conceivable that it could be cancelled by the school district or the travel company if there are travel restrictions or other factors that would lead to an unsafe situation.

Essentially, we want to be clear and transparent that it is the district's intention to acknowledge that we must learn to live in a world with COVID and provide these meaningful experiences for our school community but along with that comes inherent risks of quarantines, isolations, and cancellations which could result in lost money for families. Please only commit to trips if you believe it is worth the risks mentioned.

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to Albany, NY on 3/29/2023-4/1/2023

From: Marica Jewell & Mary Green, Canandaigua Academy

Re: Medication for Albany, NY Trip

The guidelines for students taking prescription and non-prescription drugs on the trip are as follows:

- **All medications** require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by 3/14/2023.
- Parents/Guardians need to sign the health information sheet.
- Medication ***must be*** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Students **will not** be allowed to carry non-prescription medication (over-the-counter). The nurse/chaperone will administer these to students as necessary.
- Mouthwash is not permitted on the trip.

Please call us at 585-396-3820 if you have any questions.

CANANDAIGUA CITY SCHOOL DISTRICT

CONFIDENTIAL - will be seen by trip or school staff

EMERGENCY MEDICAL INFORMATION FOR OVERNIGHT FIELD TRIPS/CAMPS

Student's Name : _____ AGE: _____

Home address: _____ DOB: _____

Parent / Guardian: _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

Emergency Contact* _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

EMERGENCY CONTACTS:

Student's health care provider: _____ Phone: _____

Student's dentist: _____ Phone: _____

INSURANCE

Medical insurance provider for student: _____ Policy #: _____

STUDENT'S HEALTH STATUS BEFORE THE TRIP The School Nurse will review health records of students.

Does your child have any health problems? (Please check all that apply and tell us about them):

☐ Allergies to food, medicine, or bites ☐ Asthma☐ Breathing or lung problems ☐ Cardiac (Heart) problems☐ Diabetes ☐ Seizure disorder☐ Bones or Joints ☐ Other problems? _____

Please tell us more about the problem(s) _____

Date of last tetanus shot _____

MEDICATIONS: If your child already has a health care provider's note on file, you do not need to have the following verified by the health care provider. If you do not, you must have your health care provider sign at the bottom giving your child permission to take medicine on the trip. All medication except authorized self-carry inhalers, epinephrine auto injectors, diabetes supplies, or other emergency medications must be carried by and dispensed by a medical provider/chaperone.

1) I request that my child receive the following medications on the field trip or at camp:

NAME OF MEDICATION	DOSE / HOW MUCH?	WHEN?	WHERE? (BY MOUTH, SKIN, etc.)

I attest that this student has demonstrated to me that they can self-administer the medication (s)

☐ Inhaler, ☐ Epi Pen, ☐ insulin/glucagon/diabetic supplies safely and effectively, and may carry and use this medication independently at school/for school sponsored activities._____
Health Care Provider's Signature_____
Date_____
Parent/Guardian signature_____
Date

2) I give permission to a health care provider or hospital to secure proper treatment including (but not limited to) medications, injections, anesthesia or surgery for my child as named above:

Parent / Guardian Signature_____
Date

*If your student requires emergency care while on the trip, the supervising teacher will call you to inform you of the circumstances and to obtain permission for treatment. If you cannot be reached promptly, please name another person (relative or close friend) who can speak for you. If no contact person can be reached, the health care providers(s) will act in the child's best interest.

Revised Oct 2017

Attachment 7

Behavior Expectations/Monitoring Guidelines

This trip is a school sponsored activity provided for you by the Board of Education, your family—and through your own effort and cooperation. Its intent is that of an enjoyable, educational, cultural, and social event free from distractions and stresses caused by negative behavioral situations. All school rules are in effect at all times. Violators will be disciplined through standard district channels upon return to Canandaigua. Immediate and necessary action will be handled by administrators while on the trip. In severe cases parents will be notified that a serious violation has occurred, and the student involved will be transported home immediately **by a parent, at the parent's expense.**

It is assumed by your participation in this trip that you agree to the following:

- To refrain from the use of alcohol, tobacco, controlled substances, and any form of illegal and/or illicit substances. Violations will carry severe consequences **including police action** if necessary. Similarly, any attempt at shoplifting or theft at any location will involve the police.
- If the use of illegal and/or illicit drugs or alcohol is suspected, the chaperones and a building administrator will **IMMEDIATELY** confront the student(s). The administrator will call parents and local police.
- **It will be each parent's responsibility to provide immediate transportation home for their child if he/she is found in violation of the school's alcohol, drug, weapons, or theft/vandalism policy.**
- Students are required to abide by any trip safety plan including COVID requirements and local authority and host requirements.
- There will be no smoking or burning of incense/candles in hotel rooms.
- Students are **ONLY** allowed in their assigned hotel room. If a student is in another student's hotel room, the door must be **WIDE OPEN AT ALL TIMES.**
- To respond immediately and with due respect to directives issued by the chaperones, tour guides, bus drivers, hotel and restaurant personnel, and any others in authority.
- To adhere to the itinerary sites as a group, with the understanding that "side trips" on your own are not allowed. No one is to walk or take any public or private transportation to any other location for any reason. Your whereabouts must be known by the trip chaperones at all times.
- To strictly adhere to all announced time schedules, including all meeting times and locations and curfews. Once "lights out" time occurs at the hotel, no one is to leave his or her assigned room until the next morning.
- To conduct yourself in an adult fashion at all times. You are representing your family and your school, as well as yourself. Immature behavior of **any type** will be immediately halted, and students involved will be reprimanded. You will be expected to dress and conduct yourself with dignity and class at all times. Loud, raucous, disruptive, or distracting behavior will not be allowed.
- To show respect for others and the property of others - students, chaperones, hosts at attractions, and at the hotel restaurants and other locations we will be visiting.
- To feel confident to report any complaints or problems to the appropriate chaperone(s).
- At no time will students be allowed to sleep in areas other than those assigned.
- Visits by local family members are to be pre-arranged and **PRECEDED** with a note from your parent.
- Visits by local friends are specifically not allowed.
- Students will be taped into their hotel rooms each night.

We are all responsible for making this a safe trip that is totally incident-free so that we can continue to build on this kind of activity in the future.

Parent Signature

Date

Student Signature

Date

CANANDAIGUA FIRST ROBOTICS Albany, NY Tech Valley Regional

**PARENT/STUDENT CONTRACT
TO BE READ, SIGNED and RETURNED**

1. Drugs, Alcohol and Tobacco

The students of Canandaigua FIRST Robotics must follow the policy concerning the possession and use of drugs, alcohol and tobacco. At no time during the trip, from the time we depart Canandaigua on 3/29/2023 and return to Canandaigua on 4/1/2023 are students to be in the possession of and/or using illegal and/or illicit drugs, alcohol or tobacco products (including smokeless tobacco products). Violation of this rule will result in a call home, disciplinary action upon returning to Canandaigua, and the loss of the right to participate in senior year activities for the remainder of the year (i.e. senior ball, possibly graduation ceremony). In the case of drug possession and use, we will notify the local authorities. Be aware that violation of the drug, alcohol, and tobacco contract will have training rule implications. As mentioned several times already, the trip will be immediately cancelled for violation of the school's drug, alcohol, weapons, or thievery/vandalism policy and an immediate parent-accompanied return home will take place.

2. Being on Time

Many of the activities planned while in Albany involve appointments and reservations that have been made months in advance. Therefore, it is very important that everyone is punctual. The necessary times and meeting points will be indicated to you each day; it is your responsibility to be on time.

3. Body piercing/tattooing

Students are NOT allowed to have any part of their bodies pierced or tattooed while on this trip. Albany is a large city with the potential for contracting a communicable disease if one engages in an activity such as piercing or tattooing, as there is no way to be sure if the equipment used is properly sterilized. We would also have no way of knowing or keeping track of whether or not the student had parental permission; therefore it will NOT be allowed.

4. Free Time

The trip we have planned for students in Albany allows for little free time. Students must stay together in groups of at least three people (with at least one person with a cell phone) for their own safety and must remain in the areas designated by the chaperones and tour guides. You may not fully appreciate how large Albany is and how quickly the potential for problems may arise if you are not cautious. We want this to be a fantastic experience, as it has been the past, and therefore you must act responsibly.

5. Curfew

Each night you will be given a curfew which will be based on the next day's activities. Upon returning to the hotel there will be time to socialize, etc. Students must be in their rooms before curfew. At designated times, chaperones will do room checks. All persons assigned to the room must be in that room for room check. Once the room is checked, the chaperones will place a small piece of masking tape over one corner of the door. The door must then remain shut and students in their room until the next morning. We do not do this because we mistrust the students. It is done in the hopes of removing any temptation to wander around at night. We take our responsibility for your safety seriously.

6. Serious Infractions of Any of the Rules, Safety Plan or local authority or host requirements

If you violate any of the above rules/regulations, causing a serious situation, or if you continuously and willfully violate any of the above, you will be sent home with your parent at their expense. The chaperones and tour director will make this decision in consultation with school district officials. You will also face school consequences as a result.

7. Theft and Loss of Personal Items

At no time is the Hotel, The School/Robotics team, or the motor coach company responsible for the theft or loss of personal items.

8. Parent/Guardian Signature

After you and your parents have read this, please sign below.

Student Signature

Date

Parent/Guardian Signature

Date

Attachment 8

**Trip Parent/Student Survey
Evaluation of Trip**

1. Was the trip a positive experience for you/your child?

Yes No

2. Would you recommend this trip for future teams/students?

Yes No

3. Were there fundraising opportunities provided for you/your family to meet the financial requirements of this trip?

Yes No

4. Would you recommend any changes for this trip in the future?

Yes No

Comments: _____

General Trip Tips

1. Never give out your hotel name or room number to strangers!
2. You will pay for services charged to your room (i.e. long distance phone calls, room service, movies, etc.)
3. The maid will take money left out in your room. He/She will think it is a tip. So unless it is intended as a tip, keep it on you at all times.
4. Valuables should either be left at home or be kept in the **hotel safe**. If lost or stolen, we are not responsible.
5. Do not venture out on your own!
6. You **MUST ALWAYS** travel **WITH A CHAPERONE** or **BUDDY**!
7. You may bring an I-Pod or personal music device, but you cannot bring anything with open speakers. Remember -- you bring these items **at your own risk**. We will take no responsibility if they are lost or stolen.
8. Keep the bus and plane neat and clean at all times. Continually police your own area!
9. **PACK:**
 - One suitcase for under the bus.
 - One very small soft carry-on bag to keep with you on the bus, along with a pillow and blanket.
 - Bring appropriate clothing for the trip.
 - A cell phone or watch. It is critical that you are always **ON TIME**!
 - **Bring some snacks for the way down on the bus. You may not bring opened drinks, but you may bring wrapped snacks, like granola bars and such, and unopened containers to drink.**
10. Budget money for:
 - Lunch each day of competition
 - Snack throughout the day
 - Souvenirs
11. Be sure to represent yourself, school, parents, community, chaperone, etc. in a positive light.
12. The school rules, as clearly written in your student agenda and throughout this packet, will be in effect for the entire trip.
13. Inappropriate items purchased on this trip will be confiscated and returned to you only when your parents pick you up.

Chaperone Responsibilities

THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

KEEP IN MIND THE FOLLOWING:

1. Have the students keep all areas neat and clean at all times.
2. Certain foods are okay on the bus, but students need to be considerate of others.
1. Students need to remember to respect others in terms of noise levels.
2. Personal music devices (mp3 players) are acceptable; however, *no open speakers are permitted*.

BE SURE THAT STUDENTS ASSIGNED TO YOU ARE ON THE BUS EVERY TIME WE DEPART.

1. In addition to taking role call at designated areas and times, you should also remain in contact with your group at all times.

INFORM ADVISOR OF ANY SEVERE PROBLEMS AS SOON AS POSSIBLE.

1. The advisor may suggest ways for you to handle the problem or may opt to handle it him/herself

BE AVAILABLE FOR CHAPERONE MEETINGS AT ANY OR ALL OF THE FOLLOWING:

1. Immediately after attendance is taken on each bus
1. Upon arrival to each location- before students are allowed to unload
2. Every organized meal
3. After curfew
4. Other times as necessary

ENFORCE THE SCHOOL RULES

Please read the school rules and become familiar with them. As chaperones we set the tone for the entire trip, not only with our attitude and disciplinary style, but also with our actions and words. As chaperones, we all assume the responsibility of being a role model.

One item that we would like to call to your attention is the school rule regarding the use of tobacco and alcohol. As adults, we have the freedom to make personal choices about the consumption of these products, but as *leaders* of young adults we are models of healthy choices. Whether your personal philosophy advocates the use of these products or not, you should not be seen smoking nor should you consume alcohol at any time!

We are each parent's proxy on this trip. A mishandled "chaperone - student" situation can easily be attributed to an error in judgment.



Request for Overnight Field Trip

To authorize overnight field trip approval, each section of this cover sheet must be filled out **in detail along with accompanying documents** (itinerary, permission slip, forms, etc.). Failure to complete this cover sheet and provide thorough documentation will result in the packet being returned without making it onto a board agenda thus delaying and jeopardizing potential approval. *At no point should there be any parent or student meeting(s) nor money collected prior to this form reaching board approval, unless there is preapproval by the Superintendent.* Should you have questions regarding proper completion of the forms, please see your immediate supervisor for assistance.

Name of Group/Club (building/grade level):

Canandaigua Varsity Ice Hockey

Destination:

Capital District YMCA (Games)

900 Delaware Ave, Delmar NY, 12054

Homewood Suites Albany Crossgates Mall (Acommodations)

1651 Western Ave, Albany NY, 12203

Departure Date and Approximate Time:

Friday 11/25 @ 11:00am

Return Date and Approximate Time:

Saturday 11/26 @ 5:30pm

Number of Students Expected to Attend:

22-26 Students

Number of Chaperones (also detail how students will be supervised 24 hours / day):

4 Chaperones

- Each chaperone to be assigned 6 players for their "group"
- Prior to departure from the GCCC, each chaperone accounts for all 6 in their group
- From that point on, prior to the bus exiting either of the venues, each chaperone to account for their group

Cost per Student (costs should include an itemized and realistic summary of travel, hotel, meals, and admission, etc. - include fundraising opportunities and arrangements made for those who cannot afford the trip as well):

Mode of Transportation (include bus service / airline):

Fitzgerald Bros

Accommodations (Hotel information such as address, phone number and webpage link):

Homewood Suites Albany Crossgates Mall

1651 Western Ave, Albany NY, 12203

Refund policy/ Insurance or other recoup options:

None needed due to zero cost to student

Cost per student	
Package Amount	
or Breakdown Amount	
Travel	\$140
Lodging	\$65
Meals	
Breakfast	\$15
Lunch	\$30
Dinner	\$25
Other (Explanation)	
Cost of Trip Per Student	\$275
Less Club Contribution	\$275
Less Expected Fundraising	
Final Cost to Student	\$0



Request for Overnight Field Trip- Updated September 23, 2021

Overview

This process is intended to provide adequate information for necessary approvals and better timeframes for the advisors to plan and commit funds for the group / club involved. The process for BoE approval of overnight field trips involves two separate approvals. **Failure to complete all approval documentations and meet all approval deadlines risks the trip being declined and therefore not approved.**

1. Initial Approval (Planning)

- a. Submit Cover Sheet (*attached*) with all available information completed to the building Principal. Include any information available whether it is incomplete or not. The more information provided, the fewer questions asked. This should occur at or near the initial discussions of a possible trip, typically, at least 6/8 months before the trip dates. **Where appropriate, requests for approval for recurring field trips can be submitted 8 weeks prior to departure but prior to any student/parent commitments.**
- b. Principal or Athletic Director reviews/approves and forwards to Director of Transportation.
- c. The Director of Transportation reviews/signs and forwards to the Assistant Superintendent for Instruction (ASI) for review and approval.
- d. ASI forwards to Superintendent for review and approval as a recommendation to the BOE.
- e. BOE approves – this approval is with the knowledge that further planning and arrangements need to be made. This includes initial deposits. If deposits are over \$500, Superintendent approval is required.
- f. **No fund raising specific to the overnight trip shall begin until initial approval has been given by the BOE.**
- g. **It is understood that athletic tournaments pose a challenge in respect to time lines. When this occurs, the Athletic Director will speak with the Superintendent prior to submission of paperwork.**

2. Final Approval

- a. Submit completed cover sheet with all checklist items addressed and sample items attached. Complete chaperone lists and itineraries are required. The **original packet should be used** and submitted no later than one month prior to the trip. This submission goes to Principal or Athletic Director, then to the Director of Transportation, then ASI and Superintendent.
- b. Principal or Athletic Director, ASI and Superintendent will provide feedback on questions. Once acceptable, Superintendent will forward to BOE with recommendation to approve. **Any** significant changes to the itinerary, chaperone list and/or safety considerations, must be communicated to the building Principal as soon as possible.
- c. BOE approval – this is the final approval and allows for all other applicable deposits/payments to be made. There may be more information needed prior to final approval.
- d. Approval trips will be cc'd to Transportation and Food Service Directors.

3. Overnight Field Trip Procedures

- a. Student and parent signature required for rules/regulations documents.
- b. Parent meetings shall be held prior to the overnight field trip. The employee in charge of the field trip shall contact parents who do not attend by telephone to ensure an understanding of responsibilities.
- c. Director of Transportation shall be contacted to affirm the appropriateness of transportation secured, including but not limited to reviewing paperwork from the transportation company.
- d. **Student luggage shall be searched prior to departure for an overnight field trip. Procedure for doing so should be outlined and submitted to the building principal.**



Request for Overnight Field Trip

In the space provided below, please detail your trip and how it connects to your content area, program or activity. Include the educational outcomes students will gain from the experience:

The overnight trip has always been a crucial component of our team chemistry building each year. The best proof of this is when asking our seniors for their favorite hockey moment to be read aloud on senior night, the vast majority of them make reference to our overnight trip. Every single season. In addition to the team chemistry building, we have sought out this tournament due to the high level of teams participating. Bethlehem high school has one of the best D1 hockey programs in NYS and this will be an excellent test for us right out of the gate.

Before submitting approval, you must submit supporting documentation. Attached are templates which needs to be updated with detailed information for your proposed trip. These documents should be submitted in the following order (check list):





- A detailed itinerary
- Introductory letter
- Field trip permission form
- Overnight trip parent meeting agenda
- Emergency medical information for overnight trips/camps
- Behavior expectations/monitoring guidelines
- Trip parent/student survey
- Chaperone responsibilities and trip tips

David Taft
Name (print) of Trip Coordinator

DT
Signature of Trip Coordinator

10/13/22
Date

Approvals: (Office Use Only)

Principal/AD/Supervisor:	(Initial) <u></u>	(Final) _____
Director Of Transportation:	(Initial) <u></u>	(Final) _____
ASI:	(Initial) <u></u>	(Final) _____
Superintendent:	(Initial) <u></u>	(Final) _____
Board of Education:	(Initial) _____	(Final) _____

Introductory Letter

Dear Parent:

Your child is being provided a wonderful opportunity to extend his/her learning beyond the classroom and assume adult responsibilities at the same time. **The Canandaigua Hockey Boosters are sponsoring a trip to the Bethlehem High School Hockey tournament in Albany, NY.**

Enclosed you will find the following important forms that must be completed and RETURNED by 11/17/22:

- Student rules for behavior
- Student Profile and Medical form: a medical release form that is required in the event that your son/daughter requires immediate medical care.
- Trip cancellation policy/ insurance
- COVID Plan
- a permission slip

Because this is a school-sponsored activity, the rules that govern our students at the Academy will be in full effect. Please refer to our Parent/Student handbook and the Student Agenda for a complete listing of expectations, consequences, and penalties for inappropriate conduct or behavior.

If you have any questions, please feel free to contact us at:

David Taft – Head Coach – 585 490 2603 – david.taft@leonardsexpress.com

~~The final payment for this trip was due on TBD. Any outstanding balances must be paid immediately. All payments are non-refundable. Money cannot be returned in the case of last minute student discipline or an unforeseen and previously unscheduled athletic event.~~

Attachment 1 – Tentative Itinerary

Accommodations:

Homewood Suites Albany Crossgates Mall (Acommodations)

1651 Western Ave, Albany NY, 12203

Restaurants:

TBD

Travel/Motor Coach:

Fitzgerald Brothers

Chaperone Contact Information:

David Taft

585 490 2603

Brian Groff

585 733 4988

Austin Wharry

585 690 4394

Connor Guay

585 489 6864

Attachment 2 - FIELD TRIP PERMISSION FORM

Field trips are an important part of a child's school experience. Your child has the opportunity to participate in a field trip. The purpose of this form is to obtain your permission for your child to participate in this trip and to obtain information regarding your plans for that day in case there is an emergency of any kind. Please call the teacher indicated if you have any questions. In the event that the field trip is cancelled due to extenuating circumstances, we will make every effort to reimburse students when possible. For any extended (overnight) Co-curricular or Extra-curricular field trips students must have no illegal absences the two (2) days prior to the field trip and also must be within the school's attendance policy.

Trip Date 11/25 to 11/26

Class/Group CA Varsity Ice Hockey

Teacher/Supervisor David Taft

Trip Destination Albany, NY

Other Planned Stops Bethlehem YMCA

Planned Departure Time 11:00am Planned Return Time 5:30pm

Departing From GCCC Returning To GCCC

Additional

Transportation

Bus ☐

Walk ☐

Other ☐

To be completed by parent:

_____ has my permission to attend the school sponsored trip to
Name of Student

_____ on _____.
Location Date(s)

I am fully aware that all District and school policies are in effect during this trip and for safety purposes, a pre-trip search of all luggage and carry-on items may be conducted by the school administration for **any extended (overnight) field trips**.

If my child violates the District's Code of Conduct or District policy during the trip, I understand that the school administration may decide that my child cannot continue to participate in the trip. If that happens, I agree that it will be my responsibility to provide transportation home for my child. During the trip I may be contacted at:

Name _____

Address _____

Telephone _____ Alternate number _____

In the event that I cannot be reached for return transportation, I have arranged for the following person to pick up my child:

Name _____

Address _____

Telephone _____ Alternate number _____

By signing this, I agree to the pre-trip search described above and that if according to the school administration my child may not continue to participate in the trip due to my child's conduct, I will provide transportation home for my child at my expense.

I agree to abide by all school rules, trip safety (including COVID) and local authority policies.

Signature of Parent/Guardian

Date

Signature of Student

Date

Attachment 3

Overnight Trip Parent Meeting Agenda

Meeting Date **11/17/22**

Date of trip: 11/25-11/26

Hotel: Homewood Suites by Hilton Albany Crossgates Mall

Costs: At this point all deposits should be collected and only spending money will be necessary

Room Assignments

Rules/Behavior

Students with Medication

Trip cancellation policy/ insurance

COVID plan

Other:

IMPORTANT TRIP NOTICE

The Canandaigua City School District recognizes the importance of field trips (day trips and overnight experiences) and how they enhance both our instructional and co-curricular programs. We are excited to support field trips during the 2021-2022 school year and we have worked with our staff to make sure that safety protocols are in place for those traveling on the field trips.

As we continue to learn to operate in a world with COVID-19, we offer these programs with student safety in mind, but understand that there are some additional challenges associated with traveling at this time. Trip insurance is available therefore please review the information related to the coverage so you can make an informed decision which makes the most sense for your family. Furthermore, please understand that while a trip may be approved, it is conceivable that it could be cancelled by the school district or the travel company if there are travel restrictions or other factors that would lead to an unsafe situation.

Essentially, we want to be clear and transparent that it is the district's intention to acknowledge that we must learn to live in a world with COVID and provide these meaningful experiences for our school community but along with that comes inherent risks of quarantines, isolations, and cancellations which could result in lost money for families. Please only commit to trips if you believe it is worth the risks mentioned.

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to Bethlehem hockey tournament on 11/25

From: Marcia Jewell, Mary Green- Academy Health Office

Re: Medication for hockey trip on 11/23

The guidelines for students taking prescription and non-prescription drugs on the trip are as follows:

- **All medications** require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by **Nov 18.**
- Parents/Guardians need to sign the health information sheet.
- Medication ***must be*** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Students **will not** be allowed to carry non-prescription medication (over-the-counter). The nurse/chaperone will administer these to students as necessary.
- Mouthwash is not permitted on the trip.

Please call us at 585-396-3820 if you have any questions.

CANANDAIGUA CITY SCHOOL DISTRICT

CONFIDENTIAL - will be seen by trip or school staff

EMERGENCY MEDICAL INFORMATION FOR OVERNIGHT FIELD TRIPS/CAMPS

Student's Name : _____ AGE: _____
Home address: _____ DOB: _____

Parent / Guardian: _____ (H) phone: _____
Home address: _____ Cell phone: _____
(W) phone: _____

Emergency Contact* _____ (H) phone: _____
Home address: _____ Cell phone: _____
(W) phone: _____

EMERGENCY CONTACTS:

Student's health care provider: _____ Phone: _____

Student's dentist: _____ Phone: _____

INSURANCE

Medical insurance provider for student: _____ Policy #: _____

STUDENT'S HEALTH STATUS BEFORE THE TRIP The School Nurse will review health records of students.

Does your child have any health problems? (Please check all that apply and tell us about them):

____ Allergies to food, medicine, or bites ____ Asthma
____ Breathing or lung problems ____ Cardiac (Heart) problems
____ Diabetes ____ Seizure disorder
____ Bones or Joints ____ Other problems? _____

Please tell us more about the problem(s) _____

Date of last tetanus shot _____

MEDICATIONS: If your child already has a health care provider's note on file, you do not need to have the following verified by the health care provider. If you do not, you must have your health care provider sign at the bottom giving your child permission to take medicine on the trip. **All medication except authorized self-carry inhalers, epinephrine auto injectors, diabetes supplies, or other emergency medications must be carried by and dispensed by a medical provider/chaperone.**

1) I request that my child receive the following medications on the field trip or at camp:

NAME OF MEDICATION	DOSE / HOW MUCH?	WHEN?	WHERE? (BY MOUTH, SKIN, etc.)

I attest that this student has demonstrated to me that they can self-administer the medication (s)

☐ Inhaler, ☐ Epi Pen, ☐ insulin/glucagon/diabetic supplies safely and effectively, and may carry and use this medication independently at school/for school sponsored activities.

Health Care Provider's Signature_____
Date_____
Parent/Guardian signature_____
Date

2) I give permission to a health care provider or hospital to secure proper treatment including (but not limited to) medications, injections, anesthesia or surgery for my child as named above:

Parent / Guardian Signature_____
Date

*If your student requires emergency care while on the trip, the supervising teacher will call you to inform you of the circumstances and to obtain permission for treatment. If you cannot be reached promptly, please name another person (relative or close friend) who can speak for you. If no contact person can be reached, the health care providers(s) will act in the child's best interest.

Revised Oct 2017

Attachment 7

Behavior Expectations/Monitoring Guidelines

This trip is a school sponsored activity provided for you by the Board of Education, your family—and through your own effort and cooperation. Its intent is that of an enjoyable, educational, cultural, and social event free from distractions and stresses caused by negative behavioral situations. All school rules are in effect at all times. Violators will be disciplined through standard district channels upon return to Canandaigua. Immediate and necessary action will be handled by administrators while on the trip. In severe cases parents will be notified that a serious violation has occurred, and the student involved will be transported home immediately **by a parent, at the parent's expense.**

It is assumed by your participation in this trip that you agree to the following:

- To refrain from the use of alcohol, tobacco, controlled substances, and any form of illegal and/or illicit substances. Violations will carry severe consequences **including police action** if necessary. Similarly, any attempt at shoplifting or thievery at any location will involve the police.
- If the use of illegal and/or illicit drugs or alcohol is suspected, the chaperones and a building administrator will **IMMEDIATELY** confront the student(s). The administrator will call parents and local police.
- **It will be each parent's responsibility to provide immediate transportation home for their child if he/she is found in violation of the school's alcohol, drug, weapons, or thievery/vandalism policy.**
- Students are required to abide by any trip safety plan including COVID requirements and local authority and host requirements.
- There will be no smoking or burning of incense/candles in hotel rooms.
- Students are **ONLY** allowed in their assigned hotel room. If a student is in another student's hotel room, the door must be **WIDE OPEN AT ALL TIMES.**
- To respond immediately and with due respect to directives issued by the chaperones, tour guides, bus drivers, hotel and restaurant personnel, and any others in authority.
- To adhere to the itinerary sites as a group, with the understanding that "side trips" on your own are not allowed. No one is to walk or take any public or private transportation to any other location for any reason. Your whereabouts must be known by the trip chaperones at all times.
- To strictly adhere to all announced time schedules, including all meeting times and locations and curfews. Once "lights out" time occurs at the hotel, no one is to leave his or her assigned room until the next morning.
- To conduct yourself in an adult fashion at all times. You are representing your family and your school, as well as yourself. Immature behavior of **any type** will be immediately halted, and students involved will be reprimanded. You will be expected to dress and conduct yourself with dignity and class at all times. Loud, raucous, disruptive, or distracting behavior will not be allowed.
- To show respect for others and the property of others - students, chaperones, hosts at attractions, and at the hotel restaurants and other locations we will be visiting.
- To feel confident to report any complaints or problems to the appropriate chaperone(s).
- At no time will students be allowed to sleep in areas other than those assigned.
- Visits by local family members are to be pre-arranged and **PRECEDED** with a note from your parent.
- Visits by local friends are specifically not allowed.
- Students will be taped into their hotel rooms each night.

We are all responsible for making this a safe trip that is totally incident-free so that we can continue to build on this kind of activity in the future.

Parent Signature

Date

Student Signature
CANANDAIGUA TBD
Trip

Date

**PARENT/STUDENT CONTRACT
TO BE READ, SIGNED and RETURNED**

1. Drugs, Alcohol and Tobacco

The students of Canandaigua Ice Hockey must follow the policy concerning the possession and use of drugs, alcohol and tobacco. At no time during the trip, from the time we depart Canandaigua on 11/25 at 11am and return to Canandaigua on 11/26 at 5:30pm are students to be in the possession of and/or using illegal and/or illicit drugs, alcohol or tobacco products (including smokeless tobacco products). Violation of this rule will result in a call home, disciplinary action upon returning to Canandaigua, and the loss of the right to participate in senior year activities for the remainder of the year (i.e. senior ball, possibly graduation ceremony). In the case of drug possession and use, we will notify the local authorities. Be aware that violation of the drug, alcohol, and tobacco contract will have training rule implications. As mentioned several times already, the trip will be immediately cancelled for violation of the school's drug, alcohol, weapons, or thievery/vandalism policy and an immediate parent-accompanied return home will take place.

2. Being on Time

Many of the activities planned while in Bethlehem, NY involve appointments and reservations that have been made months in advance. Therefore, it is very important that everyone is punctual. The necessary times and meeting points will be indicated to you each day; it is your responsibility to be on time.

3. Body piercing/tattooing

Students are NOT allowed to have any part of their bodies pierced or tattooed while on this trip. Albany is a large city with the potential for contracting a communicable disease if one engages in an activity such as piercing or tattooing, as there is no way to be sure if the equipment used is properly sterilized. We would also have no way of knowing or keeping track of whether or not the student had parental permission; therefore it will NOT be allowed.

4. Free Time

The trip we have planned for students in Albany allows for little free time. Students must stay together in groups of at least three people (with at least one person with a cell phone) for their own safety and must remain in the areas designated by the chaperones and tour guides. You may not fully appreciate how large Albany is and how quickly the potential for problems may arise if you are not cautious. We want this to be a fantastic experience, as it has been the past, and therefore you must act responsibly.

5. Curfew

Each night you will be given a curfew which will be based on the next day's activities. Upon returning to the hotel there will be time to socialize, etc. Students must be in their rooms before curfew. At designated times, chaperones will do room checks. All persons assigned to the room must be in that room for room check. Once the room is checked, the chaperones will place a small piece of masking tape over one corner of the door. The door must then remain shut and students in their room until the next morning. We do not do this because we mistrust

the students. It is done in the hopes of removing any temptation to wander around at night. We take our responsibility for your safety seriously.

6. Serious Infractions of Any of the Rules, Safety Plan or local authority or host requirements
If you violate any of the above rules/regulations, causing a serious situation, or if you continuously and willfully violate any of the above, you will be sent home with your parent at their expense. The chaperones and tour director will make this decision in consultation with school district officials. You will also face school consequences as a result.

7. Theft and Loss of Personal Items
At no time is Canandaigua hockey, or the motor coach company responsible for the theft or loss of personal items.

8. Parent/Guardian Signature

After you and your parents have read this, please sign below.

_____	_____
Student Signature	Date

_____	_____
Parent/Guardian Signature	Date

Attachment 8

**Trip Parent/Student Survey
Evaluation of Trip**

1. Was the trip a positive experience for you/your child?

Yes No

2. Would you recommend this trip for future teams/students?

Yes No

3. Were there fundraising opportunities provided for you/your family to meet the financial requirements of this trip?

Yes No

4. Would you recommend any changes for this trip in the future?

Yes No

Comments: _____

General Trip Tips

1. Never give out your hotel name or room number to strangers!
2. You will pay for services charged to your room (i.e. long distance phone calls, room service, movies, etc.)
3. The maid will take money left out in your room. He/She will think it is a tip. So unless it is intended as a tip, keep it on you at all times.
4. Valuables should either be left at home or be kept in the **hotel safe**. If lost or stolen, we are not responsible.
5. Do not venture out on your own!
6. You **MUST ALWAYS** travel **WITH A CHAPERONE or BUDDY!**
7. You may bring an I-Pod or personal music device, but you cannot bring anything with open speakers. Remember -- you bring these items **at your own risk**. We will take no responsibility if they are lost or stolen.
8. Keep the bus and plane neat and clean at all times. Continually police your own area!
9. **PACK:**
 - One suitcase for under the bus.
 - One very small soft carry-on bag to keep with you on the bus, along with a pillow and blanket.
 - Bring appropriate clothing for the trip.
 - A cell phone or watch. It is critical that you are always **ON TIME!**
 - **Bring some snacks for the way down on the bus. You may not bring opened drinks, but you may bring wrapped snacks, like granola bars and such, and unopened containers to drink.**
10. Budget money for:
 - Lunch each day of competition
 - Snack throughout the day
 - Souvenirs
11. Be sure to represent yourself, school, parents, community, chaperone, etc. in a positive light.
12. The school rules, as clearly written in your student agenda and throughout this packet, will be in effect for the entire trip.
13. Inappropriate items purchased on this trip will be confiscated and returned to you only when your parents pick you up.

Chaperone Responsibilities

THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

KEEP IN MIND THE FOLLOWING:

1. Have the students keep all areas neat and clean at all times.
2. Certain foods are okay on the bus, but students need to be considerate of others.
3. Students need to remember to respect others in terms of noise levels.
4. Personal music devices (mp3 players) are acceptable; however, ***no open speakers are permitted.***

BE SURE THAT STUDENTS ASSIGNED TO YOU ARE ON THE BUS EVERY TIME WE DEPART.

1. In addition to taking role call at designated areas and times, you should also remain in contact with your group at all times.

INFORM ADVISOR OF ANY SEVERE PROBLEMS AS SOON AS POSSIBLE.

1. The advisor may suggest ways for you to handle the problem or may opt to handle it him/herself

BE AVAILABLE FOR CHAPERONE MEETINGS AT ANY OR ALL OF THE FOLLOWING:

1. Immediately after attendance is taken on each bus
2. Upon arrival to each location- before students are allowed to unload
3. Every organized meal
4. After curfew
5. Other times as necessary

ENFORCE THE SCHOOL RULES

Please read the school rules and become familiar with them. As chaperones we set the tone for the entire trip, not only with our attitude and disciplinary style, but also with our actions and words. As chaperones, we all assume the responsibility of being a role model.

One item that we would like to call to your attention is the school rule regarding the use of tobacco and alcohol. As adults, we have the freedom to make personal choices about the consumption of these products, but as ***leaders*** of young adults we are models of healthy choices. Whether your personal philosophy advocates the use of these products or not, you should not be seen smoking nor should you consume alcohol at any time!

We are each parent's proxy on this trip. A mishandled "chaperone - student" situation can easily be attributed to an error in judgment.



Request for Overnight Field Trip

To authorize overnight field trip approval, each section of this cover sheet must be filled out **in detail along with accompanying documents** (itinerary, permission slip, forms, etc.). Failure to complete this cover sheet and provide thorough documentation will result in the packet being returned without making it onto a board agenda thus delaying and jeopardizing potential approval. *At no point should there be any parent or student meeting(s) nor money collected prior to this form reaching board approval, unless there is preapproval by the Superintendent.* Should you have questions regarding proper completion of the forms, please see your immediate supervisor for assistance.

Name of Group/Club (building/grade level): Girls Wrestling

Destination: Shaker High School. Troy, NY

Departure Date and Approximate Time: Friday, January 20th. 3:00 pm

Return Date and Approximate Time: Saturday, January 21st. 9:00 pm

Number of Students Expected to Attend:

TBD

Number of Chaperones (also detail how students will be supervised 24 hours / day):

5

Cost per Student (costs should include an itemized and realistic summary of travel, hotel, meals, and admission, etc. - include fundraising opportunities and arrangements made for those who cannot afford the trip as well):

Students will need approx. \$20 for dinner

Mode of Transportation (include bus service / airline):

Parent drivers

Accommodations (Hotel information such as address, phone number and webpage link):

Courtyard 227 Wolf Road Albany, New York 12205
+1 518-319-8700

. Paid for by booster club.

Refund policy/ Insurance or other recoup options:

Cost per student	
Package Amount	
or Breakdown Amount	
Travel	
Lodging	
Meals	
Breakfast	
Lunch	
Dinner	
Other (Explanation)	
Cost of Trip Per Student	
Less Club Contribution	
Less Expected Fundraising	
Final Cost to Student	\$20

Attachment 1 – Tentative Itinerary

Accommodations:

Courtyard 227 Wolf Road Albany, New York 12205
+1 518-319-8700

Restaurants:

Travel/Motor Coach:

Parent drivers

Chaperone Contact Information:

Eric Mullen – 585-739-3248

Kevin Pollack – 585-851-1534

Attachment 2 - FIELD TRIP PERMISSION FORM

Field trips are an important part of a child's school experience. Your child has the opportunity to participate in a field trip. The purpose of this form is to obtain your permission for your child to participate in this trip and to obtain information regarding your plans for that day in case there is an emergency of any kind. Please call the teacher indicated if you have any questions. In the event that the field trip is cancelled due to extenuating circumstances, we will make every effort to reimburse students when possible. For any extended (overnight) Co-curricular or Extra-curricular field trips students must have no illegal absences the two (2) days prior to the field trip and also must be within the school's attendance policy.

Trip Date 1/20-1/21

Class/Group Girls Wrestling

Teacher/Supervisor Mullen

Trip Destination Shaker High School, Troy, NY

Other Planned Stops _____

Planned Departure Time 3:00 pm 1/20 Planned Return Time 9:00 pm 1/21

Departing From Academy Returning To Academy

Additional

Transportation

Bus _____

Walk _____

Other _____

Introductory Letter

Dear Parent:

Your child is being provided a wonderful opportunity to extend his/her learning beyond the classroom and assume adult responsibilities at the same time. **Canandaigua Girls Wrestling Team will be attending a tournament at Shaker High School.**

Enclosed you will find the following important forms that must be completed and RETURNED by January 15th:

- Student rules for behavior
- Student Profile and Medical form: a medical release form that is required in the event that your son/daughter requires immediate medical care.
- Trip cancellation policy/ insurance
- COVID Plan
- a permission slip

Because this is a school-sponsored activity, the rules that govern our students at the Academy will be in full effect. Please refer to our Parent/Student handbook and the Student Agenda for a complete listing of expectations, consequences, and penalties for inappropriate conduct or behavior.

If you have any questions, please feel free to contact us at:

The final payment for this trip was due on N/A. Any outstanding balances must be paid immediately. All payments are non-refundable. Money cannot be returned in the case of last minute student discipline or an unforeseen and previously unscheduled athletic event.



Request for Overnight Field Trip

In the space provided below, please detail your trip and how it connects to your content area, program or activity. Include the educational outcomes students will gain from the experience:

Girls Wrestling Tournament

Before submitting approval, you must submit supporting documentation. Attached are templates which needs to be updated with detailed information for your proposed trip. These documents should be submitted in the following order (check list):

- A detailed itinerary
- Introductory letter
- Field trip permission form
- Overnight trip parent meeting agenda
- Emergency medical information for overnight trips/camps
- Behavior expectations/monitoring guidelines
- Trip parent/student survey
- Chaperone responsibilities and trip tips

____Eric Mullen____
Name (print) of Trip Coordinator







Signature of Trip Coordinator

10/26

Date

Approvals: (Office Use Only)

Principal/AD/Supervisor:	(Initial) 	(Final) _____
Director Of Transportation:	(Initial) 	(Final) _____
ASI:	(Initial) 	(Final) _____
Superintendent:	(Initial) 	(Final) _____
Board of Education:	(Initial) _____	(Final) _____

To be completed by parent:

_____ has my permission to attend the school sponsored trip to
Name of Student

_____ on _____.
Location Date(s)

I am fully aware that all District and school policies are in effect during this trip and for safety purposes, a pre-trip search of all luggage and carry-on items may be conducted by the school administration for any extended (overnight) field trips.

If my child violates the District's Code of Conduct or District policy during the trip, I understand that the school administration may decide that my child cannot continue to participate in the trip. If that happens, I agree that it will be my responsibility to provide transportation home for my child. During the trip I may be contacted at:

Name _____

Address _____

Telephone _____ Alternate number _____

In the event that I cannot be reached for return transportation, I have arranged for the following person to pick up my child:

Name _____

Address _____

Telephone _____ Alternate number _____

By signing this, I agree to the pre-trip search described above and that if according to the school administration my child may not continue to participate in the trip due to my child's conduct, I will provide transportation home for my child at my expense.

I agree to abide by all school rules,
trip safety (including COVID) and local
authority policies.

Signature of Parent/Guardian Date

Signature of Student Date

Attachment 3

Overnight Trip Parent Meeting Agenda

Meeting Date 11/16

Date of trip: 1/20-1/21

Hotel: TBD

Costs: At this point all deposits should be collected and only spending money will be necessary

Room Assignments

Rules/Behavior

Students with Medication

Trip cancellation policy/ insurance

COVID plan

Other:

IMPORTANT TRIP NOTICE

The Canandaigua City School District recognizes the importance of field trips (day trips and overnight experiences) and how they enhance both our instructional and co-curricular programs. We are excited to support field trips during the 2021-2022 school year and we have worked with our staff to make sure that safety protocols are in place for those traveling on the field trips.

As we continue to learn to operate in a world with COVID-19, we offer these programs with student safety in mind, but understand that there are some additional challenges associated with traveling at this time. Trip insurance is available therefore please review the information related to the coverage so you can make an informed decision which makes the most sense for your family. Furthermore, please understand that while a trip may be approved, it is conceivable that it could be cancelled by the school district or the travel company if there are travel restrictions or other factors that would lead to an unsafe situation.

Essentially, we want to be clear and transparent that it is the district's intention to acknowledge that we must learn to live in a world with COVID and provide these meaningful experiences for our school community but along with that comes inherent risks of quarantines, isolations, and cancellations which could result in lost money for families. Please only commit to trips if you believe it is worth the risks mentioned.

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to Shaker Wrestling Tournament

From: Marcia Jewell, Academy

Re: Medication for Shaker Wrestling Tournament.

The guidelines for students taking prescription and non-prescription drugs on the trip are as follows:

- All medications require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by January

15th.

- Parents/Guardians need to sign the health information sheet.
- Medication ***must be*** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Students **will not** be allowed to carry non-prescription medication (over-the-counter). The nurse/chaperone will administer these to students as necessary.
- Mouthwash is not permitted on the trip.

Please call us at # x3821 if you have any questions.

CANANDAIGUA CITY SCHOOL DISTRICT

CONFIDENTIAL - will be seen by trip or school staff

EMERGENCY MEDICAL INFORMATION FOR OVERNIGHT FIELD TRIPS/CAMPSStudent's Name : _____ AGE: _____
Home address: _____ DOB: _____Parent / Guardian: _____ (H) phone: _____
Home address: _____ Cell phone: _____
(W) phone: _____Emergency Contact* _____ (H) phone: _____
Home address: _____ Cell phone: _____
(W) phone: _____**EMERGENCY CONTACTS:**

Student's health care provider: _____ Phone: _____

Student's dentist: _____ Phone: _____

INSURANCE

Medical insurance provider for student: _____ Policy #: _____

STUDENT'S HEALTH STATUS BEFORE THE TRIP The School Nurse will review health records of students.

Does your child have any health problems? (Please check all that apply and tell us about them):

- | | |
|--|---|
| <input type="checkbox"/> Allergies to food, medicine, or bites | <input type="checkbox"/> Asthma |
| <input type="checkbox"/> Breathing or lung problems | <input type="checkbox"/> Cardiac (Heart) problems |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Seizure disorder |
| <input type="checkbox"/> Bones or Joints | <input type="checkbox"/> Other problems? _____ |

Please tell us more about the problem(s) _____

Date of last tetanus shot _____

MEDICATIONS: If your child already has a health care provider's note on file, you do not need to have the following verified by the health care provider. If you do not, you must have your health care provider sign at the bottom giving your child permission to take medicine on the trip. All medication except authorized self-carry inhalers, epinephrine auto injectors, diabetes supplies, or other emergency medications must be carried by and dispensed by a medical provider/chaperone.

1) I request that my child receive the following medications on the field trip or at camp:

NAME OF MEDICATION	DOSE / HOW MUCH?	WHEN?	WHERE? (BY MOUTH, SKIN, etc.)

I attest that this student has demonstrated to me that they can self-administer the medication (s)

☐ Inhaler, ☐ Epi Pen, ☐ insulin/glucagon/diabetic supplies safely and effectively, and may carry and use this medication independently at school/for school sponsored activities._____
Health Care Provider's Signature_____
Date_____
Parent/Guardian signature_____
Date

2) I give permission to a health care provider or hospital to secure proper treatment including (but not limited to) medications, injections, anesthesia or surgery for my child as named above:

Parent / Guardian Signature_____
Date

*If your student requires emergency care while on the trip, the supervising teacher will call you to inform you of the circumstances and to obtain permission for treatment. If you cannot be reached promptly, please name another person (relative or close friend) who can speak for you. If no contact person can be reached, the health care providers(s) will act in the child's best interest.

Revised Oct 2017

Revised Oct 2017

Attachment 7

Behavior Expectations/Monitoring Guidelines

This trip is a school sponsored activity provided for you by the Board of Education, your family—and through your own effort and cooperation. Its intent is that of an enjoyable, educational, cultural, and social event free from distractions and stresses caused by negative behavioral situations. All school rules are in effect at all times. Violators will be disciplined through standard district channels upon return to Canandaigua. Immediate and necessary action will be handled by administrators while on the trip. In severe cases parents will be notified that a serious violation has occurred, and the student involved will be transported home immediately by a parent, at the parent's expense.

It is assumed by your participation in this trip that you agree to the following:

- To refrain from the use of alcohol, tobacco, controlled substances, and any form of illegal and/or illicit substances. Violations will carry severe consequences **including police action** if necessary. Similarly, any attempt at shoplifting or theft at any location will involve the police.
- If the use of illegal and/or illicit drugs or alcohol is suspected, the chaperones and a building administrator will **IMMEDIATELY** confront the student(s). The administrator will call parents and local police.
- **It will be each parent's responsibility to provide immediate transportation home for their child if he/she is found in violation of the school's alcohol, drug, weapons, or theft/vandalism policy.**
- Students are required to abide by any trip safety plan including COVID requirements and local authority and host requirements.
- There will be no smoking or burning of incense/candles in hotel rooms.
- Students are **ONLY** allowed in their assigned hotel room. If a student is in another student's hotel room, the door must be **WIDE OPEN AT ALL TIMES**.
- To respond immediately and with due respect to directives issued by the chaperones, tour guides, bus drivers, hotel and restaurant personnel, and any others in authority.
- To adhere to the itinerary sites as a group, with the understanding that "side trips" on your own are not allowed. No one is to walk or take any public or private transportation to any other location for any reason. Your whereabouts must be known by the trip chaperones at all times.
- To strictly adhere to all announced time schedules, including all meeting times and locations and curfews. Once "lights out" time occurs at the hotel, no one is to leave his or her assigned room until the next morning.
- To conduct yourself in an adult fashion at all times. You are representing your family and your school, as well as yourself. Immature behavior of **any type** will be immediately halted, and students involved will be reprimanded. You will be expected to dress and conduct yourself with dignity and class at all times. Loud, raucous, disruptive, or distracting behavior will not be allowed.
- To show respect for others and the property of others - students, chaperones, hosts at attractions, and at the hotel restaurants and other locations we will be visiting.
- To feel confident to report any complaints or problems to the appropriate chaperone(s).
- At no time will students be allowed to sleep in areas other than those assigned.
- Visits by local family members are to be pre-arranged and **PRECEDED** with a note from your parent.
- Visits by local friends are specifically not allowed.
- Students will be taped into their hotel rooms each night.

We are all responsible for making this a safe trip that is totally incident-free so that we can continue to build on this kind of activity in the future.

Parent Signature

Date

Student Signature
CANANDAIGUA TBD
Trip

Date

**PARENT/STUDENT CONTRACT
TO BE READ, SIGNED and RETURNED**

1. Drugs, Alcohol and Tobacco

The students of Canandaigua Girls Wrestling must follow the policy concerning the possession and use of drugs, alcohol and tobacco. At no time during the trip, from the time we depart Canandaigua on Friday, January 20th and return to Canandaigua on Saturday, January 21st are students to be in the possession of and/or using illegal and/or illicit drugs, alcohol or tobacco products (including smokeless tobacco products). Violation of this rule will result in a call home, disciplinary action upon returning to Canandaigua, and the loss of the right to participate in senior year activities for the remainder of the year (i.e. senior ball, possibly graduation ceremony). In the case of drug possession and use, we will notify the local authorities. Be aware that violation of the drug, alcohol, and tobacco contract will have training rule implications. As mentioned several times already, the trip will be immediately cancelled for violation of the school's drug, alcohol, weapons, or thievery/vandalism policy and an immediate parent-accompanied return home will take place.

2. Being on Time

Many of the activities planned while in Troy, NY involve appointments and reservations that have been made months in advance. Therefore, it is very important that everyone is punctual. The necessary times and meeting points will be indicated to you each day; it is your responsibility to be on time.

3. Body piercing/tattooing

Students are NOT allowed to have any part of their bodies pierced or tattooed while on this trip. Albany, NY is a large city with the potential for contracting a communicable disease if one engages in an activity such as piercing or tattooing, as there is no way to be sure if the equipment used is properly sterilized. We would also have no way of knowing or keeping track of whether or not the student had parental permission; therefore it will NOT be allowed.

4. Free Time

The trip we have planned for students in Troy, NY allows for little free time. Students must stay together in groups of at least three people (with at least one person with a cell phone) for their own safety and must remain in the areas designated by the chaperones and tour guides. You may not fully appreciate how large Troy, NY is and how quickly the potential for problems may arise if you are not cautious. We want this to be a fantastic experience, as it has been the past, and therefore you must act responsibly.

5. Curfew

Each night you will be given a curfew which will be based on the next day's activities. Upon returning to the hotel there will be time to socialize, etc. Students must be in their rooms before curfew. At designated times, chaperones will do room checks. All persons assigned to the room must be in that room for room check. Once the room is checked, the chaperones will place a small piece of masking tape over one corner of the door. The door must then remain shut and students in their room until the next morning. We do not do this because we mistrust

the students. It is done in the hopes of removing any temptation to wander around at night. We take our responsibility for your safety seriously.

6. Serious Infractions of Any of the Rules, Safety Plan or local authority or host requirements

If you violate any of the above rules/regulations, causing a serious situation, or if you continuously and willfully violate any of the above, you will be sent home with your parent at their expense. The chaperones and tour director will make this decision in consultation with school district officials. You will also face school consequences as a result.

7. Theft and Loss of Personal Items

Canandaigua Girls Wrestling.

8. Parent/Guardian Signature

After you and your parents have read this, please sign below.

Student Signature

Date

Parent/Guardian Signature

Date

Attachment 8

**Trip Parent/Student Survey
Evaluation of Trip**

1. Was the trip a positive experience for you/your child?

Yes No

2. Would you recommend this trip for future teams/students?

Yes No

3. Were there fundraising opportunities provided for you/your family to meet the financial requirements of this trip?

Yes No

4. Would you recommend any changes for this trip in the future?

Yes No

Comments: _____

General Trip Tips

1. Never give out your hotel name or room number to strangers!
2. You will pay for services charged to your room (i.e. long distance phone calls, room service, movies, etc.)
3. The maid will take money left out in your room. He/She will think it is a tip. So unless it is intended as a tip, keep it on you at all times.
4. Valuables should either be left at home or be kept in the **hotel safe**. If lost or stolen, we are not responsible.
5. Do not venture out on your own!
6. You **MUST ALWAYS** travel **WITH A CHAPERONE or BUDDY!**
7. You may bring an I-Pod or personal music device, but you cannot bring anything with open speakers. Remember -- you bring these items **at your own risk**. We will take no responsibility if they are lost or stolen.
8. Keep the bus and plane neat and clean at all times. Continually police your own area!
9. **PACK:**
 - One suitcase for under the bus.
 - One very small soft carry-on bag to keep with you on the bus, along with a pillow and blanket.
 - Bring appropriate clothing for the trip.
 - A cell phone or watch. It is critical that you are always **ON TIME!**
 - **Bring some snacks for the way down on the bus. You may not bring opened drinks, but you may bring wrapped snacks, like granola bars and such, and unopened containers to drink.**
10. Budget money for:
 - Lunch each day of competition
 - Snack throughout the day
 - Souvenirs
11. Be sure to represent yourself, school, parents, community, chaperone, etc. in a positive light.
12. The school rules, as clearly written in your student agenda and throughout this packet, will be in effect for the entire trip.
13. Inappropriate items purchased on this trip will be confiscated and returned to you only when your parents pick you up.

Chaperone Responsibilities

THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

KEEP IN MIND THE FOLLOWING:

1. Have the students keep all areas neat and clean at all times.
2. Certain foods are okay on the bus, but students need to be considerate of others.
3. Students need to remember to respect others in terms of noise levels.
4. Personal music devices (mp3 players) are acceptable; however, *no open speakers are permitted*.

BE SURE THAT STUDENTS ASSIGNED TO YOU ARE ON THE BUS EVERY TIME WE DEPART.

1. In addition to taking role call at designated areas and times, you should also remain in contact with your group at all times.

INFORM ADVISOR OF ANY SEVERE PROBLEMS AS SOON AS POSSIBLE.

1. The advisor may suggest ways for you to handle the problem or may opt to handle it him/herself

BE AVAILABLE FOR CHAPERONE MEETINGS AT ANY OR ALL OF THE FOLLOWING:

1. Immediately after attendance is taken on each bus
2. Upon arrival to each location- before students are allowed to unload
3. Every organized meal
4. After curfew
5. Other times as necessary

ENFORCE THE SCHOOL RULES

Please read the school rules and become familiar with them. As chaperones we set the tone for the entire trip, not only with our attitude and disciplinary style, but also with our actions and words. As chaperones, we all assume the responsibility of being a role model.

One item that we would like to call to your attention is the school rule regarding the use of tobacco and alcohol. As adults, we have the freedom to make personal choices about the consumption of these products, but as *leaders* of young adults we are models of healthy choices. Whether your personal philosophy advocates the use of these products or not, you should not be seen smoking nor should you consume alcohol at any time!

We are each parent's proxy on this trip. A mishandled "chaperone - student" situation can easily be attributed to an error in judgment.



Request for Overnight Field Trip

To authorize overnight field trip approval, each section of this cover sheet must be filled out **in detail along with accompanying documents** (itinerary, permission slip, forms, etc.). Failure to complete this cover sheet and provide thorough documentation will result in the packet being returned without making it onto a board agenda thus delaying and jeopardizing potential approval. *At no point should there be any parent or student meeting(s) nor money collected prior to this form reaching board approval, unless there is preapproval by the Superintendent.* Should you have questions regarding proper completion of the forms, please see your immediate supervisor for assistance.

Name of Group/Club (building/grade level):

Varsity Boys & Girls Wrestling

Destination:

Fulton, NY

Departure Date and Approximate Time:

12/28 6:00 AM

Return Date and Approximate Time:

12/29 9:00 PM

Number of Students Expected to Attend:

20

Number of Chaperones (also detail how students will be supervised 24 hours / day):

5

Cost per Student (costs should include an itemized and realistic summary of travel, hotel, meals, and admission, etc. - include fundraising opportunities and arrangements made for those who cannot afford the trip as well):

\$30

Mode of Transportation (include bus service / airline):

Parent Drivers

Accommodations (Hotel information such as address, phone number and webpage link):

Holiday Inn Express

140 E 13th St, Oswego, NY, 13126

Refund policy/ Insurance or other recoup options:

Cost per student	
Package Amount	
or Breakdown Amount	
Travel	
Lodging	
Meals	\$30
Breakfast	
Lunch	
Dinner	
Other (Explanation)	
Cost of Trip Per Student	
Less Club Contribution	
Less Expected Fundraising	
Final Cost to Student	\$30



Request for Overnight Field Trip

In the space provided below, please detail your trip and how it connects to your content area, program or activity. Include the educational outcomes students will gain from the experience:

The boys and girls varsity wrestling teams will be traveling to SUNY Oswego for the Fulton Tournament.

Before submitting approval, you must submit supporting documentation. Attached are templates which need to be updated with detailed information for your proposed trip. These documents should be submitted in the following order (check list):

- A detailed itinerary
- Introductory letter
- Field trip permission form
- Overnight trip parent meeting agenda
- Emergency medical information for overnight trips/camps
- Behavior expectations/monitoring guidelines
- Trip parent/student survey
- Chaperone responsibilities and trip tips

____Eric Mullen____
Name (print) of Trip Coordinator

Signature of Trip Coordinator

____10/24____
Date

Approvals: (Office Use Only)

Principal/AD/Supervisor: (Initial)  (Final) _____

Director Of Transportation: (Initial)  (Final) _____

ASI: (Initial)  (Final) _____

Superintendent: (Initial)  (Final) _____

Board of Education: (Initial) _____ (Final) _____

Introductory Letter

Dear Parent:

Your child is being provided a wonderful opportunity to extend his/her learning beyond the classroom and assume adult responsibilities at the same time. **Wrestling team will be traveling to SUNY Oswego for the Fulton Wrestling Tournament**

Enclosed you will find the following important forms that must be completed and RETURNED by 12/27/22:

- Student rules for behavior
- Student Profile and Medical form: a medical release form that is required in the event that your son/daughter requires immediate medical care.
- Trip cancellation policy/ insurance
- COVID Plan
- a permission slip

Because this is a school-sponsored activity, the rules that govern our students at the Academy will be in full effect. Please refer to our Parent/Student handbook and the Student Agenda for a complete listing of expectations, consequences, and penalties for inappropriate conduct or behavior.

If you have any questions, please feel free to contact us at:

The final payment for this trip was due on N/A. Any outstanding balances must be paid immediately. All payments are non-refundable. Money cannot be returned in the case of last minute student discipline or an unforeseen and previously unscheduled athletic event.

Attachment 1 – Tentative Itinerary

Accommodations:

Holiday Inn Express

140 E 13th St, Oswego, NY, 13126

Restaurants:

N/A

Travel/Motor Coach:

Parent drivers

Chaperone Contact Information:

Eric Mullen 585-739-3248

Derek Moore 585-919-9744

Kevin Pollack 585-851-1534

Sarah Whitcomb 315-398-8308

Attachment 2 - FIELD TRIP PERMISSION FORM

Field trips are an important part of a child's school experience. Your child has the opportunity to participate in a field trip. The purpose of this form is to obtain your permission for your child to participate in this trip and to obtain information regarding your plans for that day in case there is an emergency of any kind. Please call the teacher indicated if you have any questions. In the event that the field trip is cancelled due to extenuating circumstances, we will make every effort to reimburse students when possible. For any extended (overnight) Co-curricular or Extra-curricular field trips students must have no illegal absences the two (2) days prior to the field trip and also must be within the school's attendance policy.

Trip Date 12/28-12/29

Class/Group Wrestling

Teacher/Supervisor Mullen

Trip Destination Fulton, NY

Other Planned Stops _____

Planned Departure Time 6:00 am Planned Return Time 9:00 PM

Departing From Academy Returning To Academy

Additional

Transportation

Bus _____

Walk _____

Other _____

To be completed by parent:

_____ has my permission to attend the school sponsored trip to
Name of Student

_____ on _____.
Location Date(s)

I am fully aware that all District and school policies are in effect during this trip and for safety purposes, a pre-trip search of all luggage and carry-on items may be conducted by the school administration **for any extended (overnight) field trips.**

If my child violates the District's Code of Conduct or District policy during the trip, I understand that the school administration may decide that my child cannot continue to participate in the trip. If that happens, I agree that it will be my responsibility to provide transportation home for my child. During the trip I may be contacted at:

Name _____

Address _____

Telephone _____ Alternate number _____

In the event that I cannot be reached for return transportation, I have arranged for the following person to pick up my child:

Name _____

Address _____

Telephone _____ Alternate number _____

By signing this, I agree to the pre-trip search described above and that if according to the school administration my child may not continue to participate in the trip due to my child's conduct, I will provide transportation home for my child at my expense.

**I agree to abide by all school rules,
trip safety (including COVID) and local
authority policies.**

Signature of Parent/Guardian

Date

Signature of Student

Date

Attachment 3

Overnight Trip Parent Meeting Agenda

Meeting Date 11/16

Date of trip: 12/28 & 12/29

Hotel: Holiday Inn Express

Costs: At this point all deposits should be collected and only spending money will be necessary

Room Assignments TBD

Rules/Behavior

Students with Medication

Trip cancellation policy/ insurance

COVID plan

Other:

IMPORTANT TRIP NOTICE

The Canandaigua City School District recognizes the importance of field trips (day trips and overnight experiences) and how they enhance both our instructional and co-curricular programs. We are excited to support field trips during the 2021-2022 school year and we have worked with our staff to make sure that safety protocols are in place for those traveling on the field trips.

As we continue to learn to operate in a world with COVID-19, we offer these programs with student safety in mind, but understand that there are some additional challenges associated with traveling at this time. Trip insurance is available therefore please review the information related to the coverage so you can make an informed decision which makes the most sense for your family. Furthermore, please understand that while a trip may be approved, it is conceivable that it could be cancelled by the school district or the travel company if there are travel restrictions or other factors that would lead to an unsafe situation.

Essentially, we want to be clear and transparent that it is the district's intention to acknowledge that we must learn to live in a world with COVID and provide these meaningful experiences for our school community but along with that comes inherent risks of quarantines, isolations, and cancellations which could result in lost money for families. Please only commit to trips if you believe it is worth the risks mentioned.

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to 12/28 & 12/29

From: Marcia Jewell, Mary Green-Academy Health Office

Re: Medication for Fulton Wrestling Tournament

The guidelines for students taking prescription and non-prescription drugs on the trip are as follows:

- **All medications** require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by **12/19**.
- Parents/Guardians need to sign the health information sheet.
- Medication ***must be*** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Students **will not** be allowed to carry non-prescription medication (over-the-counter). The nurse/chaperone will administer these to students as necessary.
- Mouthwash is not permitted on the trip.

Please call us at 585-396-3820 if you have any questions.

CANANDAIGUA CITY SCHOOL DISTRICT

CONFIDENTIAL - will be seen by trip or school staff

EMERGENCY MEDICAL INFORMATION FOR OVERNIGHT FIELD TRIPS/CAMPS

Student's Name : _____ AGE: _____

Home address: _____ DOB: _____

Parent / Guardian: _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

Emergency Contact* _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

EMERGENCY CONTACTS:

Student's health care provider: _____ Phone: _____

Student's dentist: _____ Phone: _____

INSURANCE

Medical insurance provider for student: _____ Policy #: _____

STUDENT'S HEALTH STATUS BEFORE THE TRIP The School Nurse will review health records of students.

Does your child have any health problems? (Please check all that apply and tell us about them):

☐ Allergies to food, medicine, or bites☐ Asthma☐ Breathing or lung problems☐ Cardiac (Heart) problems☐ Diabetes☐ Seizure disorder☐ Bones or Joints☐ Other problems? _____

Please tell us more about the problem(s) _____

Date of last tetanus shot _____

MEDICATIONS: If your child already has a health care provider's note on file, you do not need to have the following verified by the health care provider. If you do not, you must have your health care provider sign at the bottom giving your child permission to take medicine on the trip. All medication except authorized self-carry inhalers, epinephrine auto injectors, diabetes supplies, or other emergency medications must be carried by and dispensed by a medical provider/chaperone.

1) I request that my child receive the following medications on the field trip or at camp:

NAME OF MEDICATION	DOSE / HOW MUCH?	WHEN?	WHERE? (BY MOUTH, SKIN, etc.)

I attest that this student has demonstrated to me that they can self-administer the medication (s)

☐ Inhaler, ☐ Epi Pen, ☐ insulin/glucagon/diabetic supplies safely and effectively, and may carry and use this medication independently at school/for school sponsored activities.

Health Care Provider's Signature_____
Date_____
Parent/Guardian signature_____
Date**2) I give permission to a health care provider or hospital to secure proper treatment including (but not limited to) medications, injections, anesthesia or surgery for my child as named above:**_____
Parent / Guardian Signature_____
Date

*If your student requires emergency care while on the trip, the supervising teacher will call you to inform you of the circumstances and to obtain permission for treatment. If you cannot be reached promptly, please name another person (relative or close friend) who can speak for you. If no contact person can be reached, the health care providers(s) will act in the child's best interest.

Revised Oct 2017

Attachment 7

Behavior Expectations/Monitoring Guidelines

This trip is a school sponsored activity provided for you by the Board of Education, your family—and through your own effort and cooperation. Its intent is that of an enjoyable, educational, cultural, and social event free from distractions and stresses caused by negative behavioral situations. All school rules are in effect at all times. Violators will be disciplined through standard district channels upon return to Canandaigua. Immediate and necessary action will be handled by administrators while on the trip. In severe cases parents will be notified that a serious violation has occurred, and the student involved will be transported home immediately by a parent, at the parent's expense.

It is assumed by your participation in this trip that you agree to the following:

- To refrain from the use of alcohol, tobacco, controlled substances, and any form of illegal and/or illicit substances. Violations will carry severe consequences **including police action** if necessary. Similarly, any attempt at shoplifting or thievery at any location will involve the police.
- If the use of illegal and/or illicit drugs or alcohol is suspected, the chaperones and a building administrator will **IMMEDIATELY** confront the student(s). The administrator will call parents and local police.
- **It will be each parent's responsibility to provide immediate transportation home for their child if he/she is found in violation of the school's alcohol, drug, weapons, or thievery/vandalism policy.**
- Students are required to abide by any trip safety plan including COVID requirements and local authority and host requirements.
- There will be no smoking or burning of incense/candles in hotel rooms.
- Students are **ONLY** allowed in their assigned hotel room. If a student is in another student's hotel room, the door must be **WIDE OPEN AT ALL TIMES**.
- To respond immediately and with due respect to directives issued by the chaperones, tour guides, bus drivers, hotel and restaurant personnel, and any others in authority.
- To adhere to the itinerary sites as a group, with the understanding that "side trips" on your own are not allowed. No one is to walk or take any public or private transportation to any other location for any reason. Your whereabouts must be known by the trip chaperones at all times.
- To strictly adhere to all announced time schedules, including all meeting times and locations and curfews. Once "lights out" time occurs at the hotel, no one is to leave his or her assigned room until the next morning.
- To conduct yourself in an adult fashion at all times. You are representing your family and your school, as well as yourself. Immature behavior of **any type** will be immediately halted, and students involved will be reprimanded. You will be expected to dress and conduct yourself with dignity and class at all times. Loud, raucous, disruptive, or distracting behavior will not be allowed.
- To show respect for others and the property of others - students, chaperones, hosts at attractions, and at the hotel restaurants and other locations we will be visiting.
- To feel confident to report any complaints or problems to the appropriate chaperone(s).
- At no time will students be allowed to sleep in areas other than those assigned.
- Visits by local family members are to be pre-arranged and **PRECEDED** with a note from your parent.
- Visits by local friends are specifically **not** allowed.
- Students will be taped into their hotel rooms each night.

We are all responsible for making this a safe trip that is totally incident-free so that we can continue to build on this kind of activity in the future.

Parent Signature

Date

Student Signature
CANANDAIGUA
Trip

Date

PARENT/STUDENT CONTRACT
TO BE READ, SIGNED and RETURNED

1. Drugs, Alcohol and Tobacco

The students of **Canandaigua** Wrestling must follow the policy concerning the possession and use of drugs, alcohol and tobacco. At no time during the trip, from the time we depart **Canandaigua on 12/28 6am and return to Canandaigua on 12/29 9pm**. At noare students to be in the possession of and/or using illegal and/or illicit drugs, alcohol or tobacco products (including smokeless tobacco products). Violation of this rule will result in a call home, disciplinary action upon returning to Canandaigua, and the loss of the right to participate in senior year activities for the remainder of the year (i.e. senior ball, possibly graduation ceremony). In the case of drug possession and use, we will notify the local authorities. Be aware that violation of the drug, alcohol, and tobacco contract will have training rule implications. As mentioned several times already, the trip will be immediately cancelled for violation of the school's drug, alcohol, weapons, or thievery/vandalism policy and an immediate parent-accompanied return home will take place.

2. Being on Time

Many of the activities planned while in **TBD** involve appointments and reservations that have been made months in advance. Therefore, it is very important that everyone is punctual. The necessary times and meeting points will be indicated to you each day; it is your responsibility to be on time.

3. Body piercing/tattooing

Students are NOT allowed to have any part of their bodies pierced or tattooed while on this trip. **TBD** is a large city with the potential for contracting a communicable disease if one engages in an activity such as piercing or tattooing, as there is no way to be sure if the equipment used is properly sterilized. We would also have no way of knowing or keeping track of whether or not the student had parental permission; therefore it will NOT be allowed.

4. Free Time

The trip we have planned for students in **TBD** allows for little free time. Students must stay together in groups of at least three people (with at least one person with a cell phone) for their own safety and must remain in the areas designated by the chaperones and tour guides. You may not fully appreciate how large **TBD** is and how quickly the potential for problems may arise if you are not cautious. We want this to be a fantastic experience, as it has been the past, and therefore you must act responsibly.

5. Curfew

Each night you will be given a curfew which will be based on the next day's activities. Upon returning to the hotel there will be time to socialize, etc. Students must be in their rooms before curfew. At designated times, chaperones will do room checks. All persons assigned to the room must be in that room for room check. Once the room is checked, the chaperones will place a small piece of masking tape over one corner of the door. The door must then remain shut and students in their room until the next morning. We do not do this because we mistrust

the students. It is done in the hopes of removing any temptation to wander around at night. We take our responsibility for your safety seriously.

6. Serious Infractions of Any of the Rules, Safety Plan or local authority or host requirements

If you violate any of the above rules/regulations, causing a serious situation, or if you continuously and willfully violate any of the above, you will be sent home with your parent at their expense. The chaperones and tour director will make this decision in consultation with school district officials. You will also face school consequences as a result.

7. Theft and Loss of Personal Items

At no time is CCSD, or it's employees, responsible for lost or stolen items.

8. Parent/Guardian Signature

After you and your parents have read this, please sign below.

Student Signature

Date

Parent/Guardian Signature

Date

Attachment 8

**Trip Parent/Student Survey
Evaluation of Trip**

1. Was the trip a positive experience for you/your child?

Yes No

2. Would you recommend this trip for future teams/students?

Yes No

3. Were there fundraising opportunities provided for you/your family to meet the financial requirements of this trip?

Yes No

4. Would you recommend any changes for this trip in the future?

Yes No

Comments: _____

General Trip Tips

1. Never give out your hotel name or room number to strangers!
2. You will pay for services charged to your room (i.e. long distance phone calls, room service, movies, etc.)
3. The maid will take money left out in your room. He/She will think it is a tip. So unless it is intended as a tip, keep it on you at all times.
4. Valuables should either be left at home or be kept in the **hotel safe**. If lost or stolen, we are not responsible.
5. Do not venture out on your own!
6. You **MUST ALWAYS** travel **WITH A CHAPERONE or BUDDY!**
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8. Keep the bus and plane neat and clean at all times. Continually police your own area!
9. **PACK:**
 - One suitcase for under the bus.
 - One very small soft carry-on bag to keep with you on the bus, along with a pillow and blanket.
 - Bring appropriate clothing for the trip.
 - A cell phone or watch. It is critical that you are always **ON TIME!**
 - **Bring some snacks for the way down on the bus. You may not bring opened drinks, but you may bring wrapped snacks, like granola bars and such, and unopened containers to drink.**
10. Budget money for:
 - Lunch each day of competition
 - Snack throughout the day
 - Souvenirs
11. Be sure to represent yourself, school, parents, community, chaperone, etc. in a positive light.
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5. Other times as necessary

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