

- 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. April 2023 Warrant Review (Mrs. Personale and Mr. Polimeni)** **(BOARD ACTION)**
- IX. Consensus Agenda** **(BOARD ACTION)**

Business

1. Therapy Dog
2. PhD Study
3. Attend Canandaigua Schools
4. New Scholarship
5. Summer Internship
6. Election Inspectors
7. Field Trip- Final Approval
8. Field Trip- Initial Approval
9. Recommendations of the Committee on Special Education

Personnel

End of Consensus Agenda

- X. Board Committees** **(BOARD ACTION)**
 - Policy Committee- Mrs. Beth Thomas
> Second Reading- Policy 1180 Commencement and Awarding Diplomas
- XI. District Committee Reports**
 - Council for Instructional Excellence (CIE)- Mrs. Julianne Miller- May 10, 2023
- XII. Closing Remarks**
(President, Board of Education and/or Superintendent)
- XIII. Upcoming Events**

I. Meeting Called to Order

II. Pledge of Allegiance to the Flag

III. President's Comments

- Remarks
- Correspondence

IV. Superintendent's Report

- 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)

- May 8, 2023- Regular Meeting Minutes
- May 17, 2023- Special Meeting Minutes

VIII. April 2023 Warrant Review (Mrs. Personale and Mr. Polimeni)

(BOARD ACTION)

- A-97 General 9008652-9008697 (ACH)
- A-98 General 16941-16980 (Check Print)
- A-99 General 16933-16940, 11929529 (In House)
- A-102 General 16981-16992, 11995844 (In House)
- A-103 General 9008698-9008735 (ACH)
- A-104 General 16993-17037 (Check Print)
- C-18 Cafeteria 2760-2771
- C-19 Cafeteria 2772-2775
- F-38 Federal 9000418-9000423 (ACH)
- F-39 Federal 9000424-9000427 (ACH)
- F-40 Federal 886-888 (Check Print)
- H-37 Capital 9000189-9000194 (ACH)
- H-38 Capital 565-572 (Check Print)
- H-39 Capital 9000195 (ACH)

IX. Consensus Agenda

(BOARD ACTION)

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

Business

1. Therapy Dog

Mrs. Marissa Logue, Academy Principal, is requesting approval for the following therapy dog for the Academy.

- Nora, owner Ms. Cindy Vanderlee, Prevention Services Specialist. Nora is four-year-old Yellow Labrador Retriever.

2. PhD Study

Approval for Ms. Haley Moore, Academy Music Teacher, to conduct a voluntary survey with students who are 18 years old in order to assist her with her doctoral program.

3. Attend Canandaigua Schools

Mr. Eric Mann, Academy Math Teacher, is requesting approval for his daughter, Kennedy Mann, to attend in seventh grade in September 2023.

4. New Scholarship

Mrs. Marissa Logue is requesting approval for the Sisto Family Scholarship in the amount of \$300 awarded to a senior attending FLCC for nursing, health care, or culinary.

5. Summer Internship

Marre Violante (Beniot) is requesting to complete her administrative internship this summer. Marre will be supervised by Mrs. Jean MacKenzie, Director of Intervention, during the internship experience.

6. Election Inspectors

As noted on April 10, 2023 and May 8, 2023 additional election inspectors will be approved as needed. Jared Simpson and Mike Mahar have been added as election inspectors.

7. Field Trip- Final Approval

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

- 8th Grade Class, Albany, NY- June 8-9, 2023 (*initial January 23, 2023*)

8. Field Trip- Initial Approval

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

- Student Government, Syracuse, NY- November 19-21, 2023

9. Recommendations of the Committee on Special Education

Recommendations of the Committee on Special Education meeting dates of: November 28, 2022; March 3, 2023; March 7, 2023; March 8, 2023; March 9, 2023; March 16, 2023; March 20, 2023; March 21, 2023; March 22, 2023; March 23, 2023; March 24, 2023; March 27, 2023; March 28, 2023; March 29, 2023; March 30, 2023; March 31, 2023; April 10, 2023; April 12, 2023; April 13, 2023; April 14,

2023; April 17, 2023; April 18, 2023; April 21, 2023; April 25, 2023; April 26, 2023; April 27, 2023; April 28, 2023; May 1, 2023; May 2, 2023; May 3, 2023; May 5, 2023; May 8, 2023; and May 9, 2023.

Personnel

1. Non-Instructional Personnel

A. Retirement

The Superintendent received a letter of resignation for the purpose of retirement from the following individuals. 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>
Susan Friend	Senior Computer Services Assistant	8/31/2023	26

B. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Bruce Rumsey	Bus Driver Trainee	5/15/2023	\$14.20/hr.
Emma Arnaud	Substitute Teacher Aide	5/15/2023	\$14.20/hr.
Taylor Meade	Non-Route Bus Driver	5/17/2023	\$19.00/hr.
Susan Friend	Substitute Sr. Computer Services Asst.	9/1/2023	Current
Daily Rate			

2. Instructional Personnel

A. Resignation

- 1) Jennifer Piskorowski, Reading Teacher at the Academy, has resigned from the District effective June 30, 2023.
- 2) Erika Maxwell, School Psychologist at the Elementary School, has resigned from the District effective June 30, 2023.
- 3) Justine Olszewski is declining her recently appointed probationary Special Education Teacher position in order to accept an Assistant Principal position.

B. 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) Matt Johengen received his Bachelor's degree in Adolescent Education – Chemistry Concentration, and his Master's degree in Literacy, both from Canisius College. He has worked in public education for 10 years and for the District as an Interim Substitute Teacher this school year. Mr. Johengen will be appointed to a 1.0 FTE, 3-year probationary, Science Teacher effective September 1, 2023.
- 2) Donovan Lopez received his Bachelor's degree in Business and Distributive Education from SUNY Oswego. He earned his Master's degree in Computer Education from Nazareth College.



Mr. Lopez will be appointed to a 1.0 FTE, 3-year probationary, Business Teacher effective September 1, 2023.

- 3) Kaysierra Mercedes-Rivera received her Bachelor’s degree in Communication Sciences and Disorders and her Master’s degree in Speech & Language Pathology both from Nazareth College. Ms. Mercedes-Rivera will be appointed to a 1.0 FTE, 4-year probationary, Speech Pathologist effective September 1, 2023.
- 4) Justine Olszewski received her Bachelor’s degree in Foreign Languages, Literatures and Cultures from Wells College. She earned her Master’s degree in Learning Disabilities and Behavior Disorders from the University of Texas at Austin. She has been working for the District since January 2022 as an Interim Substitute Teacher and this current school year as a Long-term Substitute 2nd Grade Teacher. Ms. Olszewski will be appointed to a 1.0 FTE, 4-year probationary, Assistant Principal with a tenure area of Assistant Principal effective July 1, 2023.
- 5) Jennifer Graham received her Bachelor’s degree in Education from SUNY Geneseo. She earned her Master’s degree in Literacy from St. John Fisher College. She has been working in public education for the past 13 years. Ms. Graham will be appointed to a 1.0 FTE, 3-year probationary, Special Education Teacher with a tenure area of Special Education effective September 1, 2023.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>	<u>Probationary Period</u>
Matt Johengen	Chemistry 7-12	9/1/2023	Step 11	3 Year
Donovan Lopez	Business (General and Marketing); Physical Education; SDA	9/1/2023	Step 25	3 Year
Kaysierra Mercedes-Rivera	Speech & Language Disabilities	9/1/2023	Step 1	4 Year
Justine Olszewski	Student w/ Disabilities 1-6; Childhood Ed 1-6; SBL	7/1/2023	\$80,000/yr.	4 Year
Jennifer Graham	Literacy B-6; Literacy 5-12; Childhood Ed 1-6; Students w/ Disabilities 1-6; Early Childhood Ed	9/1/2023	Step 14	3 Year

6) 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.

- Liam Regan
- Sonia Rose
- Emma Arnaud
- Elena Parr

7) Extended School Year

The following individual is recommended to a Summer position as indicated at the contractual rate:

- Kelly Godfrey – Summer School Coordinator

8) Tutor

The following individual is recommended as a Tutor at the contractual rate:

- Lisa Young

End of Consensus Agenda

X. Board Committees

- Policy Committee- Mrs. Beth Thomas **(BOARD ACTION)**
 - > Second Reading- Policy 1180 Commencement and Awarding Diplomas

XI. District Committee Reports

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

- Character Education Committee- Mrs. Amy Calabrese/ Mr. Milton Johnson
- **Council for Instructional Excellence (CIE)- Mrs. Julianne Miller- May 10, 2023**
- Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller
- Safety / Health / Security Committee- Mr. John Polimeni

XII. Closing Remarks

(President, Board of Education and/or Superintendent)

XIII. Upcoming Events

The 2023-2024 Budget Hearing was held at 6:00 p.m.

The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, May 8, 2023 at 6:30 p.m. at the Operations Center, President Grimm presiding.

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

BOARD MEMBERS ABSENT: Amy Calabrese, Milton Johnson

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

LEADERSHIP TEAM PRESENT: Matt Schrage

BOARD DISTRICT CLERK ABSENT: Deborah Sundlov

OTHERS PRESENT: On file

Pledge of Allegiance to the Flag

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

Superintendent's Report

Superintendent Farr noted he and Mr. Matt Fitch, Assistant Superintendent for Business, presented the 2023-2024 budget to Rotary last week, and will present to Kiwanis and PTSA on Tuesday.

Superintendent Farr also provided the Board with an update on the Braves name survey. After the results are received the stakeholder committee will review and prepare for a second survey.

Board Student Representative- Neil Stringer

Mrs. Grimm congratulated Neil on his school selection and noted the reason for the Board wearing brown, white, and red.

Neil provided the Board with his building updates and invited the Board to Senior Ball on June 3. Teacher appreciation was celebrated today, the junior prom was held last weekend, CA art show will be May 11, and the mental health awareness walk on May 21. Many sports and music events will be held over the next few weeks.

Public Comments

Jen Frary, Canandaigua

Board Meeting Minutes

Upon a motion made by Dr. Schneider, seconded by Ms. Tessendorf, with all present voting yes, the Board of Education approved the April 26, 2023 Regular Board Meeting Minutes.

APPROVED: MINUTES

Presentation- Comprehensive Counseling Plan

Mrs. Leanne Ducharme, Curriculum Area Lead Teacher for Counseling K-12 and Mr. Vern Tenney, Coordinator of Student Support Services, presented to the Board of Education the annual update about the content and activities associated with our Comprehensive Counseling Plan.

Consensus Agenda

Upon a motion made by Mrs. Miller, seconded by Mrs. Personale, 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 March 1, 2023 – March 31, 2023. 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 which is a summary, for the period of July 1, 2022 – March 31, 2023. 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 July 1, 2022 – March 31, 2023. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

4. Professional Services Agreement

of a professional services agreement with Anne Ceddia as a consultant per agreement, as needed up to 179 hours for the 2023-2024 school year.

5. Administrative Agreement

of the Administrative Agreement for the years 2023-2024, 2024-2025, and 2025-2026.

6. New Club

the request of Mr. John Arthur, Middle School Principal, for a new club: Buddy Time (Youth Advisory Committee). They will work together throughout the year to educate, motivate, and activate youth to become agents of change in their community. The unpaid advisors will be Ms. Beth Aparo and Ms. Lisa Cooke.

7. Election Inspectors

Diane Rocca, John Arthur, and others as needed, to serve as election inspectors on May 16, 2023. Others may be added at a later date for approval.

8. Therapy Dog

the request of Mr. John Arthur for the following therapy dog for both the Middle School and Academy.

- Diggs, owner is John and Jeanne Canough, Academy and Middle School Teachers. Diggs is Great Pyrenees and Anatolian Shepherd.

9. Impartial Hearing Officer

approval for Randy Glasser to serve as an Impartial Hearing Officer at a particular parents request for a special education student.

10. Recommendations of the Committee on Special Education

of the Committee on Special Education meeting dates of: February 9, 2023; February 10, 2023; February 14, 2023; February 17, 2023; February 28, 2023; March 1, 2023; March 2, 2023; March 3, 2023; March 6, 2023; March 7, 2023; March 9, 2023; March 10, 2023; March 13, 2023; March 20, 2023; March 21, 2023; March 22, 2023; March 24, 2023; March 27, 2023; March 28, 2023; March 29, 2023; March 30, 2023; March 31, 2023; April 12, 2023; April 13, 2023; April 18, 2023; April 19, 2023; April 20, 2023; April 25, 2023

Personnel

1. Non-Instructional Personnel

A. Retirement

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>
Paula Traber	Secretary to the Assistant Superintendent of Personnel and Support Services	6/29/2023	22

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Scott VanDuyne	School Bus Driver	Resignation	4/26/2023
Kara Ledgerwood	Teacher Aide	Resignation	5/9/2023

C. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Mia Bodine	Teacher Aide	5/1/2023	\$14.75/hr.
Jaclyn Jorolemon	Substitute Teacher Aide	5/9/2023	\$14.20/hr.
Paula Traber	Substitute Secretary	7/1/2023	Current Rate
Tammy Brace	Head Bus Driver Trainer	6/26/2023	Per Contract
Marilyn Ruiz	School Monitor	5/8/2023	\$14.70/hr.

2. Instructional Personnel

A. 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) **Deanna Bagley** received her Bachelor's degree in Interior Design from RIT. She Earned her Master's degree in Education from Nazareth College. She has been working in public and private education for 19 years. She has worked for the District for the past 2 years as a Long-Term Substitute 4th Grade Teacher for the 2021-2022 school year, and a Long-term Substitute



Intervention Teacher for the 2022-2023 school year. Ms. Bagley is appointed to a 1.0 FTE, 1-year probationary, Intervention Teacher with a tenure area of Elementary effective July 1, 2023.

- 2) **Devin Bement** received her Bachelor’s degree in Psychology from SUNY Geneseo. She earned her Master’s degree in School Psychology from the University at Buffalo. She has been working in public education for the past 7 years. Ms. Bement is appointed to a 1.0 FTE, 3-year probationary, School Psychologist with a tenure area of School Psychologist effective July 1, 2023.
- 3) **Justine Olszewski** received her Bachelor’s degree in Foreign Languages, Literatures and Cultures from Wells College. She earned her Master’s degree in Learning Disabilities and Behavior Disorders from the University of Texas at Austin. She has been working for the District since January 2022 as an Interim Substitute Teacher and this current school year as a Long-Term Substitute 2nd Grade Teacher. Ms. Olszewski is appointed to a 1.0 FTE 3-year probationary, Special Education Teacher with a tenure area of Special Education effective July 1, 2023.
- 4) **Marre Violante** received her Bachelor’s degree in Elementary Education and Special Education from Niagara University. She earned her Master’s degree in Special Education from DePaul University. She has been working for the District as a Long-Term Substitute for the 2021-2022 and 2022-2023 school years. Ms. Violante is appointed to a 1.0 FTE 3-year probationary, Special Education Teacher with a tenure area of Special Education effective July 1, 2023.
- 5) Alicia Castellon received her Bachelor’s Degree in General and Special Education B-6, from Keuka College. She earned her Master’s degree in Education from Brockport College. She has been teaching in public school districts for the past 22 years. Ms. Castellon is appointed to a 1.0 FTE, 3-year probationary Elementary Teacher with a tenure area of Elementary effective 9/1/2023.
- 6) Katherine Madia received her Bachelor’s Degree in Equity and Education from Hobart & William Smith Colleges. She earned her Master’s degree in Teaching And Learning, Curriculum and Instruction from Nova Southeastern University. She has been teaching in public school districts for the past 19 years. Ms. Madia is appointed to a 1.0 FTE, 3-year probationary Elementary Teacher with a tenure area of Elementary effective 9/1/2023.
- 7) Sabrina Dziubek received her Bachelor’s Degree in Elementary Education, from the University of Connecticut where she also earned her Master’s degree. She has been teaching in public school districts for the past 5 years including an Interim position here at the District this school year. Ms. Dziubek is appointed to a 1.0 FTE, 4-year probationary Elementary Teacher with a tenure area of Elementary effective 9/1/2023.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>
Deanna Bagley	PreK, Kindergarten & Grades 1-6; Special Education	7/1/2023	Step 15
Devin Bement	School Psychologist	7/1/2023	Step 8
Justine Olszewski	Students w/ Disabilities 1-6	7/1/2023	Step 6
Marre Violante	Students w/ Disabilities 1-6; Childhood Ed 1-6	7/1/2023	Step 15
Alicia Castellon	Pre-Kindergarten, Kindergarten and Grades 1-6	9/1/2023	Step 23
Katherine Madia	Pre-Kindergarten, Kindergarten and Grades 1-6	9/1/2023	Step 20
Sabrina Dziubek	Childhood Ed 1-6	9/1/2023	Step 5

8) Interim Substitute Teacher

the following individual for an Interim Substitute Teacher position 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>
Andrea Koralewski	2 nd Grade Teacher	Primary School	5/5/2023 – 6/23/2023

9) Interim Assistant Principal

the following individual for an Interim Substitute Assistant Principal 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>
Michele Maloney	Assistant Principal	Primary School	5/24/2023 – 6/20/2023

10) Certified Substitute Teachers

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

Jessica Dolan

11) 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 where applicable.

Derek Andrews
Delainey Muscato
Mackenzie Chapman
Khara Lyn Simons
Jonathan Vieira

12) 2023-2024 Coach

the following individual to a 2023-2024 school year coaching position at the contractual rate:
Marlese Thompson – Head Cheer Coach Fall and Winter

End of Consensus Agenda

Board Committees

Audit Committee

Mr. Matt Fitch reported on behalf of the Audit Committee which met on May 5, 2023. Mr. Tom Zuber, Mengel, Metzger, Barr & Co. LLP, was present to discuss the preaudit, Mrs. Jill Ehrlinger, Internal Claims Auditor, provided her quarterly claims audit, and the Committee had a first review of the reserve plan. The next meeting is scheduled for June 9, 2023.

Policy Committee

Mrs. Beth Thomas reported on behalf of the Policy Committee which met on May 3, 2023. The following policy is presented for a first reading.

> First Reading- Policy 1180 Commencement and Awarding Diplomas for first reading



Upcoming Events

- May 9- Kiwanis Budget Presentation
- May 9- PTSA Meeting & Budget Presentation
- May 9- Tri M Honor Society Induction
- May 11- National Honor Society Induction
- May 11- Academy Art Show
- May 12- CIE
- May 15- Transportation Appreciation Week
- May 16- District Budget & Board of Education Vote
- May 17- Board of Education Meeting- Vote Acceptance Only
- April 20- District Health and Safety Meeting
- May 21- Mental Health Awareness Walk
- May 22- Board of Education Meeting
- May 23- Fifth Grade Band & Orchestra Concert
- May 24- CA Concert 1
- May 25- Fourth & Fifth Grade Chorus Concert
- May 29- Memorial Day
- May 31- Eighth Grade Concert
- June 3- Senior Ball

Adjournment

Upon a motion made Dr. Schneider, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 7:11 p.m. The next Regular meeting will be on May 22, 2023 at 6:30 p.m.

Respectfully submitted,

Deborah Sundlov
District Clerk

The Special meeting of the Canandaigua City School District Board of Education was held on Wednesday, May 17, 2023 at 6:00 p.m. at the District Office, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Milton Johnson, Julianne Miller, Megan Personale, Beth Thomas

BOARD MEMBERS ABSENT: Amy Calabrese, John Polimeni, Jen Schneider, Jenny Tessendorf

LEADERSHIP TEAM PRESENT: Jamie Farr

BOARD DISTRICT CLERK ABSENT: Deborah Sundlov

Pledge of Allegiance to the Flag

Mrs. Grimm called the meeting to order at 6:00 p.m. leading all in the Pledge of Allegiance.

Superintendent's Report

Superintendent Farr thanked the community for their continued support.

Acceptance of Vote

Upon a motion made by Mrs. Personale, seconded by Mrs. Miller, with all present voting yes, the Board of Education accepted the results of the 2023-2024 vote.

APPROVED: VOTE

2023-2024 Budget

907- Yes

350- No

Proposition 2- Transportation Purchase

924- Yes

331- No

Proposition 3- Vehicle Purchase Reserve Fund

895- Yes

357- No

Board of Education Candidates- Two positions open

1,013- Megan Personale

1,009- John Polimeni

Proposition 4- Wood Library

861- Yes

387- No

Adjournment

Upon a motion made Mr. Johnson, seconded by Mrs. Personale, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 6:02 p.m. The next Regular meeting will be on May 22, 2023 at 6:30 p.m.

Respectfully submitted,

Deborah Sundlov, District Clerk



Request for Overnight Field Trip

Overview

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

1. Initial Approval (Planning)

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

2. Final Approval

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

3. Overnight Field Trip Procedures

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



Request for Overnight Field Trip

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):

8th 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

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

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

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

Mode of Transportation (include bus service / airline): **4 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

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/albuaqx-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.

8th 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>JBA</u>
Director Of Transportation:	(Initial) <u>AD</u>	(Final) <u>AD</u>
ASI:	(Initial) <u>MS</u>	(Final) <u>MS</u>
Superintendent:	(Initial) <u>[Signature]</u>	(Final) <u>[Signature]</u>
Board of Education:	(Initial) <u>DS 12/2/23</u>	(Final) <u>[Signature]</u>

Introductory Letter

Aug 20, 2022

Dear 8th 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 8th graders the opportunity to travel to their State's Capital. Past trips taken have been lauded by students, parents, and staff and all 8th 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 7th and 8th 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.

8th Grade Office

Joseph Lord

lordj@cananandaiguaschools.org

585-396-3880

Attachment 1 – Tentative Itinerary

Attachment 1 – Itinerary

Updated
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.
- 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.

Albany Chaperones

Staff

Aldrich, Kristy
Ahl, Audra
Best, Andrea
Colbert, Jennifer
Conklin, Jennifer
Cooke, Lisa
Harris, Amanda
Jensen, Peter
Kone, Nicole
Lawrence, Julie
Mariano, Kelley
Mauro, Cassie
Nicholson, Carol
Rodzinka, Krista
Seeber, Gabbi
Simpson, Jared
Smith, Kelly (Nurse)
Wall, Kevin
Williams, Emily
Wolf, Holly
Wortmann, Julie
Years, Jennifer

Parent

Davis, Kelly
Gonzalez, Chasity
Hanks, Vanessa
Kruger, Stephen
McKeegan, Ben
Milliman, Rebecca
Terry, Robin

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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

8th Grade Trip

Parent Meeting Agenda

7th and 8th 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 8th 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) – 8th grade
 - d. 2 Walk-A-Thons (Dates TBD) 8th 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 8th grade trip: June 8th – 9th, 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 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

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 8th 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 8th 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.
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- 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.

- 09:00 pm** **You'll begin your drive to the next stop.**
- 10:00 pm** **You'll arrive at your hotel.**
- 10:00 pm** **Uniformed security guard will be at the hotel to monitor the hallways during the night.**

Friday, June 9

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

Follow us on Twitter @CMS_Braves
DO NOT WORRY! Your children are in good hands and will have a blast!

Attachment 8
Chaperone meeting given week of departure.
Canandaigua Middle School
8th 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 8th 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):

Canandaigua Student Government- Academy 9-12 & CMS 7/8 graders

Destination:

Syracuse, NY
 Downtown Marriott
 100 E Onondaga St, Syracuse, NY 13202

Departure Date and Approximate Time:

November 19, 2023 10 AM

Return Date and Approximate Time:

November 21, 2024 3 PM

Number of Students Expected to Attend:

10-50

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

Depends on the number of students- 1 per every 8 students
 Adults interested: Fisher, Harter, Hennessey, Estes, Teerlinck
 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 NYS CLSA

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):

School Bus

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

Cost per student	
Package Amount	\$400
<i>or</i> Breakdown Amount	
Travel	
Lodging	
Meals	Included
Breakfast	
Lunch	
Dinner	
<i>Other (Explanation)</i>	
Cost of Trip Per Student	\$400
<i>Less Club Contribution</i>	\$50



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:

Leadership expands to all area of the curriculum.

It will provide the vehicle for students to apply skills learned, develop character, learn responsible behavior, and enhance communication skills.

Interactive workshops, idea exchanges, large group leadership sessions and an opportunity to hear first-hand from phenomenal nationally known speakers and presenters: Throughout the weekend students and advisers will take part in interactive, educational and fun small group workshops led by their peers. These workshop sessions include a variety of topics such as team building, communication, ice breakers and fund raising. You will take away unique ideas that will strengthen your leadership skills, reenergize you and assist with managing your activities.

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

Name (print) of Trip Coordinator

Signature of Trip Coordinator

Date

Approvals: (Office Use Only)

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

Director Of Transportation: (Initial) _____ (Final) _____

ASI: (Initial) _____ (Final) _____

Superintendent: (Initial) _____ (Final) _____

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

Introductory Letter

NYS CLSA State Leadership Conference FT November 19-21, 2023

Dear Parent:

Your son/daughter is being provided a wonderful opportunity to extend his/her learning beyond the classroom and assume adult responsibilities at the same time. The Canandaigua Student Government is sponsoring a trip to **NYS CLSA State Leadership conference in Syracuse, NY, November 19-21, 2023**

Enclosed you will find the following important forms that must be completed and RETURNED by October 1, 2023 THEY ARE YELLOW

- CANANDAIGUA Student rules for behavior **parent/student conduct contract**
- Canandaigua Field trip Permission Slip
- Canandaigua Student Profile and Medical form: a medical release form that is required in the event that your son/daughter requires immediate medical care.

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 me at 585-721-7191.

Roberta Bittel, Advisor

The final payment for this trip will be due on November 1 2023. Any outstanding balances must be paid immediately. All payments are non-refundable. Money cannot be returned in the case of last-minute student suspension or an unforeseen and previously unscheduled athletic event.

Attachment 1 – Tentative Itinerary

Accommodations:

Syracuse, NY
Downtown Marriott
100 E Onondaga St, Syracuse, NY 13202

Travel/Motor Coach:

Canandaigua School Buses

Chaperone Contact Information:

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

Attachment 1 – Tentative Itinerary

TENTATIVE SCHEDULE

Sunday,

10:00 AM -Bus to Syracuse- 1hr ride by bus

- 1. After arrival students will check into the hotel, rest, eat lunch on property. They will walk to conference and help set up and run activities eg. ice breakers, decorate, etc**

3:00 PM- 5:00 PM Conference Registration & Mixer Activities

6:00 PM- 6:30 PM Running for Office

6:00 PM -7:00 PM Hotel Check-In

7:00 PM- 9:15 PM Opening General Session

9:15 PM- 9:30 PM SNACK BREAK

9:30 PM- 10:30 PM Student Board Activity

9:30 PM- 10:30 PM Alumni Panel

9:30 PM- 10:30 PM Advisor Workshop

11:00 PM-11:30 PM Reflection with Advisors

11:30 PM Lights out

=====

Monday

8:00 AM-9:00 AM Breakfast

9:00 AM -9:30 AM General Session

9:30 AM- 10:30 AM Advisor workshop

9:30 AM- 10:30 AM Speaker Showcase

9:30 AM-10:00 AM Workshop Session I

10:00 AM-10:30 AM Workshop Session I B

10:40 AM -11:40 AM Advisor workshop

10:40 AM- 11:40 AM Speaker Showcase 2

10:40 AM-11:10 AM Workshop Session II A

11:10 AM -11:40 AM Workshop Session II B

11:40 PM-12:15 PM Picture

12:15 PM- 1:30 PM LUNCH
1:30 PM- 2:30 PM Advisor workshop
1:30 PM-2:30 PM Speaker Showcase 3
1:30 PM- 2:00 PM Workshop Session III A
2:00 PM- 2:30 PM Workshop Session III B
2:40 PM- 3:40 PM ROUNDTABLES
3:45 PM- 4:45 PM District Meeting 1
4:50 PM- 5:20 PM General Session II Awards
5:15 PM-6:30 PM Free Time
6:30 PM-7:30 PM Dinner
7:30 PM 9:30 PM Semi-Formal Dance/DJ /Karaoke
7:30 PM-9:30 PM Dance Alternative
8:00 PM-9:00 PM Advisor workshop
7:30 PM- 9:30 PM MIDDLE SCHOOL Dance Alternatives--Board Games
9:30 PM-10:00 PM CLOSING
10:00 PM- 10:30 PM Reflections with advisors
10:45 Lights Out

=====

Tuesday

8:30 AM- 9:30 AM New and Old Board Breakfast Meeting
8:30 AM-9:30 AM Breakfast
9:30 AM- 10:30 AM General Session
10:30 AM-11:30 AM Closing Ceremony
1:00 PM BUS HOME TO CANANDAIGUA

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 November 19-21, 2023

Class/Group Student Leaders

Teacher/Supervisor: Bittel/Fisher, Estes/Harter, Hennessey/Teerlinck

Trip Destination: Syracuse

Other Planned Stops:

Planned Departure Time 10 AM Sunday

Planned Return Time Tuesday 3pm

Departing from Academy Returning to Academy

Transportation

Bus <u> X </u>

Walk <u> x </u>

Other <u> </u>

To be completed by parent:

_____ has my permission to attend the school sponsored trip to
Name of Student
Syracuse _____ on _____ November 19-21
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 (if conducted) 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.

Signature of Parent/Guardian

Date

I agree to abide by all school rules and policies.

Signature of Student

Attachment 3

Overnight Trip Parent Meeting Agenda

Meeting Date: October 10, 2023, 7 PM

Date of trip: November 19-21

Hotel:

Syracuse, NY
Downtown Marriott
100 E Onondaga St, Syracuse, NY 13202

Costs: \$400

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

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to NYS CLSA STATE CONFERENCE

From: Marcia Jewell & Mary Green, Academy School Nurses

Re: Medication for

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 **November 15, 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 **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 to
NYS CLSA STATE CONFERENCE**

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

1. Drugs, Alcohol and Tobacco

The students of Canandaigua STUDNT 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 November 19 and return to Canandaigua on November 21 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 Syracuse 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. Syracuse 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 Syracuse 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 Syracuse 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 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:
 - 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.