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# Middle School

# Handbook

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Revised August 2022

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## **I. WELCOME**

The Canandaigua Middle School (grades 6-8) offers a comprehensive and flexible program that meets the ever-changing needs of our students. The school's curriculum, scheduling and organization are aligned with middle school best practices to stimulate a highly engaging academic atmosphere. A close relationship between students and adult staff members is the school's hallmark.

## **II. GENERAL INFORMATION**

### **A. Purpose of this Handbook**

The Board of Education of the Canandaigua City School District has adopted a Code of Conduct for the entire District. This Handbook is intended to supplement the Code of Conduct and to provide additional relevant information to students, faculty and staff, parents and community members. It is intended to help you become familiar with our school program. While it covers many areas, questions or concerns may arise. If this occurs, please call your child's grade level office for information or answers.

Middle School students are experiencing many changes in all aspects of their lives. Our goal is to help each child be successful and prepare to move to the Academy at the conclusion of eighth grade.

### **B. Contact Information**

Do not hesitate to contact us if we can be of any assistance. We value communication between home and school. Listed below is important contact information.

Canandaigua Middle School Principal, John Arthur	396-3856
6 <sup>th</sup> Grade Office, Brenda Haley	396-3870
6 <sup>th</sup> Grade Assistant Principal, Audra Ahl	
7 <sup>th</sup> Grade Office, Lisa Fessner	396-3851
7 <sup>th</sup> Grade Assistant Principal, Anne Ceddia	
8 <sup>th</sup> Grade Office, Joseph Lord	396-3880
8 <sup>th</sup> Grade Assistant Principal, Peter Jensen	
6 <sup>th</sup> Gr. Counselor, Maureen Houlihan	396-3883
7 <sup>th</sup> Gr. Counselor, Michelle Jones	396-3872
8 <sup>th</sup> Gr. Counselor, Cassie Mauro	396-3854
Dignity Act Coordinator - Peter Jensen	396-3880
Middle School Nurse	396-3860
Social Worker	396-3865
Cafeteria	396-3959
Transportation Department	396-3740
Web Site	<a href="http://www.canandaiguaschools.org">www.canandaiguaschools.org</a>
Use BravesSquare for teacher contact	

### **C. Activity Period - after school**

The “Activity Period” can be an important part of a student’s academic day. Faculty may request students report to them during this period and students should be able to meet with teachers at this time (2:15 – 2:55). Students must make prior arrangements with the staff member that they are staying with. All students must be supervised by a staff member during the activity period. Students who are waiting for a school sponsored function or a parent pick up must wait in the cafeteria. The hallway pass policy applies to students during the activity period.

### **D. Late Bus**

There are several late buses that leave the school Monday-Thursday afternoons between 3:30 and 3:50 PM. The bus will deliver students to within .5 of a mile of their home. Arrival time often varies because of the large geographic area which must be covered.

### **E. Change of Address/Personal Information**

If a student has a change in address, personal information or telephone number, the parents/guardians are to notify Central Registration immediately at 396-3948.

## **III. ATTENDANCE**

It is important to ensure that students are attending class, as well as arriving to class on time. Canandaigua Middle School believes that student participation in classroom instruction is an integral part of the learning process.

Lateness to class of twenty (20) minutes or more will be considered a full period absence. Lateness to class of less than twenty (20) minutes will be considered tardy. Music lessons do not count as an absence.

In order to participate in extracurricular activities, including athletics, student must be present for at least 50% of the school day, arrival should be before 10:45 am.

### **A. Excuses**

Student absences should be called in by parent/guardian to the office on the morning of the student’s absence. After an absence, the student should follow these procedures: Upon returning to school, the student should bring a note written and signed by the parent/guardian. Parents/Guardians should include the following information on each excuse:

- Student’s name
- The date(s) for the absence
- Reason for absence
- Parent/Guardian signature

The student should submit the excuse to the Attendance Office. If no excuse is received within ten days, the absence will be marked as a truancy.

Chronic illegal absences will receive an administrative review and will result in intervention procedures, as well as the possible referral to the appropriate agencies.

**B. Medical Appointments**

Whenever possible, appointments for medical or dental care should be made outside school hours. A dental or doctor's appointment is not a reasonable excuse for a whole day absence.

**C. Students Who Become Ill During the School Day**

Students who become ill during the school day should report to the Nurse's Office where parents/guardians may be contacted. Special excuses to leave the building due to illness are issued by the nurse with parent/guardian approval only.

**D. Leaving School During the School Day**

Students leaving the building during the day should follow this procedure:

1. Prior to 7:30 AM deliver the written parental request to the Office.
2. The secretary will review the excuse and write the early dismissal pass.
3. At the time of departure, the student is to show the pass to his/her classroom teacher, report to the Main Office to sign out and leave the building when parent/guardian arrives.
4. If a student returns prior to the close of school, he/she is to report to the Main Office, sign in, and be used a pass admitting them to class.

Students are not permitted to leave school grounds without permission. If a student leaves school grounds without permission, it is considered a truancy and will face disciplinary consequences.

**E. Illegal and Excessive Absences**

Students who are absent from school must provide a valid explanation, signed by his/her parent/guardian when he/she returns. The attendance office will mark the attendance record stating the cause of the absence. A student must be in attendance a minimum of 90% of the total number of school days. The requirement means:

In a full year, every day class, a student must not be absent from class more than 18 days.

1. In a full year, every other day class, a student must not be absent from class more than 9 days.
2. In a half year, every other day class, a student must not be absent from class more than 5 days.

**F. Truancy**

Truancy is a violation of the New York State law and is subject to disciplinary measures imposed both by the school and the court system. If a student is absent or leaves school during the day without a proper excuse from home signed by a parent or guardian, it is considered Truancy.

### **G. Tardiness to Class**

Tardiness to class can delay or disrupt the start of class for other students. Students may be required to make up tardies for classes to which they were late. Students will be admitted to class, if late, and they are responsible for teacher assigned consequences.

### **H. Tardiness to School**

Students must bring a written legal excuse anytime they arrive to school after the school day has begun. Students must report to the Main Office prior to proceeding to their scheduled class. They will then be provided with a pass to class. Students arriving late without a written note will be marked Truant.

### **I. Legal Absences/Make-Ups**

A legal absence includes absences due to personal illness, disability, illness or death in the family, religious observance, quarantine, required court appearance, school field trips, in-school music lessons, attendance at health clinics, or other such legitimate reasons as determined by the District. Family vacations during school days are considered illegal absences.

### **J. Reporting**

Regular notification of student absences are provided 8 times each year through Progress Reports and Report Cards. The parent portal of our Infinite Campus program provides this information on a daily basis. Parents/Guardians of students with chronic attendance issues may be notified more frequently of the problem by a staff member. A daily attendance call is sent out to students that have missed two of the first four periods of school each day.

## **IV. ACADEMIC POLICIES**

### **A. Academic Integrity**

Examples of academic misconduct/dishonesty include:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions.
6. Accessing other users' email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications.

Students are expected to be honest and forthright with academic work. Academic dishonesty occurs when a student infringes upon someone else's academic rights. Cheating on homework, quizzes, tests or exams, plagiarism, or copying someone's work in any form is not accepted.

## 1. Plagiarism

Here are two common situations that qualify as plagiarism:

- A student copies or purchases a paper—or a portion of a paper—from the Internet and submits it as his/her own.
- A student copies, steals, or purchases a paper or homework assignment from another student and submits it as his/her own work.

In keeping with society's stance on plagiarism, the Canandaigua Middle School has established a very simple set of grading procedures for students who are caught in the act. Teachers will first examine the plagiarized part of each assignment, determining whether the student set out to deliberately mislead his/her instructor, or whether the case is simply one of a forgotten citation or common knowledge. If teachers determine that a student has intentionally set out to mislead his/her instructor, then the teacher will follow these procedures:

- a. Individual meeting with student. Middle School principal informed of the incident.
- b. Instructor assigns a zero (0) for the plagiarized assignment.
- c. Student rewrites the assignment and submits it to his or her teacher. For first-time offenders, teachers will count the grade for the rewritten draft along with the 0 for the plagiarized draft; students with more than one offense will still be required to rewrite the assignment but will receive no credit for the draft. \*
- d. Parents contacted and informed of the incident via telephone, mail, or e-mail.

\*Students with more than one offense who refuse to rewrite the assignment will be referred to the Middle School principal for disciplinary action.

## 2. Cheating

Cheating is the act of violating rules. In an academic environment, it is when a student fraudulently completes a task or a portion of a task, either on a homework assignment, project, quiz or test. Examples of cheating include, but are not limited to, copying another student's homework assignment, possession and use of unauthorized materials during a quiz or test, or use of an online translator. Any student who willingly allows another student to cheat from their work is also in violation of this policy. If a teacher determines that a student has cheated, the teacher will follow these procedures:

- a. Individual meeting with student.
- b. Middle School principal informed of the incident.
- c. Instructor assigns a zero (0).
- d. Student completes the task\* over at a time and location determined by his or her teacher. For first-time offenders, teachers will count the grade for the re-completed task along with the 0; students with more than one offense will still be required to re-complete the task for student assessment purposes but will receive no credit.\*\*
- e. Parents contacted and informed of the incident via telephone, mail, or e-mail.

\*It is the teacher's discretion to create an alternative copy or use the same copy of the task.



\*\*Students with more than one offense will be referred to a Middle School administrator for disciplinary action.

## **B. CMS Library Information Center**

**The Mission of our library program:** “Through collaborative curriculum integration, the library media program empowers students to be critical thinkers, enthusiastic readers, skillful researchers and ethical users of information.” (ALA, 2007)

The CMS Library keeps a collection of books and periodicals which both encourages reading for pleasure as well as supports the school’s curriculum. The library website provides access to the online library catalog; and subscription databases which include online encyclopedias, general curriculum related topics, and specialized resources which cover topics in social studies, science, technology, and literature. Bravelink also has valuable links for recommended reading and research support.

**The library hours: 7:15A.M. – 2:45 P.M.** The library is available to students and staff for pleasure reading, study, and research until closing. The students may use the library before Advisory and during study halls and lunch periods. Students must check in with and receive permission from the study hall or lunch monitor before going to the library. The number of students coming from lunch and study hall may be limited based on available seating and the need to maintain a safe and productive environment. Occasionally, the library may also be closed to students from study hall and lunch when classes are scheduled to use the library.

### **Policies and Procedures Circulation:**

- There is not a limit to the number of books which a student may borrow.
- Students may borrow books only if they do not have any overdue/lost items.
- Books are loaned for 3 weeks; magazines are loaned for 1 week.

**Study Halls:** Students must use the designated study hall pass to indicate their intended use of the library time, sign-in upon arrival, sign-out and **return** to their class before the end of the period.

**After School:** In order to maintain a positive and productive environment, students must sign-up in the library before 1:30 PM to stay after school.

### **Expectations of Students in the Library:**

We welcome all students to utilize and enjoy our beautiful library center. The three main expectations for students include:

- **Be productive:** The library is an excellent place to read for fun, complete homework, or use their Chromebook. During the day, computers are for searching the online catalog.
- **Be Considerate:** Use a quiet voice when speaking and take care of all things in the library. Food or drinks are permitted only in the cafe area.
- **Be polite.**

### **C. Homework Policy for Absences**

If a student will be absent, homework may be requested through the grade level offices. All requests for homework must be made before 9:00 AM. Student homework then must be picked up at the main office between 2:30 and 4:00 PM that day. For teachers that use the homework hotline, it is updated on a daily basis and can be found on the Canandaigua Middle School website.

### **D. Academic Eligibility**

Academic Eligibility for students participating in athletics, drama productions, and color guard will be determined approximately every two weeks. There are four levels involved in the academic eligibility process. This process is under review and subject to change. The first level is a warning system that is involved when a student has two or more D's. The second level is an identification of a student who has a serious academic difficulty with one F. The third level is a student who has two F's and it is the first time the student appears on the ineligibility list in any given year. This student will be on probation. The last level is ineligibility, a student receiving failing grades in two or more subjects but not a student on probation.

Parents, students, advisors and coaches will be notified of ineligible students. Students will be declared ineligible on Sunday and remain ineligible for two weeks. A student will remain ineligible if satisfactory academic levels are not achieved. The procedure will be repeated approximately every two weeks during the school year. Each level is explained as follows:

#### **1. Warning System (Phase 1)**

A student receiving two or more D's---65-69 at the Middle School is demonstrating academic problems that may put him/her in danger of being ineligible in the future. The student will be encouraged to participate in an academic program to assist him/her in becoming academically successful. This program will include but not be limited to:

- Notification to the student and parent.
- Intervention by the counselor.
- Encouragement to attend academic study hall.
- Encouragement to take advantage of extra help opportunities.

#### **2. Serious Academic Difficulty (Phase 2)**

A student receiving one F---below 65 at the Middle School in one subject is in serious academic difficulty.

- The student must attend academic study hall in order to practice and participate in contests/performances.
- Rules for academic study hall will apply.
- If the student violates the rules for academic study hall, he/she will not be allowed to participate in sports and performances.

#### **3. Probation (Phase 3)**

The first time a student appears on the ineligibility list in any given year, the student will be afforded a one-week probationary period to correct the academic deficiency. The rules for academic study hall attendance will apply. If the student continues to receive two failing

grades---below 65 at the Middle School after the one-week probationary period, the student will be ineligible to participate in contests or performances for a period of one week. If the student at the end of the probationary week no longer has two or more failing grades, he/she will be removed from the ineligibility list.

#### **4. Ineligibility (Phase 4)**

The student receiving failing grades---below 65 at the Middle School in two or more subjects will be subject to the provisions of the academic ineligibility policy:

- The student who is found to be academically ineligible and has exhausted his/her initial probationary period will be declared ineligible for two weeks.
- Once declared ineligible, the student will not be permitted to participate in any contests, competitions or performances for a period of two weeks starting on the Monday following the declaration of ineligibility. (Period of ineligibility will start on a Monday and end on a Sunday).
- Rules for academic study hall attendance will apply.

#### **5. Rules for Academic Study Hall Attendance**

An ineligible student, probationary student or a student in serious academic difficulty is required to attend academic study hall in order to practice. A student who attends the academic study hall will be given a pass notifying the coach/advisor of permission to practice. If an ineligible student does not present a pass, he/she will not be permitted to attend or participate in practice. If a student chooses the academic study hall, he/she must attend every day to be eligible to practice.

#### **6. Appeal Process**

With the permission of the principal, a student who believes his/her academic ineligibility is incorrect may file an appeal. The appeal will be given in writing to the principal who will forward it to the Academic Eligibility Committee. The members of the Committee will then vote on the appeal after receiving all pertinent information. The student involved remains anonymous during this process. If the appeal is granted, the student will then become eligible to participate as soon as notification is made. If the appeal is denied, the student will remain ineligible for the remainder of the ineligibility period. Appeals may be granted only by the vote of the Academic Eligibility Committee. No one individual may decide an appeal.

In order to be allowed to continue to practice, students who have been declared ineligible must attend Academic Study Hall. Students will be given a pass which when given to their coach will allow them to attend practice. If an ineligible student does not present this pass, he/she will not be permitted to practice that day.

#### **7. Grade Clarification**

The student who believes a grade has been incorrectly reported may seek clarification from his/her teacher(s).

## **8. Academic Ineligibility Periods**

Students, advisors and coaches will be notified of ineligible students. Students will be declared ineligible on Monday and remain ineligible for two weeks (unless the school calendar forces a three week period). A student will remain ineligible if satisfactory academic levels are not achieved. The procedure will be repeated approximately every two weeks during the school year.

## **V. STUDENT CONDUCT**

### **A. Student Dress Code**

In addition to the listing of inappropriate dress contained within the District's Code of Conduct, the following are examples of inappropriate dress and apply to students at the Middle School:

- Clothing must not reveal breasts, cleavage, midriff, undergarments, back or buttocks when standing or sitting down.
- Tank tops, halter or tube tops, spaghetti straps, one-shoulder tops, and low-cut tops with less than a 2" strap may not be worn.
- Short length sizes smaller than 10" from waistband to hem may not be worn.
- Skirt and skort lengths smaller than 13" from the skirt/skort waistband to the skirt/skort hem may not be worn.
- Pajama or lounge pants may not be worn.
- Hats are not to be worn during the school day. Hats should be stored in the student's locker upon entering the building.

### **B. Lockers**

It is a student's responsibility to see that the locker assigned to him/her is kept locked and in order. No stickers or other permanent additions to lockers may be made. Lockers should be returned in the same condition which they were issued. Use only the locker assigned. Sharing a locker and the combination to the lock with friends can create many problems and should not occur.

### **C. Cafeteria**

The cafeteria will be open to serve students both breakfast and lunch. Breakfast will be served before school from 7:15-7:25 AM only. Lunch will be served during three different periods (5, 6, & 7), each 30 minutes in length.

Once students have entered the lunchroom, they will not be allowed to leave unless they present a pre-signed teacher generated pass, or they sign out to use the library. During the lunch periods the cafeteria is supervised to help things run smoothly. Our cafeteria staff is important members of our school community and should be treated with the respect all people deserve. Budging in line, swearing, leaving the cafeteria without a pass are not allowed. Students are responsible for cleaning up after themselves as soon as they finish eating.

Any student caught throwing food in the cafeteria will be removed from their lunch period for an indefinite period of time. **No food may be taken out of the cafeteria without permission.**

#### **D. Drinks**

**Energy Drinks** are not allowed in Canandaigua Middle School, including the cafeteria. Students are allowed to have drinks in classrooms only with teacher permission. Students are encouraged to carry and use water bottles.

#### **E. Appropriate Computer Use**

The Board of Education (Board Policy #7390) will provide access to various computerized information resources through the District's Computer System ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

One purpose of this policy is to provide notice to students and parents/legal guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications. The District respects the right of each family to decide whether or not to apply for independent computer access.

Student use of the DCS is conditioned upon written agreement by all students and their parents/legal guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file at Canandaigua Middle School.

Generally, the same standards of acceptable student conduct, which apply to any school activity, shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior. District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the District's school conduct and discipline policy and the Student Discipline Code of Conduct. The District reserves the right to pursue legal action against a student whom

willfully, maliciously and unlawfully damages or destroys property of the District. Further, the District may bring suite in civil court against the parents/guardians of any student who willfully maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The computer coordinator may access all such files and communications to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS would be private.

The Superintendent or his/her designee is authorized to establish regulations as necessary to implement the terms of this policy.

#### **F. Appropriate Use of Electronic Devices**

NOTE: The District assumes no responsibility for personal technology devices including iPods and/or cell phones, etc. that are lost, stolen, or damaged on its property, including school lockers or locker rooms.

**1. CMS's purpose is to maintain an effective teaching and learning environment for everyone.** Personal electronic devices include, but are not limited to, personal electronic devices, cell phones, tablets, earbuds, gaming systems, etc. Academic settings refer to, but are not limited to, classrooms, clinics, resource rooms, labs, assemblies, and field trips. To avoid disruptions, personal electronic devices should be silenced, set to airplane mode or turned off, and put away on a daily basis upon entering an academic setting. Smart watches may be worn and will not cause disruptions as long as the pairing device is in the proper mode.

**Personal electronic devices are not to be seen or used during the school day (7:30 - 2:14) unless permitted for instructional purposes.** Students who have their personal electronic devices out will be subject to disciplinary action for the following reasons: insubordination, invading someone's privacy, cyberbullying others, or using devices in a way that disrupts an academic setting. **Students may use their personal electronic devices appropriately before school (7:00-7:30) and after school (2:14-2:30).**

If students are found in violation of this personal electronic device policy, the following will happen:

**1st Violation** - A warning will be given by the adult. Staff will reiterate the school policy.

**2nd Violation** - Student will place the personal electronic device in a designated location and staff will communicate home (Braves Square message, email, or call home to families).

**3rd Violation** - Disciplinary referral written to administration with past violations and interventions noted. Administrator will contact home regarding violation and intervention.

**Parents, as always, if there is an emergency and you need to reach your student during the school day, you can call the Main Office at 585-396-5201 or your child's grade level office:**

**6th grade: 396-3870**

**7th grade: 396-3851**

**8th grade: 396-3880**

## **2. Computer/Chromebook Use/Misuse (see also Student Use of Computerized Information Resources)**

With the availability of computers in a school setting, students have a wonderful opportunity to use them in a very productive way. Unfortunately, with this increased availability comes a need to inform students of the consequences for misuse as per Board Policy # 7390.

There are four levels of misuse as defined by School Law as listed below:

- i. Unauthorized Use is defined as knowingly using a computer without proper authorization.
- ii. Computer/Chromebook Trespass is defined as knowingly using a computer with intent to commit a felony, or gain access to unauthorized computer material.
- iii. Computer/Chromebook Tampering 2<sup>nd</sup> Degree is defined as knowingly tampering with or using a computer to intentionally alter or destroy computer data or programs.
- iv. Computer/Chromebook Tampering 1<sup>st</sup> Degree is defined as knowingly tampering with intent to commit a felony, has been previously convicted, or intentionally alters or destroys computer data exceeding \$1000.

In addition to the above-mentioned laws, students must comply with the Acceptable Use Policy (AUP), which details the District's expectations regarding the use of school computers. Violation of the AUP or misuse of computers in any way may result in disciplinary consequences including the loss of computer privileges.

## **3. Personal Technology Devices:**

The use of a Personal Technology Device (PTD) is not allowed between 7:25 and 2:15. These devices should be turned off and out of sight during this time.

PTDs include:

- Cell phones
- Blackberry devices and other PDAs
- iPods and MP3 players
- iPads, Kindles, tablets, and other eReaders
- Laptops, notebooks, or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as earbuds

- Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content or accessing the internet.

The privilege of using a PTD may be afforded during class at the discretion of the classroom teacher or study hall supervisor. Permission to use a PTD needs to be obtained prior to each use. Appropriate use of a PTD includes: schoolwork, reading, or listening to music. Students are not permitted to share PTDs, including earbuds. Inappropriate use of a PTD will result in the privilege being revoked.

At all times when PTD use is authorized, the volume must be kept at a level allowing the student to hear any adult voice at typical speaking volume as well as all announcements over the public address system.

The use of these devices is a privilege and not a right. Inappropriate use of these devices or inappropriate content (i.e., vulgar, indecent, violent) will not be permitted. This policy must be adhered to or there will be disciplinary consequences.

#### **G. Searches**

The rules in the Code of Conduct regarding searches of students and their belongings do apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Throughout the year, school officials will invite the Drug enforcement K-9 units to screen hallways, lockers, and common areas of the school. This measure will involve the following steps:

1. An announcement will be made that the school will be going into a lockdown.
2. K-9 units will be brought in and sweep the main halls, inspecting lockers. The initial K-9 inspection will involve sniffing each individual locker.
3. A secondary sweep of lockers involving school and police officials will occur on an as-needed basis.
4. Once the K-9 units have cleared the building, an announcement will be made that the school lockdown has been lifted.

#### **H. Laser Pointers**

Students are not allowed to bring laser pointers to school or on the bus. Laser pointers that are brought to school or on the bus will be confiscated and held until parents pick them up from the Main Office. Students bringing these devices to school will be held responsible and disciplinary consequences will be assigned.

#### **I. Use of an Alco-Sensor**

The alco-sensor is an instrument utilized by the Canandaigua City School District to ensure the health and safety of all students. The alco-sensor is a pocket-size breath alcohol tester that offers a simple and accurate method of determining blood alcohol levels.



Use of the alco-sensor is intended to support the District's Code of Conduct and School Safety Plan as required through the SAVE legislation. It is hoped that the appropriate use of the device will assist in enhancing the school environment and maintaining school discipline.

The protocol for administering an alco-sensor test to a student is as follows:

1. The District may administer an alco-sensor test when it has reasonable suspicion that a student may be under the influence of alcohol. Any student who is displaying noticeable impairment (i.e., slurred speech, staggering, stumbling, bloodshot eyes, and unusual difficulty with coordination or smelling like alcohol) will be escorted by appropriate school personnel to a private location.
2. The student will be confronted by appropriate school personnel regarding his/her suspicious behaviors. If the student denies alcohol use, parents will be contacted immediately and permission to administer the alco-sensor will be requested. In the case involving a parent who is unreachable, the alco-sensor may be administered with student consent. The District will contact the parents in a timely manner to notify them of the course of events.
3. The alco-sensor will be administered to the student in the presence of at least two people, one of whom will be a building administrator trained in the use of the alco-sensor. The test will be administered by a member of the school staff.
4. In the event that there is a positive reading for alcohol, school personnel in conjunction with the police department, shall determine the most appropriate disciplinary procedures to be implemented. In the event of a negative screening and the student continues to display noticeable impairment, administration will take steps to ensure the safety of the student.
5. In the event that a parent or student refuses to grant permission in the face of compelling evidence (see Procedure #1), the student shall be excused from classes or the extra-curricular activity for the duration of the event. A parent/guardian will be requested to immediately transport the child home or to the hospital. School administration shall proceed with disciplinary actions based upon their observations and available evidence, regardless of the lack of alco-sensor testing.

#### **J. DITEP Procedures**

DITEP (Drug Impairment Training for Education Professionals) trained staff members are utilized by the Canandaigua City School District to enable educators to identify chemically impaired students for the purpose of ensuring a safe learning environment. Drugs may alter a student's perception or behavior thus reducing their ability to function appropriately in the academic environment.

The process of identifying suspected impaired students is based on the totality of information gathered through the systematic evaluation and is not based on any one element alone. In cases of medical emergencies, the DITEP evaluation will be discontinued and the school will call

emergency services. The use of DITEP staff members is intended to support the District's Code of Conduct and School Safety Plan as required through the SAVE legislation. The protocol for utilizing DITEP trained staff members to evaluate a student is as follows:

- The District may utilize DITEP trained staff members to evaluate a student when it has reasonable suspicion that a student may be under the influence of a drug. Any student who is displaying noticeable impairment (i.e. slurred speech, staggering, stumbling, bloodshot eyes, unusual difficulty with coordination, or smelling like a particular drug) will be escorted by appropriate school personnel to a private location.
- The student will be confronted by appropriate school personnel regarding his/her suspicious behaviors. The student will then participate in a drug and alcohol assessment by a certified DITEP staff person.
- If the student is deemed to be impaired, based on psycho-physical testing, a parent will be contacted and required to pick up their child. Additional recommendations will be given to the parent at that time. School administration shall proceed with disciplinary actions based upon their observations and available evidence.
- If the student refuses to participate in the assessment process, that student will be considered insubordinate. School administration shall proceed with disciplinary actions based upon their observations and available evidence. In addition, parents will be contacted and required to take their child home.

## **VI. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

### **A. Eligibility to Participate in Extracurricular Activities**

Participation in extracurricular activities is a privilege, not a right. That privilege is accorded to all students in good standing. Students not in good standing include those students who fail to qualify for participation on the basis of insufficient academic achievement, violation of the Code of Conduct or poor attendance. Regulations will be developed that detail specific guidelines and procedures involved with determining academic eligibility including support for students who are not academically eligible to participate in extracurricular activities.

Administrators are authorized to revoke privileges to participate in extracurricular activities. Coaches or advisers who wish to revoke such privileges shall do so in consultation with the building principal.

Students who are not in school by 10:45 a.m. are not eligible to participate in extracurricular activities for that day. Exceptions may be considered for unusual circumstances by the principal. A pattern of poor attendance constituting more than ten percent (10%) absence from school will be reviewed by the building principal and can result in revocation of extracurricular privileges. A student who is truant for any part of the school day may not participate in extracurricular activities that day.

Extracurricular activities are different from co-curricular activities. Co-curricular activities are part of the school program outside the normal school day such as participation in concerts for a music course.

## **B. Fun Nights**

Fun Nights are open to **CANANDAIGUA MIDDLE SCHOOL STUDENTS ONLY**. Students must only attend the appropriate grade level fun night. Guests from other schools may be allowed to attend who are in the same grade level with prior approval from the grade level (assistant) principal. Students who are absent from school or truant from a class or classes the day of a fun night will not be allowed to participate. In order to participate students' must be in good academic and behavioral standing.

Students behaving inappropriately at a fun night will be asked to leave and will not be given a refund. Parents/Guardians will be contacted immediately. Food and drink are not to be brought to school fun nights. These are available for purchase at the event.

School dress code is in effect and will be enforced at all fun nights.

Students showing signs of being under the influence of alcohol may be subject to alco-sensor or DITEP testing. (See Procedures above).

The school reserves the right to inspect the contents of personal belongings brought into a school function.

## **C. Fundraising by Students**

Fund raising projects may be sponsored by school organizations with the approval of the Board of Education and must follow Board of Education policies.

## **VII. SEXUAL HARASSMENT (STUDENT)**

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to sexually harassing behavior is a condition for the successful completion of any course of study or educational and extra-curricular activity, including the acceptance into or rejection from such course or activity;
2. Conditions exist within the school environment that allow or foster obscene pictures, obscene or lewd gestures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature;
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in an educational or extra-curricular activity, or creating an intimidating, hostile or offensive learning environment.

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances, expectations, and relationships should be evaluated including, but not limited

to, the ages of the harasser and the victim; the number of individuals involved; and the type, frequency and duration of the conduct. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from a third party such as a school visitor, volunteer, or vendor, or any individual associated with the School District. Sexual harassment may occur from student-to-student, from student-to-staff, as well as staff-to-staff.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual harassment in the school environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated complaint officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis.

Based upon the results of the investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with District policy and regulation, the Student Code of Conduct, and applicable laws and/or regulations. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with the legal guidelines, District policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

**Finding that Harassment Did Not Occur:** At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Complaint Officer will so notify the complainant, the alleged offender and the Superintendent of this determination. Such finding does not preclude the complainant from filing an appeal

pursuant to District policy or regulation and/or pursuing other legal avenues of recourse. However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace. In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment did not occur.

**Knowingly Makes False Accusations:** Employees and/or students who *knowingly* make false accusations against another individual as to allegations of harassment may also face appropriate disciplinary action.

### **VIII. DETAILED DISCIPLINARY CONSEQUENCES**

In addition to the conduct enumerated in the District's Code of Conduct, the Middle School considers the following additional examples of disruptive conduct:

1. Failing to comply with the lawful directions of teachers, school administrators or other school personnel.
2. Being late for school or class.
3. Being unprepared for class.
4. Being in the hallway during class time, lunch, and the activity period without a staff-generated pass. Students should be ready to show the staff-generated pass to any staff member when asked. Students will be escorted back to their class or to their grade level office if they are in the hallway without a pass.
5. Possessing or consuming energy products.
6. Using a bicycle, rollerblades, skateboard, or scooter while on school grounds. Bikes are to be parked and locked in the racks provided in either the front or back of the building. Bikes, roller blades, scooters, and skateboards are not to be used while on school property (they should be walked and not ridden). The school assumes no responsibility for the theft of these items.

## **IX. HEALTH & SAFETY**

### **A. Emergency Evacuations**

For health and safety reasons, circumstances may warrant evacuation of Canandaigua Middle School. Procedures may include:

- Early dismissal with students sent home.
- Evacuation to another site. Students will be bused or walk to another location as designated by the emergency action plan.
- In an emergency, the Central Office of the Canandaigua City School District will release all information via the Public Relations Office, local radio and television stations, and/or through Automated Response Technology (ART).

### **B. False Alarms/Threats**

A threat to the school or its occupants is a felony offense and offenders will be prosecuted to the fullest extent of the law.

False alarms disrupt school, cost the local fire and police departments time and money, and create a hazard for all involved. Students who are apprehended for turning in false alarms will be reported to the City Police for legal action and assigned to Off-Site Support for a period of five (5) days. A student may also be recommended for a Superintendent's Hearing.

### **C. Emergency Drills**

Emergency situations can arise without warning, so a variety of drills are conducted throughout the school year. These drills are designed both as reminders to students and staff of what to do in an emergency, as well as indicate to administration more effective methods to ensure the safety of everyone. With this in mind, we take emergency drills very seriously. In the event of a drill, it is absolutely imperative that students listen to the adult in charge and do exactly what is asked of them for the safety of all. If student decorum is counterproductive to this end, disciplinary consequences may ensue.

### **D. Counseling Department Informed Consent Statement**

When school counselors work with students in the Canandaigua City School District, their work is governed by the following:

1. Counselors follow the ethical guidelines of the American Counseling Association (ACA) and the American School Counselor Association (ASCA), as well as the policies of the Canandaigua City School District.
2. Based on ASCA guidelines, counselors will recommend appropriate interventions/services to best service each student.
3. Consultation with staff may occur, while maintaining the confidential identity of the student, in order to determine the appropriate options for intervention/helpful strategies.
4. Referrals for additional services may be recommended and made available upon request.
5. Counseling interventions will remain confidential unless the student is considered to be at-risk for committing injury to self or others. In those instances, appropriate individuals/agencies will be notified.

### **E. Medication Procedures**

All medication, prescribed and over-the-counter, must be kept under lock and key in the Middle School Health Office and under the supervision of the school nurse. The only exceptions to this policy are for the prescribed personal use of inhalers or Epi-pens and even these medications must be on record in the Health Office while in possession of the student.

If a student requires medication during school hours, the following procedures must be followed:

- The school nurse must have on file a written request from a physician indicating frequency and dosage of all internal medicine.
- The school nurse must have on file a written request from the parent to administer the medication, as specified by the family physician.
- The medication should be delivered directly to the school nurse by the parent in its original labeled container. Please note this includes all medication, both prescription and nonprescription.
- **Students will not be in possession of prescription or non-prescription medications or self-administer any medications in school. Disciplinary consequences will ensue.**

If a student has allergies requiring medical attention (i.e. bee stings, food allergies, etc.), please contact the school nurse as soon as possible. If a sting should require immediate medication, this medication should be provided for the nurse to administer.

### **X. SCHOOL CLOSINGS**

When inclement weather or an emergency strike, please check the District website, [www.CanandaiguaSchools.org](http://www.CanandaiguaSchools.org), or listen to your favorite TV or radio station for school closing or delay information. Media outlets will be informed by 6:00 a.m. during adverse weather conditions. An e-News e-mail message (see web site for details) and an automated phone call will also be generated to ensure fast and complete communication in these instances.

Please do not call school to inquire as we attempt to keep our lines open to handle emergencies.

Under some conditions, school may be dismissed early. All parents should develop a plan for child supervision in case of such an event. Prepare your children to carry out the plan by practicing it in detail before an emergency situation arises.