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*It is anticipated that the Board will entertain a motion to enter into executive session at 5:45 p.m. to discuss the employment history of thirteen particular individuals.*

*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**
- V. Board Student Representative- Neil Stringer**
- VI. Public Comments**
- VII. Board Meeting Minutes** (BOARD ACTION)
- VIII. December 2022 Warrant Review (Mrs. Thomas and Mrs. Calabrese)** (BOARD ACTION)
- IX. Educational Presentation- MTSS Practices at the Primary-Elementary School**
- X. Consensus Agenda** (BOARD ACTION)

**Business**

- 1. Field Placement- 40 Hours
- 2. Agreement
- 3. Field Trips- Initial Approval
- 4. Field Trip- Final Approval
- 5. Donations
- 6. Surplus Buses
- 7. New Clubs
- 8. Recommendations of the Committee on Special Education

**Personnel**

***End of Consensus Agenda***

- XI. Board Committees**
  - Policy Committee- Mrs. Beth Thomas- January 11, 2023
- XII. District Committee Reports**
- XIII. Closing Remarks**

**I. Consensus Agenda**

**(BOARD ACTION)**

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

**Business**

**1. Uncollected Taxes for 2022-2023**

WHEREAS, the Education Law provides that the tax collector shall be relieved of responsibility for the uncollected portion of the tax list when a complete list of delinquent tax items has been certified to the Board of Education, and since the collector has affixed her affidavit to such statement and filed a statement accounting for handling of the tax warrant and list as follows:

<u>NAME OF TOWN</u>	<u>TAX TO BE RETURNED</u>	<u>6% INTEREST</u>	<u>TOTAL</u>
Canandaigua City	533,549.17	32,012.95	565,562.12
Canandaigua Town	693,869.27	41,632.16	735,501.43
Farmington	44,144.81	2,648.69	46,793.50
East Bloomfield	0.00	0.00	0.00
Bristol	7,506.81	450.41	7,957.22
Hopewell	411,905.77	24,714.35	436,620.12
Gorham	0.00	0.00	0.00
South Bristol	0.00	0.00	0.00
Total	<b>\$1,690,975.83</b>	\$101,458.55	\$1,792,434.38
Tax Levy			\$49,883,007.75
Library Levy			\$844,250.00
Less Star Reimbursement			\$3,348,673.78
Plus Chargeback			\$11,793.18
Plus Omitted STAR			\$0.00
Plus/Minus Rounding			-0.19
Tax to be collected			<u>\$47,763,370.02</u>
Tax collected 96.4597%			<u>\$46,072,394.19</u>
			<b><u>\$1,690,975.83</u></b>
Unpaid taxes to be returned:			
City Treasurer		\$533,549.17	
County Treasurer		\$1,157,426.	
		<u>66</u>	
TOTAL			<b><u>\$1,690,975.83</u></b>

AND WHEREAS, the district treasurer has verified the accuracy and signed the report of the collector;

THEREFORE, BE IT RESOLVED, that the Board of Education accept the report of the tax collector and having determined that the collector has accounted for the full amount of the tax warrant, directs that the lists of the delinquent tax items with the addition of 6% penalty be certified to the offices of the City and County Treasurers.

**Personnel**

1. Instructional Personnel

A. Resignation for the Purpose of 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 youth of the Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Peter Jensen	Assistant Principal	6/30/2023	27

B. Resignation

- 1) Vernon Tenney has resigned from his position as Director of Student and Administrative Services effective January 19, 2023

C. Appointment

*The Board of Education of the Canandaigua City School District hereby accepts the recommendation of the Superintendent to appoint the following instructional employees. Eligibility for tenure as a classroom teacher or building principal is contingent upon his/her successful completion of the probationary term and having received composite or overall APPR rating of either "Effective" or "Highly Effective" in at least three of the four preceding years and a rating higher than "Ineffective" in the final year of the probationary period.*

- 1) Vernon Tenney will be appointed to a 1.0 FTE 3-year probationary Coordinator of Support Services with a tenure area of Coordinator of Support Services effective January 20, 2023.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>
Vernon Tenney	School District Leader; School Building Leader	1/20/2023	Per Contract

***End of Consensus Agenda***

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***I. Commendation***

***(BOARD ACTION)***

WHEREAS, Mr. Bell has been a faithful and generous supporter of Canandaigua children and their families for 24 years by providing personalized gifts around the holidays, and

WHEREAS, Mr. Bell summoned the support of the VFW and other local organizations to shop, and even contacted parents to ensure that their child's wish list would be fulfilled, and

WHEREAS, Mr. Bell then sponsored a holiday party so our young students and their families could celebrate and enjoy festivities together,

BE IT RESOLVED, that the Canandaigua City School District designates honors and thanks him for his service to the district and for the immeasurable relief and joy he has brought to so many people.

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*It is anticipated that the Board will entertain a motion to enter into executive session at 5:45 p.m. to discuss the employment history of thirteen particular individuals.*

***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**

- Four County School Boards Association
- 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)**

- January 9, 2023- Regular Meeting Minutes

**VIII. December 2022 Warrant Review (Mrs. Thomas and Mrs. Calabrese)**

**(BOARD ACTION)**

- A-55 General 9008215-90008292 (ACH)
- A-56 General 16385-16437 (Check Print)
- A-57 General 16367-16384, 11379950, 11379965 (In House)
- A-60 General 16438-16440, 16449-16467 (In House)
- A-61 General 9008293-9008344 (ACH)
- A-62 General 16468-16508 (Check Print)
- C-10 Cafeteria 2692-2704
- C-11 Cafeteria 2705-2709
- F-22 Federal 9000383-9000391 (ACH)
- F-23 Federal 848-856 (Check Print)
- F-24 Federal 9000392-9000397 (ACH)
- F-25 Federal 857-859 (Check Print)
- H-20 Capital 9000171-9000172 (ACH)
- H-21 Capital 529-536 (Check Print)

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H-22 Capital 537 (Check Print)  
H-23 Capital 9000173 (ACH)

\*\*Note: Warrant A-60 has a break in check sequence (16441-16448) due to the printer jamming during the printing process.

**IX. Educational Presentation- MTSS Practices at the Primary-Elementary School**

Principals Emily Bonadonna and Brian Amesbury will highlight MTSS (Multi-Tiered Systems of Support) work at the Primary-Elementary School. The presentation will include a timeline of events, ongoing focus areas, and future goals.

**X. Consensus Agenda**

**(BOARD ACTION)**

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

**Business**

**1. Field Placement- 40 Hours**

Mrs. Emily Bonadonna, Primary School Principal, recommends:

- Linda Stockman, Hobart William Smith Colleges with Taylor Fraser- 1/23/2023-5/7/2023

**2. Agreement**

An agreement with the County of Ontario, on behalf of the Board of Elections, to provide voting machines, all equipment and supplies necessary to conduct the May 16, 2022 school budget vote.

**3. Field Trips- Initial Approval**

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

- Student Government, Collinsville, IL- June 25-29, 2023
- FBLA, New York City, NY- April 15-15, 2023

Mr. John Arthur, Middle School Principal, is requesting initial approval of the below trip.

- 8<sup>th</sup> Grade Class, Albany, NY- June 8-9, 2023

**4. Field Trip- Final Approval**

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

- FIRST Robotics, Albany, NY- March 29-April 1, 2023 (*initial 11/7/2022*)

**5. Donations**

Acceptance of a donation from Canandaigua Rotary to the Music Department in the amount of \$3,200 from the RPO concert earnings.

Acceptance of a donation from Bruce and Debra Gardner in the amount of \$1,000 to be used for the school lunch program.

A donation from Canandaigua Academy FIRST Robotics Team in the amount of \$7,495 to purchase an enclosed cargo trailer to be used for the Robotics Team. This trailer will replace the current 12x6 enclosed trailer that was donated to the district in 2014. The old trailer will be traded into the dealer for a credit of \$2,500, the cost of the new 7x18 trailer to be purchased is \$9,996.

**6. Surplus Buses**

Approval to declare as surplus items the below buses. They both have excessive miles, excessive frame rot and mechanical issues that are very costly. They will be listed for auction in the future.

- Bus 28- 2017 Thomas - 1GB3GRBF7G1291541
- Bus 35- 2018 Thomas- 1T7Y54D27J1127723
- Bus 84- 2012 Freightliner C-2- 4UZABRDT0CCAZ9492
- Bus 85- 2012 Freightliner C-2- 4UZABRDT2CCAZ9493
- Bus 92- 2014 Freightliner- 4UZABRDT5ECFR0983
- Bus 93- 2014 Freightliner- 4UZABRDT7ECFR0984
- Bus 94- 2014 Freightliner- 4UZABRDT9ECFR0985
- Bus 95- 2014 Freightliner- 4UZABRDT4ECFR0988
- Bus 96- 2014 Freightliner- 4UZABRDT2ECFR0987
- Bus 97- 2014 Freightliner- 4UZABRDT0ECFR0986
- Bus 99- 2015 Freightliner- 4UZABRDTXFCGD4165

**7. New Clubs**

Mrs. Marissa Logue is requesting approval for the below new clubs:

- **Crochet/Knitting Club.** The goals are to teach students to crochet/knit, help students form connections with others that have the same interests, and teach a lifelong hobby. The unpaid advisor is Mr. Jason McLaughlin.
- **Black and Brown Students Union (BBSU).** The goals are to build community among black and brown students, support and building belonging for younger students, promote education of diversity from the perspective of our black and brown students. The unpaid advisor is Ms. Meghan Cabral.

**8. Recommendations of the Committee on Special Education**

Recommendations of the Committee on Special Education meeting dates of: December 1, 2022; December 15, 2022; December 19, 2022; December 20, 2022; December 21, 2022; December 22, 2022; January 3, 2023; January 4, 2023; and January 5, 2023

**Personnel**

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Desiree Davies	School Monitor	Resignation	1/31/2023
Robert Fredericks	School Bus Driver	Resignation	1/18/2023

B. Appointments

*Pending Civil Service approval and NYSED fingerprint clearance where applicable:*

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Alyssa Lloyd	Substitute Teacher Aide	1/23/2023	\$14.20/hr.
Emma Smithers	Substitute RN	1/18/2023	\$21.00/hr.
Chloe Tranquill	Substitute School Bus Monitor	1/18/2023	\$14.20/hr

2. Instructional Personnel

A. Leave of Absence

- 1) Nichole Boyer, Primary School Teacher, has requested a leave of absence from April 17, 2023 through June 30, 2023.

B. Resignation for the Purpose of 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 youth of the Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Krista Coleman	Foreign Language Teacher	6/30/2023	24

C. Appointments

*The Board of Education of the Canandaigua City School District hereby accepts the recommendation of the Superintendent to appoint the following instructional employees. Eligibility for tenure as a classroom teacher or building principal is contingent upon his/her successful completion of the probationary term and having received composite or overall APPR rating of either "Effective" or "Highly Effective" in at least three of the four preceding years and a rating higher than "Ineffective" in the final year of the probationary period.*

- 1) Madison Clement received her Bachelor's degree in Elementary Education from Florida State University where she also earned her Master's degree in Curriculum and Instruction. Ms. Clement has been working in public education for over seven years including as a Long-Term Substitute 4<sup>th</sup> Grade Teacher for the District this school year. Ms. Clement will be appointed to a 1.0 FTE, 4-year probationary Elementary Teacher with a tenure area of Elementary effective January 21, 2023.
- 2) Jessica Mattioli received her Bachelor's degree in Adolescence Education from SUNY Geneseo. Ms. Mattioli will be appointed to a 1.0 FTE 4-year probationary Foreign Language (Spanish) Teacher with a tenure area of Foreign Language effective January 30, 2023.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>
Madison Clement	Childhood Ed 1-6	1/21/2023	8 (pro-rated)
Jessica Mattioli	Spanish 7-12	1/30/2023	1 (pro-rated)

3) Co-Curricular Positions

The following individual is recommended to a co-curricular position at the contractual rate:  
Angela Hurlbutt, Musical Technical Director

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.

Haley McLean, William Millecchi, Meghan Ellis, Peter Tamburro

**End of Consensus Agenda**

**XI. Board Committees**

- Policy Committee- Mrs. Beth Thomas- January 11, 2023

**XII. 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
- Council for Instructional Excellence (CIE)- Dr. Jen Schneider/ Mrs. Beth Thomas
- Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller
- Safety / Health / Security Committee- Mr. John Polimeni

**XIII. Closing Remarks**

*(President, Board of Education and/or Superintendent)*

**XIV. Upcoming Events**

- January 24- 4th and 5th Grade Chorus Concerts
- January 25- Curriculum Night- 8th and 10th Grades
- January 26- Character Education Meeting
- January 30- 4th Grade Orchestra Informance
- January 31- DEI Committee
- February 1- UPK Application Open
- February 1- Policy Committee
- February 1- 4th Grade Wednesday Band and Orchestra Informance
- February 3- Audit Committee Meeting
- February 6- Regular Board Meeting
- February 8- CIE Committee
- February 10, 11, 12- Middle School Musical
- February 14- District Level Spelling Bee
- February 15- District Orchestra Concert
- February 20- Presidents Day
- February 21-24- Winter Break

The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, January 9, 2023 at 5:30 p.m. at the Operations Center, President Grimm presiding.

**BOARD MEMBERS PRESENT:** Jeanie Grimm, Amy Calabrese, Julianne Miller, Megan Personale, John Polimeni, Jenny Tessendorf, Beth Thomas

**BOARD MEMBERS ABSENT:** Milton Johnson, Jen Schneider

**LEADERSHIP TEAM PRESENT:** Jamie Farr, Matt Fitch, Brian Nolan, Matt Schrage

**ADMINISTRATIVE TEAM PRESENT:** Brian Amesbury, Emily Bonadonna, Geoff Fasy

**BOARD DISTRICT CLERK:** Deborah Sundlov

**OTHERS PRESENT:** Faculty members, students, community members

### ***Executive Session***

Upon a motion made by Mrs. Thomas, seconded by Mrs. Personale, with all present voting yes, the Board of Education approved calling an Executive Session at 5:30 p.m. to discuss the employment of one particular person.

### ***Return to Open Session***

Upon a motion made by Mrs. Personale, seconded by Mrs. Miller, 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 6:31 p.m.*

### ***Pledge of Allegiance to the Flag***

Mrs. Grimm called the meeting to order at 6:31 p.m. with second grader Nicholas Robbins leading all in the Pledge of Allegiance.

### ***President's Comments***

Mrs. Grimm welcomed all in attendance.

### ***Superintendent's Report***

Superintendent Farr provided the board an update with commenting on the wonderful holiday concerts season, thanked Mike McClain, his crew, and Brian Nolan working on the unexpected issues that took place over the break and their capital project work. He also provided the Board with an update to the Braves name and symbol.

### ***Board Student Representative***

Neil Stringer provided the Board an update the PRISM concert was a huge success, preparation is going on Martin Luther King, Jr. events, the semester end is January 27, survey has been issued for Ontario County Housing, pajama jam took place this past weekend, various fundraising events taking place, and sports are in full swing.

### **Public Comments**

Public comments were heard from Jennifer Frary, Sarah Hamlin, Michelle Tourje, Melanie Smith, and Brenda Ragonesi

### **Board Meeting Minutes**

Upon a motion made by Ms. Tessororf, seconded by Mrs. Calabrese, with all present voting yes, the Board of Education approved the December 12, 2022 Regular Board Meeting minutes.

**APPROVED: MINUTES**

### **Educational Presentation- Food Service**

Director of Food Service, Geoff Fasy, updated the board on recent enhancements and activities connected to our food service program for the 2022-23 school year.

### **Consensus Agenda**

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

**APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDA**

### **Business**

#### **1. Treasurer's Report**

the Treasurer's Report for the Period of October 1, 2022 - October 31, 2022 and November 1, 2022 - November 30, 2022. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

#### **2. Budget Status Report**

the Appropriation Status Report, which is a summary, for the period of July 1, 2022 - October 31, 2022 and the Appropriation Status Report, which is a summary, for the period of July 1, 2022 - November 30, 2022. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

#### **3. Revenue Status Report**

the Revenue Status Report, which is a summary, for the period of July 1, 2022 - October 31, 2022 and the Revenue Status Report, which is a summary, for the period of July 1, 2022 - November 30, 2022. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

#### **4. Student Teacher Placement**

the request of Mrs. Emily Bonadonna and Mr. Brian Amesbury, Primary-Elementary Principals:

- Kaysierra Mercedes-Rivera, Nazareth College with Brooke Warren- January 9-April 28, 2023

#### **5. Student Observation- 100 hours**

the request of Mrs. Marissa Logue, Academy Principal:

- Margaret Macaluso, Alfred University, for her teacher observation with Sandy Estes-Bishop, Josh Mull and Arlene McDonald for the remainder of the 2022-2023 school year.

**6. Practicum Placement**

the request of Mr. John Arthur, Middle School Principal:

- Madison Ross, SUNY Brockport with Michelle Jones- January 19-May 5, 2023

**7. Academy House Manager- Theater Events**

of Kim Anderson and Trish Kelley in the position of House Managers for various theater events for the 2022-2023 school year. The amount is \$100 per event.

**8. Donation**

to accept a donation from Tops Friendly Market \$1,000 in Tops gift cards to be used for students. This donation is in honor of Tops Market Grand Re-opening.

**9. Approval for participation in University of Rochester Supporting Our Students Project ECHO**

Canandaigua City Schools has been selected as one of five Ontario County school districts for participation in the University of Rochester Supporting Our Students Project ECHO: Strengthening Educators' Response to the Mental Health Needs of Teens.

**10. Field Trip- Initial Approval**

initial approval for the below field trip:

- Club- 1<sup>st</sup> Amendment 1<sup>st</sup> Vote Club, Waterloo, NY, March 29-30, 2023

**11. Electronic Payment Option**

extracurricular clubs will be using a new electronic payment option for fundraisers in the coming weeks. The platform is called Vanco Revtrak and it will allow families and community members to donate or purchase items electronically via the district's web store.

**12. New Club- Academy**

the request of Mrs. Marissa Logue, Academy Principal, for a new club called Beyond Soup. The goal is to educate and provide the school community with resources about food insecurity in Ontario County. The club will aim to destigmatize the idea of utilizing the soup kitchens and charities in our area. The club will develop, prepare, and distribute community dinners and food basket distributions. The unpaid advisor is Mr. McLaughlin.

**13. New Scholarship**

the request of Mrs. Marissa Logue for a new scholarship in the amount of \$1,000 called **Linda Richter Memorial Scholarship**. This scholarship will be given to a senior who is an avid reader, a self-motivated learner, has a broad range of interests, has a passion for excelling in a second language, and is a stand-out history student.

**14. Surplus books**

the request of Mrs. Marissa Logue to declare as surplus items library books from the Academy Library.

**15. Professional Services Agreement**

w professional Services Agreement with Lisa Kay to serve as a school psychologist through the 2022-2023 school year.

**16. Field Period**

the request of Mrs. Emily Bonadonna, Primary School Principal:

- Emma Sipos, Keuka College with Maureen Kanaley-Messina- January 3-January 27, 2023

**17. Spring Semester 2023-Field Experience (40 Hours)-Amended from December 12, 2022**

the requests of Mrs. Emily Bonadonna and Mr. Brian Amesbury, Primary-Elementary Principals:

- Jennica Simon, Hobart William Smith with Kaylee Rose- 1/23/23-5/7/23

**18. Recommendations of the Committee Special Education**

recommendations of the Committee on Special Education meeting dates of: November 10, 2022; November 14, 2022; November 15, 2022; November 17, 2022; November 18, 2022; November 22, 2022; November 28, 2022; November 30, 2022; December 1, 2022; December 2, 2022; December 5, 2022; December 6, 2022; December 7, 2022; December 8, 2022; December 12, 2022; December 13, 2022; December 14, 2022; December 15, 2022; December 16, 2022; and December 19, 2022.

**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>
Deborah Springer	School Bus Driver	1/10/2023	20

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Amanda Powers	School Bus Monitor	Termination	12/13/2022
Corinne Snell	Teacher Aide	Resignation	1/13/2023
Kendra Rennie	Teacher Aide	Resignation	1/20/2023
Marilyn Ruiz	School Bus Monitor	Resignation	1/13/2023

C. Leave of Absence

1) of Kara Ledgerwood, Teacher Aide at the Elementary School, for a leave of absence from March 14, 2023 through May 9, 2023.

2) of Joanne Relyea, Receptionist at the Academy, for a leave of absence from December 22, 2022 through February 16, 2023.

D. Appointments

*Pending Civil Service approval and NYSED fingerprint clearance where applicable:*

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Matthew Parks	Custodial Worker	1/3/2023	\$15.23/hr.
Pamela Araya	Teacher Aide	12/5/2022	\$14.75/hr.
Emma Godfrey	Substitute Teacher Aide	12/19/2022	\$14.20/hr.
Taylor Meade	School Bus Driver Trainee	12/20/2022	\$14.20/hr.




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Emma Arnaud	Substitute School Monitor	1/3/2023	\$14.20/hr.
William Dils	School Bus Driver	1/3/2023	\$24.18/hr.
Kevin Clark	School Bus Driver	1/3/2023	\$24.18/hr.
Lindsey Frascatore	Teacher Aide	1/9/2023	\$14.75/hr.

2. Instructional Personnel

A. Resignation

- 1) Darlene Daley, 3<sup>rd</sup> Grade Teacher, has resigned from the District effective January 20, 2023
- 2) Caroline Prestano, Special Education Teacher at the Primary School, has resigned from the District effective June 23, 2023.

B. Appointments

1) Interim Substitute Teacher

The following individuals have been recommended for 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>
Holly McClow	Music Teacher	Primary School	2/7/2023-3/22/2023
Joseph Reagan	Music Teacher	Elementary School	2/17/2023-5/30/2023
Payton Dziekan	Music Orchestra Teacher	Elementary School	1/19/2023-6/22/2023

2) Contract Substitute Teachers

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

- Anna Krebbeks, Elementary School, Effective 2/7/2023
- Evan Wong, Middle School, Effective 12/22/2022

3) Certified Substitute Teachers

the following individual to a Certified Substitute Teacher position conditional upon criminal history clearance from the New York State Education Department where applicable:

- Christopher Clark

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.

- Brooke Ficarella
- Abbie Dutcher
- Cameron Tallman
- Paul Rheude
- Lilly Von Rhedey
- Julia Carey
- Molly Baumer
- Lauren Gulick
- Lena Bement

**End of Consensus Agenda**

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***Guidelines, Process and Calendar***

Upon a motion made by Mrs. Miller, seconded by Mrs. Calabrese, with all present voting yes, the Board of Education approved the Budget Guidelines, Process, and Calendar.

**APPROVED: BUDGET GUIDELINES, PROCESS, CALENDAR**

1. Make staffing decisions that meet the intellectual, social and emotional needs of students that reflect enrollment data, that prepare them to be successful 21<sup>st</sup> century learners, and that recognize the effects of the changed learning environment of 2020.
2. Continue to reduce costs through budget efficiencies, partnerships and shared services.
3. Strategically utilize fund balance and reserves to mitigate programmatic impact in the near and long-term future.
4. Maintain a transparent system of continual communication with the public.
5. Minimize cuts during restrictive tax cap cycles by making decisions based on right-sizing and consideration of the levy that best meets the needs of the district.

***District Committee Reports***

**Council for Instructional Excellence (CIE)**

Mrs. Beth Thomas reported on behalf of CIE which met on December 14. The Committee reviewed and approved two new courses Sports, Exercise, and Health Science and Science Gizmos, as well as received a professional learning update from Ms. Kris VanDuyne.

***Upcoming Events***

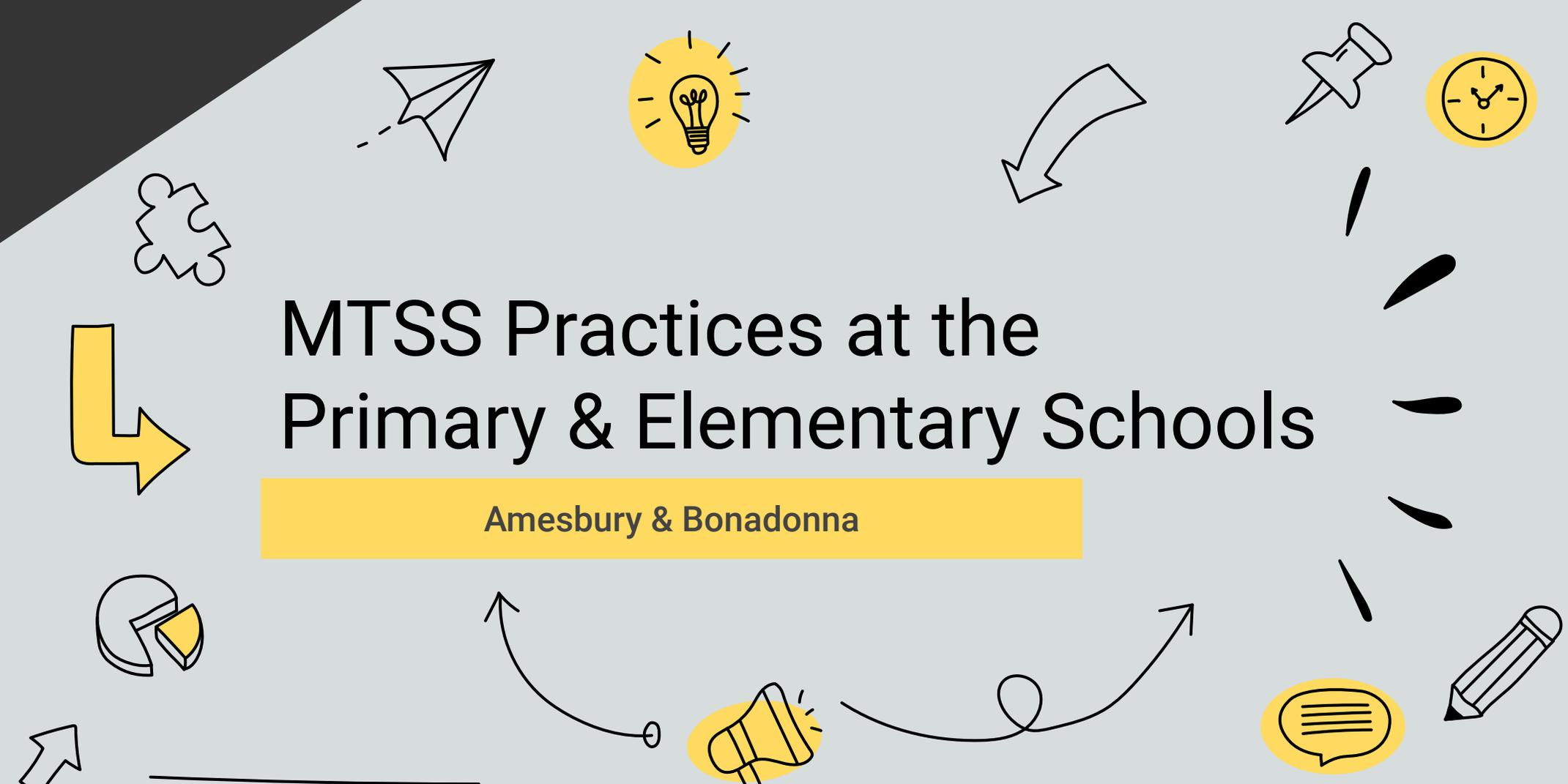
- January 11- Policy Committee
- January 12- CA Jazz Choir- Pop Night
- January 16- Martin Luther King, Jr. Day- No School
- January 18- CA Combined Band & Orchestra Concert
- January 23- Regular Board Meeting
- January 24- 4<sup>th</sup> and 5<sup>th</sup> Grade Chorus Concerts
- January 25- Curriculum Night- 8<sup>th</sup> and 10<sup>th</sup> Grades
- January 30- 4<sup>th</sup> Grade Orchestra Informance

***Adjournment***

Upon a motion made by Mrs. Calabrese, seconded by Ms. Tessendorf, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 7:32 p.m. The next Regular meeting will be on January 23, 2023 at 6:30 p.m.

Respectfully submitted,

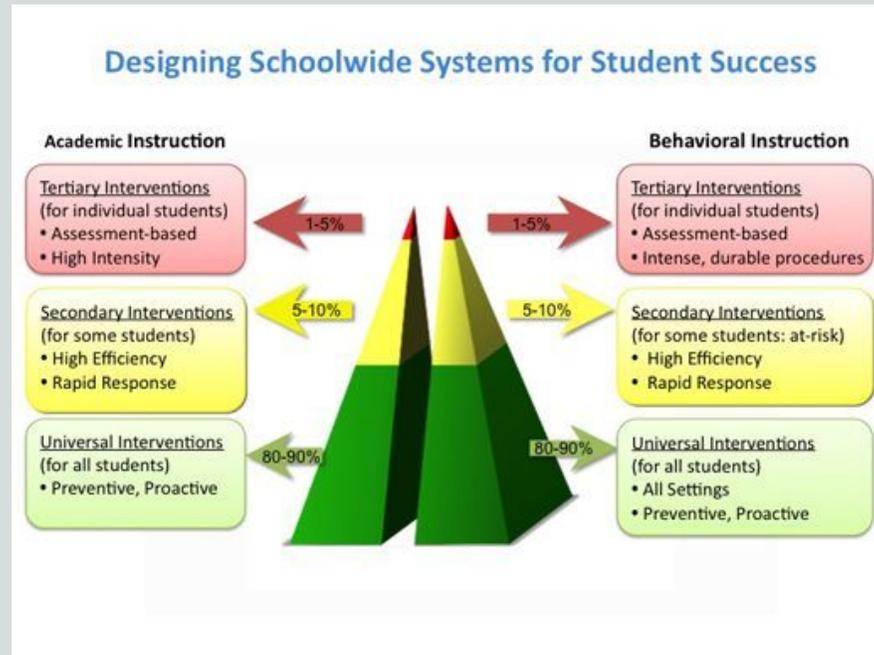
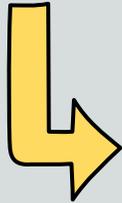
Deborah Sundlov  
District Clerk



# MTSS Practices at the Primary & Elementary Schools

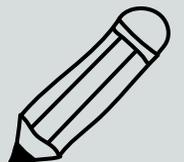
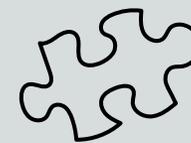
Amesbury & Bonadonna

# Beginning of 21-22 School Year



## Multi-Tiered Systems of Support

- Formally introduced MTSS to faculty & staff in September 2021
- MTSS is a layered continuum of supports to meet the needs of all students.





# Throughout 21-22 School Year

## We asked teachers to meet in Collaborative Teams

### Purpose:

- Meet for 30 mins 1x/week
- Review instruction and student performance
- Plan for instruction
- Assess, reflect, and adjust instruction



## 22-23 School Year

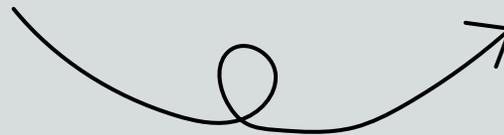
# Essential Standards Work



Our work in our collaborative teams led us to realize that we needed to spend time focusing on our NYS Standards.



- What are we teaching?
- How are we teaching our students?
- How will we know if our students have learned?





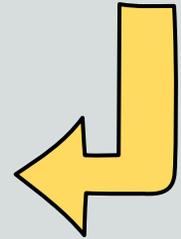
# Progression of a Reading Standard

**First  
Grade**

**1R3:** Describe characters, settings, and major events in a story, or pieces of information in a text.

**2R3:** In literary texts, describe how characters respond to major events and challenges.

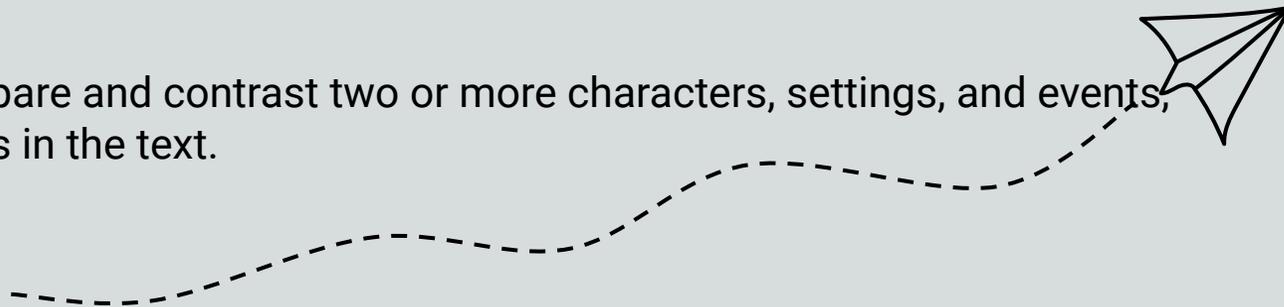
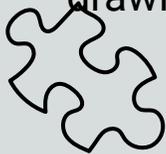
**3R3:** In literary texts, describe character traits, motivations, or feelings, drawing on specific details from the text.

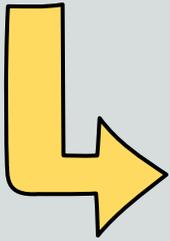


**Fifth  
Grade**

**4R3:** In literary texts, describe a character, setting, or event, drawing on specific details in the text.

**5R3:** In literary texts, compare and contrast two or more characters, settings, and events, drawing on specific details in the text.





# Team Checklist 'GREATS'

## Generate the Goal

Have we determined a proficiency score to determine student success?

## Remember to Remediate

Have we determined how we will support students who may struggle?

## Enrich the Extensions

Have we discussed strategies for extension / enrichment?

## Activate / Align Activities

Have we aligned which activities we will all utilize to teach this unit?

## Test the Test

Have we agreed upon how this standard will be assessed?

## Synergize the Standard

Are we in agreement with what the specific actions and requirements are for this standard?



**Standard 3.4**

**3.4a** Represent multiplication and division through  $10 \times 10$ , using a variety of approaches and models. (With 0, 1, 2, 4, 5, and 10 facts only)

(e.g., repeated addition, equal-sized groups, arrays, equal jumps on a number line, skip counting, repeated subtraction, equal sharing, equal groups).

**3.4b** Create and solve single-step practical problems that involve multiplication and division to  $10 \times 10$ . (With 0, 2, 4, 5, and 10 facts only.

**3.4b EKS** Recognize and use the inverse relationship between multiplication and division to solve practical problems.

**3.17** Create equations to represent equivalent mathematical relationships.

**3.17 EKS** Identify and use the appropriate symbol to distinguish between expressions that are equal and expressions that are not equal

<p><b>What do students have to know and be able to do with this unit?</b></p>	<p><b>What specific activities, strategies and resources will be needed for this unit?</b></p>	<p><b>What specific extensions/enrichment strategies will be used for this unit?</b></p>	<p><b>What differentiated supports and remediation will be used for these standards?</b></p>	<p><b>What is the essential vocabulary needed for this unit?</b></p>
<p><b>What specific EL strategies will be used for this unit?</b></p> <p><b>Reading:</b></p> <p><b>Writing:</b></p> <p><b>Listening:</b></p> <p><b>Speaking:</b></p>	<p><b>What literacy resources may be used for this unit?</b></p>	<p><b>What resources and materials will be used for this unit for homework?</b></p>	<p><b>What specific questions and tasks must be adhered to on the end of unit assessment?</b></p>	<p><b>What will our team's SMART goal be for the end of unit assessment?</b></p>

**Standard 3.4**

**3.4a** Represent multiplication and division through  $10 \times 10$ , using a variety of approaches and models. (With 0, 1, 2, 4, 5, and 10 facts only)

(e.g., repeated addition, equal-sized groups, arrays, equal jumps on a number line, skip counting, repeated subtraction, equal sharing, equal groups).

**3.4b** Create and solve single-step practical problems that involve multiplication and division to  $10 \times 10$ . (With 0, 2, 4, 5, and 10 facts only.)

**3.4b EKS** Recognize and use the inverse relationship between multiplication and division to solve practical problems.

**3.17** Create equations to represent equivalent mathematical relationships.

**3.17 EKS** Identify and use the appropriate symbol to distinguish between expressions that are equal and expressions that are not equal

**What do students have to know and be able to do with this unit?**

*Represent multiplication through  $10 \times 10$  with a variety models*  
*Create and solve single step problems*  
*Recognize relationship between multiplication/division*  
*Create Equations*  
*Identify and use the right symbol*

**What specific activities, strategies and resources will be needed for this unit?**

*Number Lines and Arrays*  
*Equal Groups*  
*0,1,2,4,5,10 Match Facts*  
*Create own word problems*  
*Inverse relationship problems*  
*Equivalent Equations*  
*Appropriate symbols*

**What specific extensions/enrichment strategies will be used for this unit?**

**Create original Word problems**  
**Create Arrays**  
**Create a tutorial power point**  
**Work with all factors**

**What differentiated supports and remediation will be used for these standards?**

**Manipulatives for array and number lines**  
**Read alouds for word problems**

**What is the essential vocabulary needed for this unit?**

**Array**  
**Number Line**  
**Equation**  
**Product**  
**Equivalent**  
**Inverse Relationship**  
**Symbol**  
**Expression**

**What specific EL strategies will be used for this unit?**

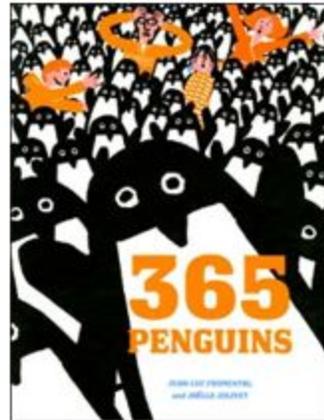
**Read word problems**

**Write a word problem**

**Listen for inverse math equations**

**Explain procedures for arrays and number lines**

**What literacy resources may be used for this unit?**



**What resources and materials will be used for this unit for homework?**

**Students create array models for 10-20 problems**  
**Math IXL Online practice**

**What specific questions and tasks must be adhered to on the end of unit assessment?**

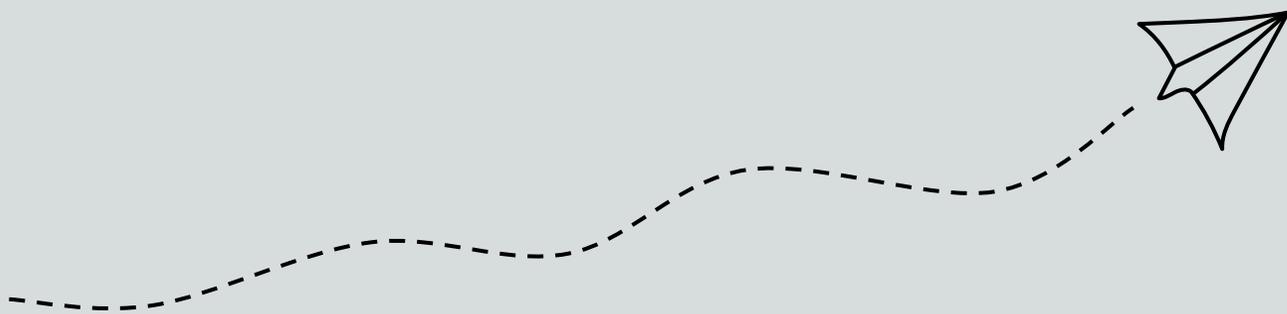
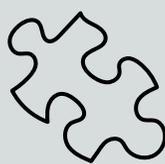
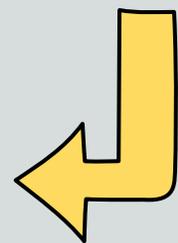
**Represent multiplication equations with a number line and an array**  
**Pull equations from a word problem.**

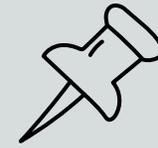
**What will our team's SMART goal be for the end of unit assessment?**

**90% of students will score a 70% or better on the end of unit formative assessment**

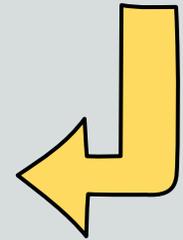


**Click for our PES MTSS work**

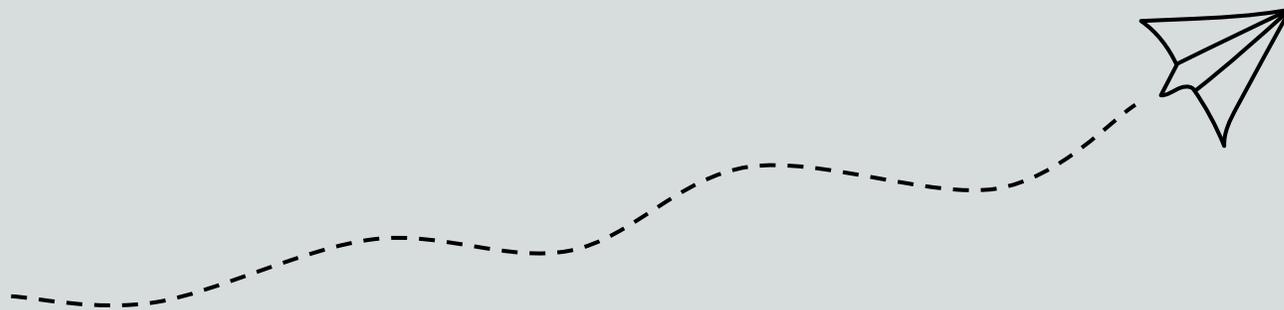
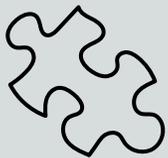


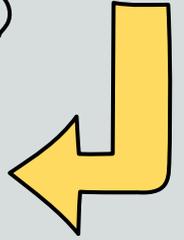
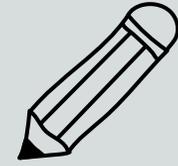
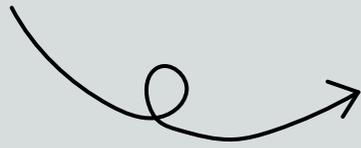


You don't get a gold star for covering the curriculum. You get a gold star for having students master the standard they were taught.



*Just because you taught the standard doesn't mean your students learned it!*





# Future MTSS Goals and Next Steps

## 5 Standards Per Grade Level

Each grade level will complete their work with 5 ELA standards

## Related Service Providers

How can our speech, OT and PT providers support our teachers and students

## Choose new standards

Each grade level and special area will begin deciding how many and which standards will be working on next year

## Mental Health Team Members

How will they support the MTSS process? Collaborate with grade level standards or work on their own?

## Special Areas

Choose 5 new standards to become an expert on

## Modify and Adjust

Review data collected from specific standards; decide if instruction is efficient or needs to be adjusted



## 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):

Student Government and any student leader 8-12

Destination:

Vision National Leadership Conference

**COLLINSVILLE, ILLINOIS**

Departure Date and Approximate Time:

June 25- Evening

**JUNE 25 - 28, 2023**

Return Date and Approximate Time:

June 29, 2023 afternoon depending on flights

Number of Students Expected to Attend:

8-24

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

2-3 depending on number of students that sign up- ratio is 1-12 for conference.

Students are supervised 24/7 by advisors, conference staff and security during the night time hours at the hotel.

Advisers/chaperones are responsible for the behavior and attire of their students at all times and at all events.

- Advisers/chaperones must attend all the general session meetings, activities, or events to supervise student delegates, making certain their students are on time and attending all sessions. Advisers/chaperones are to sit with their respective delegation during general sessions.
- Advisers/chaperones must check student's sleeping rooms at the stated curfew to confirm that students are in their own rooms and quiet. We will be asking for advisors to act as additional security during our conference. At any time should complaints or problems arise the adviser(s) will be notified to correct the situation.
- Hotel has security patrolling halls at night as well as additional security from Chaperones



## Request for Overnight Field Trip

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 usually have many opportunities to fundraise for their trips. NYS CLSA helps them with volunteering at CMAC. We also have the circus, BBQ, spring apparel sale to help cut costs. Most student usually need to pay only for transportation- flying

Mode of Transportation (include bus service / airline):  
Southwest Airlines

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

### **La Quinta Inn by Wyndham Collinsville** ✨

6 Gateway Drive  
Collinsville, Illinois, 62234  
**618-855-8400**

Rate: **\$115.00 per night** (up to four people in a room) with breakfast included. Current Tax: 15.25%.

### **Ground Transportation**

#### **First Student Collinsville** ✨

School Bus Company (be sure to ask for air-conditioned busses)  
Cost per hour: \$53.80 (two-hour minimum) or you can ask for a daily rate.

Cost per student	
Package Amount <i>or</i> Breakdown Amount	199
	Conference Registration
Travel	500 Plane
Lodging	\$115.00 Hotel
<b>Meals</b>	
(2) Breakfast	20
(2) Lunch	30
(2) Dinner	50
Other (Explanation) Pre- Trip in St. Louis, Tradable, Region 2 Activity	380
Cost of Trip Per Student	Approx. \$1300 (\$1294)
Less Club Contribution	800
Less Expected Fundraising	
<b>Final Cost to Student Flight only</b>	Approx. \$ 500 Flight cost only



## 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:*

We are seeking travel starting on June 25<sup>th</sup> to fly into St. Louis so that we can participate in the pre-tour events with NYS CLSA. We will be traveling with students from California and Oregon to site see, participate in a college visit and sample local culture until the conference activities start.

I'm seeking approval to take students to the NYS CLSA pre/post tour, **Vision National Student Council Conference on June 25-28, 2020 and home on the 29th**, hosted by Collinsville, HS. This three-day event brings student council leaders together to share ideas and learn how to make a greater impact on our school and community.

**At the conference, we will:**

- Participate in training workshops and conference activities focused on various facets of leadership and service
- Connect with like-minded peers as we build our leadership skills
- Exchange ideas and best practices to learn ways we can make our council stronger
- Hear from motivational speakers who will inspire us all to challenge ourselves and test our limits

Both students and advisers benefit from attending the **Vision National Student Council Conference:**

**For students**—Student leaders will climb to new heights as they practice effective leadership strategies, cultivate new friendships, and learn how to increase the impact of their student councils.

**For advisers**—Advisers will participate in training workshops and conference activities focused on various facets of leadership, the unique needs of student council management, and the execution of activities and events.

Students

Students who attend the **Vision National Student Council Conference** will sharpen their leadership skills, but the benefits go even further: As they return from the conference, they will use what they learned at the conference to implement new ideas to improve student engagement.

At the conclusion of the conference, each student attendee will reflect on their experience by completing a National Student Council Conference Action Worksheet to document and share what they learned, as well as how they plan to implement these new skills and ideas.

I am confident that attending the **Vision National Student Council Conference** will be an invaluable experience for our students. Thank you in advance for your consideration, and I look forward to discussing this with you.

June 25-29, 2023



### 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

ROBERTA BITTEL  
Name (print) of Trip Coordinator

  
Signature of Trip Coordinator

\_\_\_\_\_  
Date

#### Approvals: (Office Use Only)

Principal/AD/Supervisor: (Initial) MB (Final) \_\_\_\_\_

Director of Transportation: (Initial) MB (Final) \_\_\_\_\_

ASI: (Initial) MB (Final) \_\_\_\_\_

Superintendent: (Initial) MB (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 Academy Student government is sponsoring a leadership trip to the National Student Council Conference on June 25–29, 2023, hosted by Collinsville HS, Illinois

Enclosed you will find the following important forms that must be completed and RETURNED by April 1, 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.
- 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:  
585-396-3702 or [Bittelr@Canandaiguaschools.org](mailto:Bittelr@Canandaiguaschools.org)

**The final payment for this trip is due on June 16, 2023. 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**

**NYS CLSA Tentative Itinerary**

**Sunday, June 25**

- *Travel to St. Louis, Mo*
- Check into Hotel

**Monday, June 26 CONFERENCE**

8:30 -9:30am Arrival, Registration, and Trading of Pins (State Rooms)

9:30 – 10:00am State Room Meetings (introductions, bag/name badge handout and prep for the day's events)

10:15 – 11:30am Opening General Session (Fletcher Gymnasium)

Opening Ceremony Keynote by Judson Laipply

11:45am – 1:15pm Student Lunch (Cafeteria/Commons) OR Exhibits (Aux Gym)

Advisor Lunch (Library)

1:30 – 2:30pm Councils 1-15: Icebreakers and Leadership Games (Assigned Council Rooms)

Councils 16-30: Leadership Session with Monte Selby (Auditorium)

Advisors: Networking and Workshop with Terri Johnson (Library)

2:45 – 3:45pm Councils 1-15: Leadership Session with Monte Selby (Auditorium)

Councils 16-30: Icebreakers and Leadership Games (Assigned Council Rooms)

Advisors: Networking and Workshop with Judson Laipply (Library)

3:45 – 4:00pm Break (snacks in hallways for students and return to state rooms)

4:00 – 5:00pm Second General Session (Fletcher Gymnasium) Evolution of Dance Activity with Judson Laipply

5:00 – 6:00pm Student Dinner (Cafeteria/Commons), Advisor Dinner (Library)

6:00 – 8:00pm "A Taste of Collinsville" Street Festival, DJ and Dessert (Commons)

8:00pm Departure for Hotels

**Tuesday, June 27**

8:30 -9:00am Arrival for Daily Briefing (State Rooms)

9:00 – 10:30am Third General Session (Fletcher Gymnasium) Keynote by Heather Schultz

10:45 – 11:15am Councils 1-15: Bear Buddies Community Service Activity (Assigned Council Rooms) Councils 16-30: Workshop with Heather Schultz (Aux Gym)

Advisors: Networking and workshop with Karen Dawson (Library)

11:30am – 12:00pm Councils 1-15: Workshop with Heather Schultz (Aux Gym)

Councils 16-30: Bear Buddies Community Service Activity (Assigned Council Rooms)

Advisors: Networking and Snacks (Library)

Executive Directors: Meeting (Band Room)

12:00 – 1:30pm Student Lunch (Cafeteria/Commons) OR Student Hall of Ideas, Advisor Lunch (Library)

Executive Directors Meeting – continued (if necessary)

1:45 – 2:45pm Fourth General Session in Fletcher Gymnasium  
Community Service “TED Talk” featuring Kellsie’s Hope Foundation, Got Your Six Support  
Dogs, The Albert Pujols Foundation  
3:00 – 3:15pm Student Break (snacks in hallways), Advisors transported to The Gateway Center

3:15 – 4:00pm Councils 1-15: Workshop with Zach Baumann (Aux Gym)  
Councils 16-30: Workshop with Richard Mark (Auditorium)

3:15 – 4:15pm Advisors: Roundtables at The Gateway Center  
4:15 – 5:00pm Councils 1-15: Workshop with Richard Mark (Auditorium)  
Councils 16-30: Workshop with Zach Baumann (Aux Gym)

4:15 – 5:15pm Advisors: Q&A at The Gateway Center  
5:00 – 5:15pm Student Break (snacks in hallways)  
5:15 – 5:30pm Advisors return from The Gateway Center  
5:30 – 6:00pm Fifth General Session (Fletcher Gymnasium)  
NatStuCo Presentations  
6:00 – 6:45pm Student Dinner (Cafeteria/Commons), Advisor Dinner (Library)

7:00 – 8:00pm “The Power of Music Session (Fletcher Gymnasium) Featuring Dr. Monte Selby  
8:00 – 8:45pm Sixth General Session (Fletcher Gymnasium) Illuminations presented by  
Marquita Thomas  
8:45pm Departure for Hotels

### **Wednesday, June 28**

8:30 -9:30am Arrival and Swag Shop  
9:30 – 10:00am State Room Meetings / Processing  
10:00 – 11:00am Closing General Session (Fletcher Gymnasium)  
Keynote Speaker Surprise

NOTE: All official conference activities take place at High School. During the conference, delegates will only be at the hotel to sleep, eating breakfast EARLY before departing for the day’s activities, and not returning to the hotel until after activities have ended LATE at night.

### **June 28(Wednesday)**

The conference ends at 11 am we will be doing a post tour so that our students can attend our CA graduation.

### **Student Tour of St. Louis**

**Gateway Arch Riverboats**  
[www.gatewayarch.com](http://www.gatewayarch.com)

**Saint Louis Zoo** [www.stlzoo.org](http://www.stlzoo.org) See Sea Lion Sound, visit the elephants or take a spin on the Conservation Carousel. A miniature train circles the Zoo’s habitats with stops at The Living World, Big Cat Country and Jungle of the Apes.

**Raging Rivers Water Park**  
[www.ragingrivers.com](http://www.ragingrivers.com)

It’s cool when it’s hot! From its zoomin’ Cascade Body Flumes to the lazy Endless River – there is something for everyone.

**GoApe! Zip Line & Treetop Adventure**  
[www.goape.com](http://www.goape.com)  
A treetop adventure with

**Accommodations:**

**La Quinta Inn by Wyndham Collinsville** ✨

6 Gateway Drive

Collinsville, Illinois, 62234

**618-855-8400**

Rate: **\$115.00 per night** (up to four people in a room) with breakfast included. Current Tax: 15.25%.

**Restaurants:**

TBD

**Travel/Motor Coach:**

Southwest

5:40PM11:05PM1 stop

Change planes BWI

10:45AM7:25PM1 stop

Change planes MDW

**Chaperone Contact Information:**

Roberta Bittel 585-396-3702 or 585-721-7191

[Bittelr@Canandaiguaschools.org](mailto:Bittelr@Canandaiguaschools.org)

**NYS CLSA Chaperone Contact Information:**

**Roberta Bittel – NYS CLSA Executive Director, Canandaigua Academy 585-721-7191**

**Kevin Ford - NYS CLSA Director of Students, Poland HS 315-368-3964**

**Kelly Jeffords - NYS CLSA Assistant Director, Depew HS 716-954-3326**

**Kate Worwa- D8 Representative, Waterville HS 315-794-1870**



**Attachment 3**

**Overnight Trip Parent Meeting Agenda**

**Meeting Date: June 1, 2023** \_\_\_\_\_

**Date of trip:** ~~\_\_\_\_\_ June 26-29, 2023~~

June 25-29, 2023

**Hotel:**

**La Quinta Inn by Wyndham Collinsville** ✨

6 Gateway Drive  
Collinsville, Illinois, 62234  
618-855-8400

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

**Room Assignments** \_\_\_\_\_

**Rules/Behavior** \_\_\_\_\_

**Students with Medication** \_\_\_\_\_

**Other:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Letter from School Nurses Regarding Medication

**To: Parents/Guardians of students attending trip to National Vision Student Leadership Conference, Collinsville, Illinois June 25-29, 2023**

**From: Academy School Nurses**

**Re: Medication for Leadership Trip June 25-29, 2023**

**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 June 20th
- 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 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.**
- 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 Student Leaders  
Trip**

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

**1. Drugs, Alcohol and Tobacco**

The students of Canandaigua Student Leaders 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 June 25, 2023 and return to Canandaigua on June 29, 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 on the trip 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. Denver 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 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 Denver 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**

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 Academy, NYS CLSA, or the Hotel 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
  - 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/plane**
10. Budget money for:
  - 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.

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):**

FBLA - Future Business Leaders of America

**Destination:**

NYC

**Departure Date and Approximate Time:**

Saturday, April 15, 2023 5:30 am

**Return Date and Approximate Time:**

Sunday, April 16, 2023 8:07 pm

**Number of Students Expected to Attend:**

8

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

Two Canandaigua Academy employees, We are paying for private security for the night

**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):** \$0

**Mode of Transportation (include bus service / airline):**

Amtrak train-Rochester, NY

<https://www.amtrak.com/stations/roc>

Hop-on-hop-off tour bus (1 day pass)

<https://www.bigbustours.com/en/new-york/hop-on-hop-off-new-york>

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

FAIRFIELD BY MARRIOTT® INN & SUITES  
338 WEST 36TH STREET,  
NEW YORK, NEW YORK, USA, 10018  
TOLL FREE:+1-800-228-2800  
FAX: +1 212-216-9266

<https://www.marriott.com/en-us/hotels/nycmw-fairfield-inn-and-suites-new-york-manhattan-times-square-south/overview/>  
Includes Hot Breakfast Buffett

**Refund policy/ Insurance or other recoup options:**

N/A

Estimated Cost per student	
Package Amount	
or Breakdown Amount	
Travel	\$97 round trip
Lodging	\$419
Meals	
Breakfast	Included w/hotel
Lunch	1 @ \$35
Dinner	1 @ \$50
Other (Explanation)	\$54 hop on/off tour bus day pass Broadway musical Entertainment \$130
Cost of Trip Per Student	\$785
Less Club Contribution	\$785
Less Expected Fundraising	0
Final Cost to Student	0

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:

*Future Business Leaders have taken a business-related trip to NYC annually until the pandemic. Our last trip was 2016 with Barb Landon. We have fundraised since then and have enough to return. Our students will take a tour to experience the beating heart of American business today. The students in the club want to learn more about the history and significance of marketing, retail, educational and financial aspects of the attractions we'll be touring. We'll be going over the attractions and what we'll glean from our tours prior and after our visit. Students will prepare questions they will want answered prior to departing for the 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*

Tammy Franz  
Name (print) of Trip Coordinator

Tammy Franz  
Signature of Trip Coordinator

1/12/23  
Date

**Approvals: (Office Use Only)**

Principal/AD/Supervisor:	(Initial) <u>YJ</u>	(Final) _____
Director Of Transportation:	(Initial) <u>AD</u>	(Final) _____
 ent:	(Initial) <u>NS</u>	(Final) _____
Board of Education:	(Initial) <u>JA</u>	(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 FBLA Future Business Leaders of American club is sponsoring a trip to NYC to tour business and financial districts.**

Enclosed you will find the following important forms that must be completed and RETURNED by February 15, 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/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:

585-396-3800  
435 East Street  
Canandaigua, NY 14424

## **Chaperone Contact Information:**

Braves Square group message

Tammy Franz [Franzt@canandaiguaschools.org](mailto:Franzt@canandaiguaschools.org)

Lisa Bellis [bellisl@canandaiguaschools.org](mailto:bellisl@canandaiguaschools.org)

**To PARENT Attachment 1 – Itinerary**

**CANANDAIGUA ACADEMY  
NEW YORK CITY ITINERARY**

April 15-16, 2023

**FBLA Students 7 count**

**Advisor: Tammy Franz and Lisa Bellis**

<b>Saturday, April 15, 2023,</b> Leave Canandaigua and be at Amtrak Train Station (Est. 45 min drive) <b>DEPART:</b> Boarding at 5:30 am Amtrak- Train Station - Station Building (with waiting room) <a href="https://www.amtrak.com/stations/roc">https://www.amtrak.com/stations/roc</a> Location: 320 Central Avenue Rochester, NY 14605 (Each passenger may bring two personal items, 25 lbs. (12 kg) and 14 x 11 x 7 inches each, and two carry-on items, 50 lbs. (23 kg) and 28 x 22 x 14 inches each, onboard. Make sure you have a tag with your name and address on the outside of all your bags.)	5:30 am
Bag lunch and snacks for the train (Optional-Cafe cart available at student expense) <b>ARRIVE in NYC</b> and check in to hotel for bag drop off. <b>FAIRFIELD BY MARRIOTT® INN &amp; SUITES NEW YORK</b> 338 West 36Th Street, New York, New York, USA, 10018 TOLL FREE:+1-800-228-2800 FAX: +1 212-216-9266 <a href="https://www.marriott.com/en-us/hotels/nycmw-fairfield-inn-and-suites-new-york-manhattan-times-square-south/overview/">https://www.marriott.com/en-us/hotels/nycmw-fairfield-inn-and-suites-new-york-manhattan-times-square-south/overview/</a> <b>4 Rooms</b> Room 1 -Tammy Franz, Lisa Bellis-Advisors Room 2- Regan Bennett, Quinn Evans, Carly Stevens Room 3 -Shirley Chen, JeXuan Lian Liu, JeYuan Lian Liu Room 4 -Tad Zerges Jeremy Loblaw	12:45 pm
Lunch at Stardust Diner <a href="https://www.ellensstardustdiner.com/">https://www.ellensstardustdiner.com/</a>	1 pm
Get bus tickets and start the tour to the financial district. (Federal Reserve Bank, Wall Street, Stock Exchange, Charging bull, etc)	1-5 pm
Dinner in Little Italy	5-6 pm
Bus back to the hotel to freshen up for Broadway play-Finish the scenic tour with Hop-on hop-off bus to iconic landmarks such as the Empire State Building, Statue of Liberty, One World Observatory, and Brooklyn Bridge <a href="https://www.bigbustours.com/en/new-york/hop-on-hop-off-new-york">https://www.bigbustours.com/en/new-york/hop-on-hop-off-new-york</a>	6-7 pm
Broadway Play	8-10 pm
Return to hotel & room check	11 pm
<b>Sunday, April 16, 2023</b> Hot Breakfast Buffet at the hotel (Included)	7-10 am
Depart for Home Via Amtrak Penn Station	1:20 pm
Arrive at Rochester Train Station for parent pick up	8:07 pm
<b>Chaperone Contact Information:</b> Braves Square group message, Tammy Franz Franzt@canandaiguaschools.org Lisa Bellis-bellisl@canandaiguaschools.org	

## Parent 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** \_\_April 15- 16\_\_\_\_ (1 night)\_\_\_\_\_

**Class/Group** \_FBLA Future Business Leaders of America\_\_\_\_\_

**Teacher/Supervisor** \_\_Tammy Franz and Lisa Bellis\_\_\_\_\_

**Trip Destination** \_NYC\_\_\_\_\_

**Other Planned Stops** \_\_\_\_NONE\_\_\_\_\_

**Planned Departure Time** \_\_\_\_ 5:30 am\_\_\_\_

**Planned Return Time** \_\_\_\_\_8:07 pm\_\_\_\_\_

Departing From: \_\_\_\_Meet at Rochester train station (parent/guardian drop off)

Returning To \_\_\_\_\_Rochester train station (parent/guardian pick up)

**Additional**

<b>Transportation</b>	
Bus	_____
Walk	_____
Other	_X_____

**To be completed by parent:**

\_\_\_\_\_ has my permission to attend the school sponsored trip to \_\_\_\_\_  
*Name of Student*

\_\_\_\_\_ on 4/15/2023 . I agree to drop off and pick up my student at the Rochester Train Station.  
*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 from the Rochester Train station, 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:** Tuesday, April 11, 2023  
**ZOOM Link will be provide via Braves/Parent Square group**

Date of trip: \_ Saturday, April 15, 2023

Hotel:

FAIRFIELD BY MARRIOTT® INN & SUITES NEW YORK

338 West 36Th Street,

New York, New York, USA, 10018

TOLL FREE:+1-800-228-2800

FAX: +1 212-216-9266

<https://www.marriott.com/en-us/hotels/nycmw-fairfield-inn-and-suites-new-york-manhattan-times-square-south/overview/>

Costs: No cost to students due to fundraising. Student may bring money to shop at their own expense.

Room Assignments: 4 Rooms

Room 1 -Tammy Franz, Lisa Bellis-Advisors

Room 2- Regan Bennett, Quinn Evans, Carly Stevens

Room 3 -Shirley Chen, JeXuan Lian Liu, JeYuan Lian Liu

Room 4 -Tad Zerges Jeremy Loblaw

Rules/Behavior: Canandaigua Academy student handbook rules apply along with following detailed instructions from chaperones. Students will be with chaperones at all times.

Students with Medication: None on file at school. Forms will be completed by parent/guardians for any other medications.

Trip cancellation policy/Covid plan: Due to FBLA club contribution, student will not be held responsible for financial loss if they test positive for Covid and can't attend. The club will have the loss.

# **IMPORTANT TRIP NOTICE**

Parent/Guardian

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 NYC on April 15.

From: Marcia Jewell, RN

Academy School Nurse

Phone# 585-396-3821

Fax # 585-396-3957

Re: Medication for NYC 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 April 11, 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 585-396-3821 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.

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

**1. Drugs, Alcohol and Tobacco**

The students of FBLA 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 April 15 and return to Canandaigua on April 16** 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 NYC 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. NYC 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 NYC 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 NYC 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**

At 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 City School District or the Chaperones 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 train neat and clean at all times. Continually police your own area!
9. **PACK:**
  - One bag so you don't have to carry a lot on our walk to and from hotel.
  - 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. Check the weather for the weekend.
  - A cell phone or watch. It is critical that you are always **ON TIME!**
  - **Bring some snacks or money for the café cart on the train. 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:
  - Shopping (Souvenirs)
  - Extra Snacks in between meals
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 train, 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 and train.
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):

**8<sup>th</sup> Grade Class**

Destination:

**Albany, NY.**

Departure Date and Approximate Time:

**June 8th, 2023 (8:00 a.m.)**

Return Date and Approximate Time:

**June 9th, 2023 (10:00 p.m.)**

Number of Students Expected to Attend:

**222 in 8th Grade (some, for whatever reason will not be attending) so we are hoping for at least 190 to 200 students. All 222 will be encouraged to come.**

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

**8:1 (students to chaperone); security guards at all 3 hotel locations**

<b>Cost per student</b>	
Package Amount	\$375
<i>or</i> Breakdown Amount	
Travel	
Lodging	
<b>Meals</b>	
Breakfast	
Lunch	
Dinner	
Other ( <i>Explanation</i> )	(*)
Cost of Trip Per Student	\$375
<i>Less Club Contribution</i>	
<i>Less Expected Fundraising</i>	(**)
<b>Final Cost to Student</b>	<b>\$375.00</b>

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):

**\$375 plus money needed for food at Six Flags.**

Mode of Transportation (include bus service / airline): **5 Coach Busses - Covered Wagons**



## Request for Overnight Field Trip

Accommodations (Hotel information such as address, phone number and webpage link): We had to use 3 different Hotels in the Albany Area.

### Best Western Plus Franklin Square

One 4th Street

Troy, NY. 12180

518-274-8800

[https://www.bestwestern.com/en\\_US/book/hotels-in-troy/best-western-plus-franklin-square-inn-troy-albany/propertyCode.33144.html](https://www.bestwestern.com/en_US/book/hotels-in-troy/best-western-plus-franklin-square-inn-troy-albany/propertyCode.33144.html)

### Holiday Inn Express Wolf Road

16 Wolf Road

Albany, NY. 12205

518-459-3600

<https://www.ihg.com/holidayinnexpress/hotels/us/en/albany/albwo/hoteldetail>

### Hampton Inn Albany University Area

1442 Western Avenue

Albany, NY. 12203

518-438-0001

<https://www.hilton.com/en/hotels/albuaHX-hampton-albany-western-ave-university-area/>

\*All meals are included in the package price with the exception of Six Flags.

Breakfast is part of the hotel cost, lunch is a box lunch \$10 and dinner is part of the Lake George boat cruise expense.

Snacks are allowed on the bus.

\*\*8th grade Students are able to participate in 4 fundraising events this year.

8<sup>th</sup> grade fundraising events include: 2 Walk-A-Thons (Dates TBD); 1 Read-A-Thon (Date TBD and our Spaghetti Dinner which is our scholarship fundraising event done on the opening night of the CMS Musical. Scholarship money is available to those in need. Those in need of a scholarship are strongly encouraged to participate in the fundraising opportunities.



## **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:*

Visiting Albany provides students with first-hand knowledge of the metropolitan atmosphere, knowledge of the NYS governmental operations and exposure to NYS governmental sites and historic sites.



### 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

Peter Jensen  
Peter Jensen  
Name (print) of Trip Coordinator

Peter Jensen  
Signature of Trip Coordinator

11/17/2022  
Date

#### **Approvals: (Office Use Only)**

Principal/AD/Supervisor:	(Initial) <u>JBA</u>	(Final) <u>1/17/23</u>
Director Of Transportation:	(Initial) <u>[Signature]</u>	(Final) _____
ASI:	(Initial) <u>MS</u>	(Final) _____
Superintendent:	(Initial) <u>[Signature]</u>	(Final) <u>1/18/23</u>
Board of Education:	(Initial) _____	(Final) _____

# Introductory Letter

Aug 20, 2022

Dear 8<sup>th</sup> Grade Parents/Guardians:

Your eighth grader will have an opportunity to travel to Albany, June 8th, and 9th, 2023. Travel is an enriching experience and we are excited to be able to offer 8<sup>th</sup> graders the opportunity to travel to their State's Capital. Past trips taken have been lauded by students, parents, and staff and all 8<sup>th</sup> graders will have the opportunity to make the trip.

The cost of the trip is \$375 (not included is food purchased by students at Six Flags during the day, June 9th). Through fundraising there is an opportunity to defray part or all of the cost. Relying on the continued generosity of the community, as well as participation in our fundraising events, we hope to provide scholarships to students needing additional financial help. Students needing partial scholarships are strongly encouraged to take part in all fundraising opportunities offered.

We will be having a parent informational meeting in the Middle School Auditorium on **Thursday, September 22** during 7<sup>th</sup> and 8<sup>th</sup> Grade Open House. I look forward to previewing the trip, answering any questions you may have, and starting our process.

Please feel free to call or email me with any questions or concerns.

**8<sup>th</sup> Grade Office**

Joseph Lord

lordj@cananandaiguaschools.org

585-396-3880

## Attachment 1 – Tentative Itinerary

### Attachment 1 – Itinerary

#### Thursday, June 8, 2023

- 08:00 am We will depart on the bus for our trip to Albany.
- 11:30 am Stop at **Howe Caverns**: Enjoy the experience, descending 156 feet below the Earth's surface to explore six million year old caves. Your 90 minute journey begins in Lester Howe's above ground study where Howe himself will regale you with the story on how he discovered this great cave system. Your experienced tour guide will then lead you down (in an elevator) to The Vestibule where your journey continues. Travel through the enormous main cavern, immense galleries and under huge boulders which hang precariously overhead. You will experience the mystique of the River Styx, the wonders of Titan's Temple and The Giant Formation on your journey.
- 01:00 pm We will receive a box lunch.
- 02:30 pm We will begin our drive to Albany.
- 03:30 pm **The New York State Museum** is a center of art, science, and history dedicated to exploring the human and natural history of the state. Established in 1836, it is the oldest and largest state museum in the country. From its beginning, the Museum has been home to some of the nation's leading scientists, including the founders of American paleontology, ethnology, botany and mycology. Its collections rank among the finest in many fields and total more than 16 million scientific specimens and one million cultural objects.
- 04:15 pm **Corning Tower**: This 42-story building was dedicated in 1983 to the memory of Erastus Corning 2nd, a long-time mayor of Albany who played a special role in the creation of the Plaza as the center of state government. The Tower is the tallest building in New York State outside of New York City. The building dominates the Albany skyline with its glass, marble and angular forms. The Corning Tower Observation Deck is located on the 42nd floor. Breathtaking views of Albany, the Plaza, and surrounding areas can be enjoyed. Also visible are the Hudson River Valley, the Port of Albany, large portions of the city and its government, the foothills of the Adirondacks, the Catskills, and the Berkshires of western Massachusetts.
- 05:00 pm **State Capitol Building**: Sitting atop Albany's State Street hill, the New York State Capitol has served as the seat of government for New York since the 1880s. The building is a marvel of late 19th century architectural grandeur, built by hand of solid masonry over a period of 32 years. You'll make a quick photo stop near the building.
- 05:15 pm We will begin our drive to the Lake George area.

- 06:30 pm We will enjoy an evening dinner DJ/dance cruise and pizza party aboard a steamboat on Lake George.
- 09:00 pm We will begin your drive to the next stop.
- 10:00 pm Uniformed security guards will be at all 3 hotels to monitor the hallways during the night.

### **Friday, June 9**

- 09:00 am We will have breakfast.
- 09:30 am We will board our bus and depart the hotel for the day.
- 11:00 am We will spend the day on the rides at Six Flags Great Escape.
- 06:00 pm We will board our bus and begin the return trip home.
- 10:00 pm We will arrive at home.

## **Attachment 2 – Field Trip Permission Form/Behavior 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 canceled 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:** June 8th and 9th **Class/Group:** Class of 2027

**Administrator:** Peter Jensen **Trip Destination:** Albany NY (See Itinerary)

**Departure Time:** 8:00 a.m. on June 8th, 2023 **Planned Return Time:** 10:00 p.m. on June 9th, 2023

**Departing from:** Canandaigua Middle School **Returning to:** Canandaigua Middle School

**Money needed from student:** \$375 plus money for food at Six Flags

**Travel Agent - Educational Travel Adventures (ETA) 866-273-2500**

**To be completed by parent/guardian:**

\_\_\_\_\_ has my permission to attend the school sponsored trip to Albany, NY from June 8 – 9, 2023.

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

### 8<sup>th</sup> Grade Trip

#### Parent Meeting Agenda

7<sup>th</sup> and 8<sup>th</sup> Grade Open House - September 22, 2022

Presentation will be a brief overview of the trip and fundraising events

- I. Welcome – Mr. Jensen
  - a. Introduction to the trip
  - b. History of the 8<sup>th</sup> grade trip
- II. Logistics
  - a. Brief overview of proposed itinerary
  - b. Dates and times of departure and return times
- III. Finances
  - a. Collection method (all on line through travel agent ETA)
  - b. Installment payments discussed.
- IV. Fundraisers
  - a. Four major efforts. Dates are established based on timing
  - b. Volunteers needed for each (staff selected 1st)!
  - c. Holiday Sale (Fall) – 8<sup>th</sup> grade
  - d. 2 Walk-A-Thons (Dates TBD) 8<sup>th</sup> grade
  - e. Spaghetti Dinner – Scholarship Fundraiser (Winter) – CMS Opening Night of Musical
  - f. Read-A-Thon (Date TBD) –
  - g. Scholarship money available, participation in fundraisers strongly encouraged .
- V. Parent Chaperones (if needed)
  - a. Limited number of slots as staff get 1st chance.
  - b. Chairs of fundraising get first refusal.
  - c. Cost would be approx. \$350 – student fundraising can be applied to chaperone balance.
- VI. Disqualification Criteria
  - a. Panel of stakeholders will gather to decide if a student is disqualified on a case-by-case basis.
  - b. Students will be reviewed based on behavioral, attendance, and academic data collected throughout the year.

## **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 canceled 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**

**From: Kelly Smith and Lorraine Ryan, Canandaigua Middle School**

**Re: Medication for 8<sup>th</sup> grade trip: June 8<sup>th</sup> – 9<sup>th</sup>, 2023**

**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 April 29.
- 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 **585-396-3886** 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.

Attachment 6

**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.**
- 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

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

**1. Drugs, Alcohol and Tobacco**

The students of Canandaigua Middle School 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 June 8th, 2023 and return to Canandaigua on June 9th, 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**

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 CMS, CCSD, Best Western Plus Franklin Square, Holiday Inn Express Wolf Road, Hampton Inn Albany University Area, 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 7

Parent meeting with kids going on trip given approximately 1 week prior to departure.

### Canandaigua Middle School 8<sup>th</sup> Grade Albany, NY Trip

### 5/30/2023 Parent Meeting Information

➤ **What to pack:**

Sneakers (NO FLIP FLOPS), extra socks (in case it rains), sunscreen, and clothes that are appropriate for school and weather.

Money: Lunch on the way down (\$10) and dinner on the way back (\$10) is not included in the price. Everything that is done in Albany is included, except for souvenirs.

Please put cell phone chargers in a plastic Ziploc baggie **with your child's name on it.**

NO GAMING SYSTEMS!!! We want this to be an unplugged trip where the kids are present, learn, socialize, and have fun! And, when at the hotel, students NEED to sleep!

➤ **Wednesday, June 7th**

All students should bring their **one** piece of **labeled** luggage to the small gymnasium before Advisory.

Please drop your child off with their luggage at the second school entrance side of Chapel Street (lollipop).

For your convenience, those doors will be unlocked Wednesday from 7:00 a.m. to 7:30 a.m.

**Luggage needs to be labeled with name and bus number.** Bus numbers will be posted outside the 8<sup>th</sup> grade office on Monday

Luggage will be stored until we leave and be inaccessible to students until Thursday evening.

Every bag will be searched by an Administrator, SRO, and/or counselor.

➤ **Thursday, June 8th (Morning)**

\*If your child needs any kind of morning medication(s), **please have them take it at home before sending them to school the morning of the 8th.**

Please plan to drop students off between 6:30 and 6:45 Thursday morning, using the second entrance on Chapel Street side (lollipop).

Students should meet chaperones in designated rooms by 6:45a.m. Meet chaperones, get lanyards, and exchange cell phone numbers with chaperones.

**Chaperones will be collecting \$15 from each student for dinner on the way home so students don't spend their dinner money while in Albany.** Chaperones will distribute their assigned student's money when they arrive at Six Flags Great Escape .

**Chaperones will be searching any carry-on bags (students are allowed only one small carry on).**

Buses leave for Albany at 8:00 a.m.

➤ **Bus Rules**

No energy drinks

No Co-ed seating

Only 1 student per seat

Movies must be PG or G

Drink in a plastic bottles only

Snacks – okay (NO popcorn)

- **Supervision** In most cases, chaperone ratio is 8 students to 1 adult. Students are expected to always be with at least one other student from the group (buddy system).

**\*ALL ALBANY PLANS ARE DEPENDENT ON TRAFFIC\***

**Thursday, June 8, 2023**

- 08:00 am** You'll depart on the bus for your trip. The bus should arrive 15 minutes prior to this departure time.
- 11:30 am** You will meet your tour manager.
- 11:30 am** Enjoy the experience, descending 156 feet below the Earth's surface to explore six million year old caves. Your 90 minute journey begins in Lester Howe's above ground study where Howe himself will regale you with the story on how he discovered this great cave system. Your experienced tour guide will then lead you down (in an elevator) to The Vestibule where your journey continues. Travel through the enormous main cavern, immense galleries and under huge boulders which hang precariously overhead. You will experience the mystique of the River Styx, the wonders of Titan's Temple and The Giant Formation on your journey.
- 01:00 pm** You will receive a box lunch.
- 02:30 pm** You'll begin your drive to the next stop.
- 03:30 pm** The New York State Museum is a center of art, science, and history dedicated to exploring the human and natural history of the state. Established in 1836, it is the oldest and largest state museum in the country. From its beginning, the Museum has been home to some of the nation's leading scientists, including the founders of American paleontology, ethnology, botany and mycology. Its collections rank among the finest in many fields and total more than 16 million scientific specimens and one million cultural objects.
- 04:15 pm** This 42-story building was dedicated in 1983 to the memory of Erastus Corning 2nd, a long-time mayor of Albany who played a special role in the creation of the Plaza as the center of state government. The Tower is the tallest building in New York State outside of New York City. The building dominates the Albany skyline with its glass, marble and angular forms. The Corning Tower Observation Deck is located on the 42nd floor. Breathtaking views of Albany, the Plaza, and surrounding areas can be enjoyed. Also visible are the Hudson River Valley, the Port of Albany, large portions of the city and its government, the foothills of the Adirondacks, the Catskills, and the Berkshires of western Massachusetts.
- 05:00 pm** Sitting atop Albany's State Street hill, the New York State Capitol has served as the seat of government for New York since the 1880s. The building is a marvel of late 19th century architectural grandeur, built by hand of solid masonry over a period of 32 years. You'll make a quick photo stop near the building.
- 05:15 pm** You'll begin your drive to the Lake George area.
- 06:30 pm** You'll enjoy an evening dinner DJ/dance cruise and pizza party aboard a steam boat on Lake George.

**Attachment 8**  
**Chaperone meeting given week of departure.**  
**Canandaigua Middle School**  
**8<sup>th</sup> Grade Albany, NY Trip**  
**6/5/2023 Chaperone Meeting Information**

➤ **Wednesday, June 7th**

Students will place trip bags in the small gym before advisory. Bags will be locked and searched throughout the day by administrators, SRO, and/or counselors. Students will not have access to these bags until Thursday night at the hotel.

➤ **Thursday, June 8th (Morning)**

\*If you are planning on leaving your car at school, please park in the parking lot off Granger Street (close to tennis courts). Please note, your car will not be supervised.

Please arrive at school no later than 6:00 a.m.

Go to your designated room to meet your kids.

Upon arrival, you will find your bag of supplies (power strips, money envelopes, and tape) in your assigned classroom.

At some point you will be called down to Room 81 (next to 8<sup>th</sup> grade office) to pick up student medications from the nurse.

Meet your kids! Search carry-ons, collect \$10 for dinner money on the way home (have kids write their names on envelopes provided).

Exchange cell phone numbers. Please get the number for every kid you are responsible for. Give students your cell phone number and have them text you their name. You can make a phone contact group on the bus ride. Give your students REMIND instructions and make sure you subscribe to it, too.

Listen for announcements for when to load buses.

Leave by 8:00 a.m. from the lollipop.

➤ **Bus Rules**

No Co-ed seating

Only 1 student per seat

Movies must be PG or G

Drink in a plastic bottles only

No energy drinks

Snacks – okay (NO popcorn)

Chaperones are on the same bus with assigned students.

It's important that chaperones are spread out on the bus (ex. 2 front, 2 middle, 2 back).

➤ **Busing**

Each bus has a designated bus leader.

Every time students enter or exit the bus, it is your responsibility to inform the bus leader when all of your assigned students are accounted for.

The bus leader will communicate any discrepancies to other buses to find missing people.

➤ **Sightseeing**

Students should always have cell phones turned on.

Students should always be with at least one other student from your group (buddy system)

➤ **Medicine**

Morning and evening prescription meds are given by the nurse.

Over the counter and other as-needed medications are given to students by their chaperones. Medication orders are in bags and given to chaperones by nurses.

➤ **Night Routine**

Have students make their phone calls to parents on the way to the hotel.

Have students place phones and chargers in their labeled Ziploc bags before giving them to you. These will be collected before getting off the bus at the hotel.

Attend to any last minute needs.

Tape doors shut.

In case of emergency, students can open their door and communicate any emergencies to security guards monitoring the halls.

When in your room, plug phones in for charging (double check phones to make sure phones are charging).

➤ **Other last minute things**

Please verify your cell phone number. Each chaperone will be given a master list of bus leader contact information.

Please let us know of any concerns.

**Attachment 9**

**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:
  - Meal at 6 Flags
  - 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): **FIRST Robotics**

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

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

Return Date and Approximate Time: **Saturday, April 1<sup>st</sup> 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](mailto:schlegels@canandaiguaschools.org)

**Dan Bowman**-585-905-2036 [bowmand@canandaiguaschools.org](mailto:bowmand@canandaiguaschools.org)



### Request for Overnight Field Trip

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

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~~ Canandaigua City School District - School Bus

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

~~TBD~~ Tru by Hilton Albany Crossgates Mall  
 1651 Western Ave  
 Albany, NY 12203      518-704-4040

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) MS

(Final) MS

Director Of Transportation:

(Initial) [Signature]

(Final) [Signature]

ASI:

(Initial) MS

(Final) MS

Superintendent:

(Initial) [Signature]

(Final) [Signature]

Board of Education:

(Initial) DS 10/12/2022

(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: ~~FDD~~ Hotel

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 Tru by Hilton Albany Crossgates Mall  
1651 Western Ave 518-704-4040  
Albany, NY 12203

**Restaurants:**

TBD Catered at hotel

**Travel/Motor Coach:**

TBD Charter Bus: ~~XXXXXXXXXX~~ Canandaigua School 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 <u>  X  </u>
---------------------------------

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: ~~IBD~~ Tru by Hilton Albany Crossgates Mall  
1651 Western Ave  
Albany, NY 12203 518-704-4040

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.

## 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

\_\_\_\_\_  
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.