

2019-2020  
STUDENT  
HANDBOOK



Canandaigua  
Academy

## **Table of Contents**

<b>GENERAL INFORMATION</b>	<b>1</b>
A. Purpose of this Student Handbook	1
B. Canandaigua Academy Mission Statement	1
C. Canandaigua Academy Belief Statements	1
D. Contact Information	1
E. Important Daily Times	2
F. Daily Schedule	2
G. Activity Period	2
H. Information Centers	2
I. Late Arrival/Early Dismissal	2
J. Minimum Attendance	3
<b>ATTENDANCE</b>	<b>3</b>
A. Excuses	4
B. Legal Absences/Make-Ups	5
C. Illegal Absences	5
<b>STUDENT RIGHTS AND RESPONSIBILITIES</b>	<b>6</b>
<b>STUDENT RECORDS</b>	<b>7</b>
<b>ACADEMIC POLICIES</b>	<b>7</b>
A. Course Load	7
B. Schedule Change Policy	7
C. Homework Policy	8
D. Grade Reporting	8
E. Finger Lakes Technical and Career Center Programs (BOCES)	8
F. Academic Eligibility	9
G. Academic Success and Recognition	10
H. Graduation Requirements	10
I. Academic Integrity	11
<b>STUDENT CONDUCT</b>	<b>11</b>
A. Dignity for All Students Act	11
B. Definitions	12
C. Prohibited Student Conduct	13
D. Use of an Alco-Sensor	16
E. DITEP Procedures	17
F. Cafeteria	18
G. Acceptable Use of the District's Computer System	18
H. Appropriate Use of Electronic Devices	20
I. Student Searches	21
J. Laser Pointers	21
K. Use of Lockers	21
L. Student Dress Code	21
M. Student Driving/Parking	22
N. Student Services – Obligations	23

<b>CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES</b>	<b>23</b>
A. Dances	23
B. Student Fund Raising	24
C. Interscholastic Athletics: Practice Sessions	24
D. Eligibility to Participate in Extracurricular Activities	24
E. School Clubs/Activities	25
F. Student Membership in the National Honor Society	25
<b>SEXUAL HARASSMENT (STUDENT)</b>	<b>26</b>
<b>DETAILED DISCIPLINARY CONSEQUENCES</b>	<b>28</b>
A. Administrative Detention	28
B. Extended Detention	28
C. Internal (In-School) Suspension	28
D. Off-Site Suspension	29
E. External Suspension	29
F. Superintendent’s Hearings	29
<b>HEALTH &amp; SAFETY</b>	<b>29</b>
A. Emergency Evacuations	29
B. False Alarms/Threats	29
C. Fire Drills	29
D. Medication Procedures	30
E. Nurse/Health Office	30
F. Physicals/Sports Physicals	30
<b>SCHOOL CLOSINGS</b>	<b>31</b>

## WELCOME

Dear Parents, Guardians, and Students:

The mission of Canandaigua Academy is to provide a world-class education for every student. Toward that end, this document serves to inform you about our school program and daily operations to ensure student success, both academically and behaviorally. We hope you will consider this handbook a useful tool that explains our expectations as well as the rights and responsibilities of all students. We recognize that these expectations and disciplinary guidelines are necessary and vital to maintaining a safe and orderly environment in which to learn, and sincerely hope that you will take the opportunity to review this handbook together.

To acknowledge receipt of this handbook, please review this statement and sign below.

“I understand and consent to the responsibilities outlined in the Canandaigua Academy Student Handbook. I also understand and agree that my son/daughter shall be held responsible for the behavior and consequences included in the school conduct and discipline code. I also understand that any student who violates the student code of conduct shall be subject to disciplinary action, up to and including suspension from school.”

“I understand that the district may not discriminate on the basis of disability with regard to admission or access to, or treatment or employment in school program and activities; and that my son/daughter has the right to: individualized evaluation, an examination of relevant records, to demand an impartial hearing, and/or a subsequent review with respect to discrimination on the basis of disability.”

“Regarding student records, I have read and understood the information regarding access to my child’s/ children’s education records. I also understand that certain student information is considered directory information.” Directory information includes:

Student’s name	Telephone number	Address
Date and place of birth	Awards received in school	Dates of attendance
Weight, height (if members of athletic team)	Most recent previous school attended	
Participation in officially recognized activities and sports		

On behalf of the faculty and staff of Canandaigua Academy, we hope you have a wonderful school year.

“I have read and discussed with my son/daughter the information contained in this handbook”.

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**Parent’s/Guardian’s Signature**

**Date**

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**Student’s Signature**

**Date**

**I. GENERAL INFORMATION**

**A. Purpose of this Student Handbook**

The Board of Education of the Canandaigua City School District has adopted a Code of Conduct for the entire District. This Student Handbook is intended to supplement the Code of Conduct and to provide additional relevant information to students, parents and community members.

**B. Canandaigua Academy Mission Statement**

To provide a world-class education for every student.

**C. Canandaigua Academy Belief Statements**

We believe that ...

- All students can learn.
- Clear communication will enhance the teaching/learning process.
- All stakeholders (students, parents, administrators, faculty, and staff) should be involved in students' education.
- All stakeholders should respect each other and the learning process, with all individuals taking responsibility for their own actions.
- The Academy community should provide an environment that is safe, challenging, and focused on the teaching/learning process.
- The Academy community must continuously assess and improve performance.
- All students should be afforded the opportunity to develop to their highest potential academically, socially, and physically.
- The inherent uniqueness of each student must be valued and developed.
- The Academy community should help students identify goals and provide guidance and support so that students reach their full potential.
- The Academy seeks to provide our students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment and bullying on school property and at school sponsored functions. Our code of conduct is built on the premise set forth by the Dignity for All Students Act of New York State.

**D. Contact Information**

Do not hesitate to contact us if we can be of any assistance. We value communication between home and school. Communication between home and school demonstrates to students that we are united in our effort to provide each student the opportunity to be successful throughout their high school years. Listed below is important contact information.

Academy Administration	396-3800	Library	396-3835
Athletic Director	396-3825	Nurse's Office	396-3820
Attendance	396-3823	Prevention Services Specialist	396-3859
Counseling Center	396-3810	School Resource Officer	396-3966
Faculty and Staff	396-3800	Transportation	396-3740

Web Site [www.canandaiguaschools.org](http://www.canandaiguaschools.org)

Staff Email Addresses: [lastnamefirstinitial@canandaiguaschools.org](mailto:lastnamefirstinitial@canandaiguaschools.org)

**E. Important Daily Times**

7:35	School Begins
9:51-9:56	Announcements
2:25	Buses Depart
2:30-2:55	Activity Period
2:30-3:30	Detention, Monday-Thursday
7:30-2:24	Internal Suspension, Monday-Friday
11:28-2:24	Extended Detention, Monday-Friday
7:35-2:24	Off-Site Suspension
4:00	Late Bus Departs, Monday-Thursday

**F. Daily Schedule**

Period	Time
1	7:35- 8:17
2	8:21- 9:02
3	9:06- 9:47
4	9:51- 10:39
5	10:43-11:24
6	11:28- 12:09
7	12:13-12:54
8	12:58-1:39
9	1:43-2:24

**G. Activity Period**

The “Activity Period” is a regular part of the students’ academic day. Faculty may request students report to them during this period and students should be able to meet with teachers at this time (2:30 – 2:55). All students must be out of the hallways by 2:35pm and with a teacher, in the cafeteria awaiting either a late bus, or their 3:15 athletic practice.

**H. Information Centers**

Canandaigua Academy, in an effort to maximize the use of time for academics, does not have homerooms. The school day begins promptly at 7:35 AM with 1st period. The Pledge of Allegiance is given and the first period teacher enters attendance into Infinite Campus. However, throughout the school year the need to disseminate information arises. On Information Center days students should report to their assigned rooms. Students are assigned to Information Center rooms alphabetically and by grade level.

**I. Late Arrival/Early Dismissal**

Late arrival and early dismissal are privileges for 11th and 12th grade students. Early dismissal students are to leave the building immediately if they are not staying with a teacher. Late arrival students will report

to the lower atrium area upon arrival at school. Students will not be allowed to loiter in the hallways. If a student receives below a 65 on a 5-week progress report or 10-week report card, or is found to be loitering in the hallways. If a student receives below a 65 on a 5-week progress report or 10-week report card, or is found to be loitering in the hallways, or is externally suspended or suspended to Off-Site Suspension, late arrival and early dismissal privileges may be revoked. Seniors may have a total of two periods' early dismissal and/or late arrival and juniors may have one. All requests require administrative, counselor and parent/guardian approval.

#### **J. Minimum Attendance**

The Canandaigua Board of Education has adopted the New York State Education Policy that states that students who begin a school year before their 16th birthday must remain in a school program throughout that school year. Students beyond the age of compulsory attendance may be dropped from enrollment for failure to attend. A meeting with the building Principal is required before any withdrawal is approved.

### **II. ATTENDANCE**

It is important to ensure that students are attending class as well as arriving to class on time. Canandaigua Academy believes that student participation in classroom instruction is an integral part of the learning process. Therefore, to receive credit for courses, students not only must fulfill the necessary requirements of each course, but also must comply with the following attendance requirements:

- To receive credit for a course and be eligible to take tests/exams and/or submit papers, projects, etc., a student must be in attendance a minimum of 90% of the total number of days that the course is in session. This 90% requirement means that:
- In a full-year, one-credit course, a student must not be absent from class more than eighteen (18) days.
- In a half-year, one-half credit course, a student must not be absent from class more than nine (9) days.
- In Physical Education courses, a student must not be absent from class more than five (5) times.
- In courses with labs, i.e. science classes, a student must not be absent from class more than twenty-seven (27) times.

Lateness to class of twenty (20) minutes or more will be considered a full period absence. Also, out of class for (20) minutes or more will be considered a full absence. Students that are tardy to class three or more times will have them count as an absence. Three illegal tardiness to class, without a note, will also be counted as absence.

In accordance with Board Policy, in order to participate in extracurricular activities, including athletics, students must be in school for at least fifty percent (50%) of any given school day to participate.

All absences, both legal and illegal, are counted toward the cumulative total of days absent. Once a student exceeds the attendance standards as specified in items 1, 2, 3, and 4 above, student work will remain ungraded, regardless of the student's past academic performance until absences are made-up with the teacher and students will be assigned a "NM" (no mark) on progress reports and report cards. Students will

be assigned numeric grades once absences are made up to within 90% limits. The teachers will determine the criteria for making up a class as outlined in their course expectation sheets. The students shall continue to attend the class unless suspended from such attendance in accordance with procedures under Section 3214 of the Education Law. Students must achieve an attendance rate of at least 75% in order to be eligible to attend summer school. Students with eighteen or more illegal absences may have a CPS referral submitted as well.

#### **A. Excuses**

Student absences should be called in to the Attendance Office at 396-3823 on the morning of the student's absence. After an absence, the student should follow these procedures:

Upon returning to school, the student should bring a note written and signed by the parent/guardian. Parents/guardians should include the following information on each excuse:

- student's name
- the date(s) of absence
- specific reason for the absence
- parent/guardian's signature

The student should submit the excuse to the Attendance Office. If no excuse is received within ten days, the absence will be marked as illegal. Chronic illegal absences will receive an administrative review and will result in intervention procedures, as well as the possible referral to the appropriate agencies (CPS etc.).

If, for any reason, it is necessary to leave the building during the day, students must bring a written request from their parent/guardian, stating the specific reason for leaving ahead of time. Medical and dental appointments should contain the name of the doctor or dentist, the time of the appointment, and, if possible, be accompanied by the appointment card.

Whenever possible, appointments for medical or dental care should be made outside of school hours. A dental or doctor's appointment is not a reasonable excuse for a whole day of absence. Students who become ill in school should report to the Nurse's Office where parent/guardians will be contacted. Students must not leave the building without first seeing the school nurse. Special excuses to leave the building due to illness are issued by the nurse with parent/guardian approval only. Students are not to leave the building with just a call home on their own. Students leaving without a note will receive disciplinary consequences, even if a note is brought in the next school day.

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

1. Prior to 7:35 AM deliver the written parental request to the Attendance Office.
2. The Attendance Office will review the excuse, check its authenticity, and write the early dismissal pass.
3. Between academic periods the student will report to the Attendance Office to pick up the dismissal pass.
4. At the time of departure, the student is to show the pass to his/her classroom teacher, report to the Attendance Office to sign out and then leave the building.



5. If a student returns prior to the close of school, he/she is to report to the Attendance Office, sign in, and be issued a pass admitting him/her to class.

Failure to follow the correct procedures will result in disciplinary consequences.

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

Students who are absent for legitimate reasons may request, and will be allowed to make up missed work, in accordance with each teacher's course expectation sheets. A legal absence includes absences due to personal illness, disability, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearance, field trips, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other legitimate reason as determined by the District.

**Family vacations are not considered legal absences.**

The student has the responsibility to contact the teacher to ascertain which assignment must be completed to make up the absence. It is not the teacher's responsibility to seek out the student. Where the opportunity to make up an absence is provided to a student, failure to complete or fulfill the requirements of the assignment within ten (10) school days will result in the student receiving no credit and retention of the absence on his/her record. Where circumstances beyond the control of the student prevent him or her from making up the work within ten (10) school days of the absence, the teacher may grant an appropriate extension of the time to complete the work.

The District will provide notification to the parent/guardians of any student marked absent two of the first four periods via phone. They will also be notified of any student who has accumulated a substantial number of absences from class. This procedure is intended to alert the parents/guardians of attendance problems. Regular notification is provided (8) times each year through progress reports and ten-week reports of student absences.

A student and his/her parents/guardians have the right to appeal. Such an appeal must be made to the building principal within five business days of notification of the student's excessive absences. The building principal will review the matter with the parent and student. The only issue to be determined would be whether the student had the requisite number of absences without make-ups. The student and parents/guardians may further appeal to the Superintendent to review the determination made by the building principal.

Students who are absent from school must provide a valid explanation, signed by his/her parent/guardian, to the Attendance Office when he/she returns. The Attendance Office will mark the attendance record stating the cause of the absence.

### **C. Illegal Absences**

In addition to forfeiting the right to have work graded, an illegal absence from class will also result in intervention procedures. This action may be taken before the student exceeds the above standards established for the denial of graded work.

### **III. STUDENT RIGHTS AND RESPONSIBILITIES (Taken from the Canandaigua City School District Code of Conduct – Pages 6-7)**

#### **A. Student Rights**

The District is committed to safeguarding the rights accorded to all students under local, state, and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all District students have the right to:

Take part in all District activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation, disability or socio- economic status.

1. Schools that are free of tobacco, alcohol, and drugs.
2. An explicit and consistently-administered discipline code.
3. Courtesy and respect from one another and from school personnel.
4. Present their version of the relevant events, at an appropriate time, to school personnel before imposition of penalty and be afforded due process before removal from an instructional program.
5. Access school rules and, when necessary, receive an explanation of those rules from school personnel. Protection from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, disability or socio-economic status by employees or students on school property or at a school-sponsored event, function or activity.

#### **B. Student Responsibilities**

All District students have the responsibility to:

1. Contribute to maintaining a school environment conducive to learning and to show respect to other persons and to property.
2. Comply with all District policies (including this Code and building level handbook), rules, and regulations regarding student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their individual ability in all academic and extra-curricular pursuits and strive toward their highest level of achievement possible.
5. React positively and responsibly to directions given by teachers, Administrators, and other school personnel.
6. Display their emotions in an appropriate manner.
7. Seek help in solving problems that might lead to discipline.
8. Dress appropriately for school and school functions.
9. Accept responsibility for their actions.
10. Conduct themselves as representatives of the District when participating in or attending school-sponsored extra-curricular events and to hold themselves to high standards of conduct, demeanor, and sportsmanship.
11. Respect one another and treat others fairly in accordance with this Code and the provisions of the Dignity Act; conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination; report and encourage others to report any incidents of intimidation, harassment or discrimination.

#### **IV. STUDENT RECORDS**

The Canandaigua Board of Education recognizes that maintenance of student records is a proper and necessary educational function. Permanent record files are intended to provide information which can be used to develop the best possible educational program for each student. The record shall include information useful for counseling, individual instructional program design, recommendations as to advanced study, job placement, and a variety of similar purposes.

Parent/guardians and non-custodial parent(s) whose rights are not limited by court order or formal agreement of a student under eighteen (18), or a student who is of eighteen (18) years of age or older or who is attending an institution of post-secondary education, are entitled to inspect the student record. At the time of such inspection, appropriate school personnel shall be present to assist in the interpretation of the records and to answer such questions as may arise. Upon request, both permanent and temporary files and teacher guidance notes shall be made available.

In accordance with procedures developed by the administration pursuant to statute, those individuals indicated above are entitled to an opportunity for a hearing to challenge the content of student records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of inappropriate data contained therein. Student records and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents, guardians or students and school officials with a legitimate educational interest. Procedures for obtaining consent for release of records to third parties shall be developed by the administration.

The Board directs that administrative regulations and procedures be formulated to comply with the provisions of Federal Law relating to the availability of student records including records of students with disabilities. The purpose of such regulations and procedures shall be to make available to the parents/legal guardians of students and non-custodial parents(s) whose rights are not limited by court order or formal agreement, or students eighteen (18) or older, or attending an institution of post-secondary education, student records, and files on students, and to ensure the confidentiality of such records with respect to third parties.

#### **V. ACADEMIC POLICIES**

##### **A. Course Load**

Students must carry six (6) courses each semester, in addition to Physical Education. Students accepting the rigors of two or more Advanced Placement or College Credit Courses may enroll in five courses with prior recommendation from their counselor and approval by the principal (not including PLTW). (Board of Education Policy 7230)

##### **B. Schedule Change Policy**

Designing your schedule is a serious decision that helps create your pathway to post-secondary based

on submitted student course requests. For the 2017-2018 school year no course request changes will be honored. Exceptions to this policy may include:

- An error or omission in the course request
- Course credit required for graduation (June failures, summer school outcomes)
- Requirement from a post-graduation placement
- Required by student support service (CSE, 504, AIS)
- Add course in place of study hall if available
- Required to accommodate classes taken at FLCC
- Required to accommodate school based work experiences
- Course conflict due to master schedule
- All changes must be approved by the Building Principal

### **C. Homework Policy**

The homework policy, designed and adopted by the faculty and individual departments, considers student load and educational objectives. Parents/guardians can expect students to have homework daily. Individual departments and classes will provide specific homework guidelines through a course expectation sheets provided by the teacher.

If a student will be absent for two (2) or more days, homework may be requested through the counseling department. All requests for homework must be made by calling the Counseling Center at 396-3810 before 10:00 AM. Student homework then must be picked up between 2:30 and 4:00 PM on the following day. If a student is going to be absent for 2 days or less, it is requested that students contact classmates for assignments.

If homework is requested, it is the students' obligation to have completed the assignments upon returning to school.

### **D. Grade Reporting**

All grades will be numeric. Marking period's end November 8, January 24, April 3, and June 24. Report cards will be mailed home shortly thereafter.

The pupil progress report is designed to keep parents/guardians and students fully informed regarding academic progress in the middle of the ten-week marking period. The 5-week reporting periods end October 4, December 13, February 28, and May 15. The 5-week reports are mailed home.

### **E. Finger Lakes Technical and Career Center Programs (BOCES)**

Students attending the Finger Lakes Technical and Career Center Programs (BOCES) who fail to maintain 90% attendance will be dropped from the program. Students attending a FLTCC program are required to ride the bus to and from the facility. For special circumstances, students can drive with a pre-signed FLTCC driving pass. These passes will only be signed by the student's Assistant Principal in advance after parent and the student's instructor has signed the pass.

## **F. Academic Eligibility**

Academic Eligibility for students participating in athletics, drama productions, and student government will be determined approximately every two weeks.

There are four levels involved in the academic eligibility process. This process is under review and subject to change. The first level is a warning system that is involved when a student has two or more D's. The second level is an identification of a student who has a serious academic difficulty with one F. The third level is a student who has two F's and it is the first time the student appears on the ineligibility list in any given year. This student will be on probation. The last level is ineligibility, a student receiving failing grades in two or more subjects but not a student on probation. Parents, students, advisors and coaches will be notified of ineligible students.

Students will be declared ineligible on Sunday and remain ineligible for two weeks.

A student will remain ineligible if satisfactory academic levels are not achieved. The procedure will be repeated approximately every two weeks during the school year. Each level is explained as follows:

### **1. Warning**

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

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

### **2. Serious Academic Difficulty**

A student receiving one F – below 65 at the Academy in one subject is in serious academic difficulty.

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

### **3. Probation**

The first time a student appears on the ineligibility list in any given year, the student will be afforded a one-week probationary period to correct the academic deficiency. The rules for academic study hall attendance will apply. If the student continues to receive two failing grades – below 65 at the Academy after the one-week probationary period, the student will be ineligible to participate in contests or performances for a period of one week. If the student at the end of the probationary week no longer has two or more failing grades, he/she will be removed from the ineligibility list.

#### **4. Ineligibility**

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

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

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

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

#### **6. Grade Clarification**

A student who believes a grade has been incorrectly reported may seek clarification from his/her teacher(s). There is no appeal from a student's request for grade clarification.

#### **7. Academic Ineligibility Periods**

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

#### **G. Academic Success and Recognition**

For students to be successful in their academic pursuits they realize they must work cooperatively with and under the direction of their classroom instructors. Students must realize that they have the primary responsibility for their learning. To ensure their success students agree to attend daily, arrive at class on time prepared to participate, complete all assignments as scheduled, actively participate in the entire class, cooperate, and seek additional instruction as necessary.

Canandaigua Academy students earn numeric grades that are formally reported every ten weeks. Students are recognized for outstanding work in the following manner:

- Distinguished Scholar - Average of 95 or above.
- High Honor Roll - Average of 90-94.99
- Honor Roll - Average of 85-89.99

#### **H. Graduation Requirements**

A complete detailed outline and description of graduation requirements is available online and in the

the Counseling Center. Students and parents/guardians are encouraged to contact school counselors to monitor the student's progress toward graduation.

### **I. Academic Integrity**

Academic Dishonesty, Cheating and/or Plagiarism in school can come in many different forms:

- Copying another student's homework;
- Submitting another person's essay—or parts of another person's essay—as your own;
- Using a "cheat sheet" on a test or quiz;
- Obtaining answers for a test or quiz from a student in another class;
- Copying all or parts of an essay or project from a website;
- Purchasing a paper or other assignment from a website, another student, etc.;
- Using an online translator to complete foreign-language work;
- Copying another student's answers during a test or quiz.

It is your responsibility as a student to assume all assignments must be completed on your own unless your teacher indicates otherwise.

- Teachers and administrators who catch students cheating will follow these procedures:
- School administration will be informed of the incident and teacher will provide evidence that a violation has occurred;
- Teacher and administrator will inform student;
- Teacher and administrator will inform parent / guardian of the violation via telephone;
- Teacher will submit a disciplinary referral as a means of documenting the violation;
- Teacher will assign a zero (0) for the assignment and may require the student to complete it again; however, the zero will remain as the assignment's final grade.

In addition to the above, students involved in extracurricular activities--sports, plays, musicals, etc.—will receive a consequence in these activities. Please see the Extracurricular Code of Conduct for a detailed breakdown of cheating-related suspensions.

## **VI. STUDENT CONDUCT**

### **A. Dignity for All Students Act**

The Board is committed to providing an educational environment that promotes respect, dignity, and equality. The Board recognizes that acts of discrimination and harassment, including bullying, taunting, or intimidation, are detrimental to student learning and achievement. These behaviors interfere with the mission of the District to educate its students and disrupt the operation of its schools. Such behavior affects not only the students who are its targets, but also those individuals who participate in, and witness such acts.

To this end, the Board condemns and strictly prohibits all forms of discrimination and harassment, including bullying, taunting, intimidation, against students by students and or employees on school property, which includes (among other things) school buses, at school functions, which means school sponsored, extra-curricular events or activities. Harassment can include, among other things, the use, both on and off

school property, of information technology, including, but not limited to, e-mail, instant or text messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others.

This type of harassment is generally referred to as cyberbullying.

Canandaigua Academy Dignity Act Coordinator: Assistant Principal Eric Jordan Canandaigua City School

District Dignity Act Coordinator: Brian Nolan

### **Notice of Non-Discrimination**

The Canandaigua City School District does not discriminate on the basis of an individual's actual or perceived race, color, creed, national origin, ethnicity, age, disability, religion, religious practice, sex, sexual orientation, gender identity, marital status, partnership status, weight, political affiliation, military status, veteran status, domestic violence victim status, or any other basis prohibited by New York State and/or federal non-discrimination laws in its employment or programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies should be directed to:

Jamie Farr, Superintendent and Civil Rights Compliance Officer

143 North Pearl St.

Canandaigua, NY 14424

(585) 396-3710

### **B. Definitions**

**Harassment:** Harassment is defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation or abuse includes, but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived:

- Race, color, sex, weight, sexual orientation, national origin
- ethnic group, religion, religious practice, disability,
- gender which includes a person's actual or perceived sex, as well as
- gender identity and expression

**Bullying:** Bullying is defined as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can occur before and after school hours, in a school building or places like a playground or bus, during or on the internet. Bullying generally involves the following characteristics:

- An Imbalance of Power: Children who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others.
- The Intent to Cause Harm: The person bullying has a goal of causing harm.
- Repetition: Bullying behaviors generally happen more than once or have the potential to happen more than once.



Examples of bullying include, but are not limited to:

- **Verbal:** Name-calling, teasing, inappropriate sexual comments, taunting, and threatening to cause harm.
- **Social:** Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, and embarrassing someone in public.
- **Physical:** Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures.

**Hazing:** Hazing is defined as a person intentionally or recklessly engaging in conduct during the course of another person's initiation into or affiliation with any organization, which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Please refer to District Dignity for All Students Act.

**C. Prohibited Student Conduct (Taken from the Canandaigua City School District Code of Conduct – Pages 12 through 15)**

The Board expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel, and other members of the school community, and for the care of school facilities and equipment. The District may discipline a student whose actions were unintentional yet violate the Code of Conduct.

Typically, progressive discipline will be utilized starting with a low level of discipline and progressing to suspension from school for various periods of time. However, the severity of misbehavior and the student's total disciplinary record will impact any decision regarding discipline.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to meet that need and focus on safety and respect for the rights and property of others.

The District has the right to discipline student misconduct on school property, at school functions or off-campus if such conduct impacts the school environment.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

**Engage in conduct that is disorderly.** Examples of disorderly conduct include but are not limited to:

- Running in hallways.
- Making unreasonable noise.
- Using language or gestures that are profane, lewd, vulgar, abusive or disrespectful.

- Obstructing vehicular or pedestrian traffic.
- Engaging in any willful act which disrupts the normal operation of the school community.
- Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the Administrator in charge of the building. Nor are they permitted in any classroom or any school room without a bona fide reason or the express permission of a teacher or Administrator.
- Trespassing. Students are not permitted in any school building after hours without permission from the Administrator in charge of the building.
- Misusing computer systems/electronic communications, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy.

**Engage in conduct that is insubordinate.** Examples of insubordinate conduct include but are not limited to:

- Failing to comply with the lawful directions of teachers, school Administrators or other school employees in charge of students or otherwise demonstrating disrespect.
- Lateness for, missing or leaving school without permission.
- Failing to attend an assigned detention.

**Engage in conduct that is disruptive**

“Disruptive student” means an elementary or secondary student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom. Examples of disruptive conduct include, but are not limited to.

- Continually impeding the teaching and learning environment.
- Continually interfering with the teacher’s authority over the classroom.
- Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
- Inappropriate public sexual contact.
- Display or use of personal electronic devices, such as, but not limited to cell phones, iPods, digital cameras, in a manner that is in violation of District policy, without the permission of a staff member.

**Engage in conduct that is violent.** Examples of violent conduct include but are not limited to:

- Committing or attempting to commit an act of violence upon a teacher, Administrator or other school employee.
- Committing or attempting to commit an act of violence upon another student or any other person lawfully on school property.
- Possessing a weapon as per the definition found in this Code. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
- Displaying what appears to be a weapon as per this Code.
- Threatening to use a weapon as per this Code.

- Intentionally damaging or destroying the personal property of a teacher, Administrator, student, other District employee or any person lawfully on school property, including graffiti or arson.

**Engage in any conduct that endangers the safety, health, or welfare of others or compromises the authority of school officials.** Examples of such conduct include but are not limited to:

- Lying to school personnel.
- Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function, including data, equipment, and intellectual property.
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- Discrimination, which includes the use of race, color, creed, national origin, religion, gender/ gender identity, religious practices, sex, sexual orientation, disability or socio- economic status as a basis for treating another in a negative manner.
- Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
- Intimidation, which includes engaging in actions or statements that put an individual in fear of personal harm.
- Cyber bullying, which includes but is not limited to the misuse of emails, instant messages, text messages, digital pictures or images, web postings (including blogs), social websites (Facebook, Myspace, Twitter), chat rooms, and/or similar technologies and/or forums to torment, threaten, harass, humiliate, or embarrass another individual.
- Hazing, which includes any intentional or reckless action directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school- sponsored activity, organization, club or team.
- Possessing, consuming, selling, distributing or exchanging obscene materials.
- Using vulgar or abusive language, cursing or swearing.
- Possessing, consuming, selling, distributing or exchanging a cigarette, electronic cigarette, cigar, pipe or using chewing or smokeless tobacco.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages.
- Possessing, consuming, selling, distributing or exchanging illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PVP, amphetamines, heroin, steroids, look-alike drugs, synthetic cannabinoids, any substances commonly referred to as "designer drugs", e- cigarettes, and vaporizers.
- Possessing, consuming, selling, distributing or exchanging prescription and over-the-counter drugs.
- Gambling.
- Indecent exposure (e.g., exposure to sight of the private parts of the body in a lewd or indecent manner).
- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

- Engaging in threatening or reckless behavior that serves to endanger the property or safety of others.
- Use and/or display of electronic media (such as e-mail, text messages, messages sent through social media websites and other such messages) to knowingly transmit, retrieve, or store any communication (e.g. forwarded emails that contain jokes, pictures, promoting a violation of school rules etc...) that are:
  1. Discriminatory or harassing;
  2. Derogatory to any individual or group;
  3. Obscene, sexually explicit or pornographic;
  4. Defamatory or threatening;
  5. In violation of any license governing the use of software;
  6. In violation of any other law or rule; or
  7. Engaged in for any purpose that is illegal or contrary to this Code or District interests and/or reputation.
- Inappropriate dancing. Dance styles must comply with standards of modesty, decency, and safety. Inappropriate dancing includes but is not limited to: slam or mosh dancing, freak dancing, dirty dancing, grinding/bumping or otherwise inappropriate or dangerous dancing.

**Engage in misconduct while on a school bus.**

It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers, to avoid distracting the bus driver and to avoid distracting other drivers. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior and the Code of Conduct. Excessive noise, pushing, shoving, fighting, harassment, and discrimination will not be tolerated.

**Engage in any form of academic misconduct/dishonesty.** Examples of academic misconduct/dishonesty include but are not limited to:

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

**D. Use of an Alco-Sensor**

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

Use of the Alco-sensor is intended to support the district's Code of Conduct and School Safety Plan as required through the SAVE legislation. The use of the device will assist in enhancing the school environment and maintaining school discipline.

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

1. The district may administer an Alco-sensor test when it has reasonable suspicion that a student may be under the influence of alcohol. Any student who is displaying noticeable impairment (i.e., slurred speech, staggering, stumbling, bloodshot eyes, and unusual difficulty with coordination or smelling like alcohol) will be escorted by appropriate school personnel to a private location
2. The student will be confronted by appropriate school personnel regarding his/her suspicious behaviors. If the student denies alcohol use, parents will be contacted immediately and permission to administer the Alco-sensor will be requested. In the case involving a parent who is unreachable, the Alco-sensor may be administered with student consent. The district will contact the parents in a timely manner to notify them of the course of events.
3. The Alco-sensor will be administered to the student in the presence of at least two people, one of whom will be a building administrator trained in the use of the Alco- sensor. The test will be administered by a member of the school staff.
4. In the event that there is a positive reading for alcohol, school personnel in conjunction with the police department, shall determine the most appropriate disciplinary procedures to be implemented. In the event of a negative screening and the student continues to display noticeable impairment, administration will take steps to ensure the safety of the student. Under no circumstances will any student who exhibits impairment be allowed to drive home.
5. In the event that a parent or student refuses to grant permission in the face of compelling evidence (see Procedure #1), the student shall be excused from classes or the extra-curricular activity for the duration of the event. A parent/guardian will be requested to immediately transport the child home or to the hospital. School administration shall proceed with disciplinary actions based upon their observations and available evidence.
6. The school may check ALL attendees of school dances prior to entry.

#### **E. DITEP Procedures**

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

The process of identifying suspected impaired students is based on the totality of information gathered through the systematic evaluation and is not based on any one element alone. In cases of medical emergencies, the DITEP evaluation will be discontinued and the school will call emergency services. The use of DITEP staff members is intended to support the district's Code of Conduct and School Safety Plan as required through the SAVE legislation. The protocol for utilizing DITEP trained staff members to evaluate a student is as follows:

1. The district may utilize DITEP trained staff members to evaluate a student when it has reasonable suspicion that a student may be under the influence of a drug. Any student who is displaying noticeable impairment (i.e. slurred speech, staggering, stumbling, bloodshot eyes, unusual

difficulty with coordination, or smelling like a particular drug) will be escorted by appropriate school personnel to a private location.

2. The student will be confronted by appropriate school personnel regarding his/her suspicious behaviors. The student will then participate in a drug and alcohol assessment by a certified DITEP staff person.
3. If the student is deemed to be impaired, based on psycho-physical testing, a parent will be contacted and required to pick up their child. Additional recommendations will be given to the parent at that time. School administration shall proceed with disciplinary actions based upon their observations and available evidence.
4. If the student refuses to participate in the assessment process, that student will be considered insubordinate. School administration shall proceed with disciplinary actions based upon their observations and available evidence. In addition, parents will be contacted and required to take their child home.

#### **F. Cafeteria**

The cafeteria will be open to serve students breakfast and lunch. Breakfast will be served before school from 7:15-7:30am only. Lunch will be served during four different periods (5, 6, 7, & 8), each 41 minutes in length. Students are requested not to take food from the cafeteria during lunch periods. Once students have entered the lunchroom, they will not be allowed to leave unless they present a pre-signed Agenda pass from a teacher.

#### **Cafeteria Rules**

1. Students are responsible for disposing of their trays and cleaning their area when they are done eating. The cafeteria monitors should not have to ask students to pick up.
2. All students are responsible for the overall cleanliness of the cafeteria. Cafeteria monitors are NOT responsible for student clean up.
3. Students will adhere to all rules of conduct. Any student misconduct in the cafeteria may result in disciplinary consequences and/or suspension from the cafeteria to an alternative lunch location.
4. Students will remain in the cafeteria during their lunch periods. Only pre-signed agendas will be honored.
5. Outside handball against the building is not allowed due to classroom disruption.
6. Students should receive permission for restroom use from the cafeteria monitor or teacher.
7. Students are expected to be respectful to cafeteria monitors, teachers, cafeteria staff and fellow students.
8. Card playing will be allowed only after trays have been disposed of and table is cleaned.
9. Students are to remain seated at tables until the bell rings for dismissal.
10. Students are not to crowd or gather near cafeteria exit doors due to safety issues.

#### **G. Acceptable Use of the District's Computer System**

The Board of Education will provide access to various computerized information resources through the District's Computer System ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called

“on-line services” and the “Internet.” It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the school district. One purpose of this policy is to provide notice to students and parents/legal guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the school district where it is impossible for the district to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access.

This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such district policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications. The district respects the right of each family to decide whether or not to apply for independent computer access.

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

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

Students who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the District’s school conduct and discipline policy and the Student Discipline Code of Conduct. The District reserves the right to pursue legal action against a student whom willfully, maliciously and unlawfully damages or destroys property of the District. Further, the District may bring suite in civil court against the parents/guardians of any student who willfully maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

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

that information stored on the DCS would be private.

The Superintendent or his/her designee is authorized to establish regulations as necessary to implement the terms of this policy. Further information about the District's policy regarding computer use may be found in Board Policy #7390.

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

NOTE: The District assumes no responsibility for I-PODS, cell phones, or any other electronic device that are lost or stolen on its property, including school lockers or locker rooms.

### **1. Cell Phones**

Cell phones must be turned off and may never be in plain sight during instructional hours, in instructional settings such as classrooms, music rooms, gymnasium, assemblies, and information centers. This includes receiving phone calls, voicemails, and text messages, even from parents. Cell phones may never be used during fire drills, building lockdowns, or assemblies. Cell phones may never be used to take pictures, and/or record video on school property. Cell phones may never be used to forward text, video, photos or emails of an inappropriate nature.

\*\* If students refuse to give up their phones, administrative disciplinary consequences will occur and it could become a police matter and the school resource officer could be involved.

**First Offense:** If you have violated one of the above stipulations of the Policy consequences for the first violation are the loss of cell phone privileges for thirty school days. Your parent you may choose one of the two options allowed by our policy:

- The cell phone will be secured in our school vault for the thirty school days.
- Your parent may take possession of the cell phone and assure that the cell phone will not be on school property during instructional hours during those same thirty days.

As your parent/guardian may chose option B, they will then sign that they acknowledge that they are taking your cell phone and assuming responsibility for it for the thirty days. If you are found to be in possession of the cell phone within that thirty-day period, the cell phone will be secured in the school vault for sixty days, beginning with the day of confiscation. This action will be non- negotiable Parents must also agree that during the time of this cell phone ban, if Canandaigua Academy administration has reasonable suspicion that you are in violation of it, a search for that cell phone may be conducted.

**IMPORTANT: Failure to commit to either cell phone ban will automatically result in the selection of Option A by Canandaigua Academy administration.**

**Second Offense:** The cell phone will be taken by the staff member and given to an administrator. The student's parent will be called and the student may retrieve the cell phone at the end of two months. (60 days)

**Third Offense:** The cell phone will be taken by the staff member and given to an administrator. The cell phone will be kept locked in the building's vault for the remainder of the school year.



The use of a cell phone is a privilege and not a right. Inappropriate use of cell phones will not be permitted and the strongest possible consequences, per offense, will be enacted.

## **2. Computer Use/Misuse**

(See also Student Use of Computerized Information Resources)

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

There are four levels of misuse as defined by school law as listed below:

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

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

## **3. Music**

Student use of iPods (and MP3 Players, etc.) is not permitted in instructional areas unless approved by the teacher per their own classroom policy. These policies must be adhered to or else there will be disciplinary consequences. Students may use iPods in common areas such as hallways, study halls, and the cafeteria.

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

The use of these devices is a privilege and not a right. Inappropriate use of these devices or inappropriate content of songs (i.e., vulgar, indecent, violent) will not be permitted.

## **4. Digital Photographing/Recording**

If a student brings a smart phone or digital camera or device capable of recording to school, he/she may not take photos of other students or staff that would create a breach of privacy. It is forbidden to use mobile phones/devices to take videos and pictures of acts intended to denigrate and /or humiliate. Sending the pictures to other students or staff or uploading them to a website or app for public viewing is also considered a direct violation of policy. This includes using mobile phones/devices to photograph or film without proper consent.

Mobile phones/devices should not be used to take photos in locker rooms, bathrooms or in any situation

that may cause embarrassment or discomfort to students, staff, or faculty. Electronic devices should also not be used to take photos or record conversation.

#### **I. Student Searches**

The rules in the Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent. In addition, without prior notice cars parked on school property may be searched given reasonable suspicion.

#### **J. Laser Pointers**

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

#### **K. Use of Lockers**

It is a student's responsibility to see that the locker assigned to him/her is kept locked and in order. Use only the locker assigned. Sharing a locker and the combination to the lock with friends can create many problems and should not occur. The following is the procedure for opening a locker:

Start at zero (0).

1. Turn RIGHT two or more whole turns and stop at (1st number).
2. Turn LEFT one whole turn past the above number, and stop at (2nd number).
3. Turn RIGHT and stop at (3rd number).
4. Lift the locker handle.

Lockers are the property of Canandaigua Academy and may be searched at any time by school officials. The contents of the locker may also be searched. This includes bookbags, clothing, etc.

#### **L. Student Dress Code**

Classroom / course expectations and requirements supersede dress code policy (e.g., clothing must comply with safety standards in science labs). The following is taken from the Canandaigua City School District Code of Conduct – Pages 17 - 18:

The following is considered as acceptable dress for our students:

1. Safe footwear as defined by specific building handbooks
2. Jeans, slacks, and capri pants
3. Shorts, dresses and skirts as defined by building handbooks
4. T-shirts, turtleneck tops, collared shirts, crew neck shirts, and sleeveless blouses that provide appropriate coverage
5. Sweaters, fleece, and sweatshirts
6. Appropriate undergarments
7. Hats (baseball style caps and contemporary fashion hats) and headbands may be worn during instructional hours as described below.

8. Hats may be worn during the instructional day in non-instructional settings (e.g., cafeteria, hallways) but must be taken off and may never be in plain sight in instructional settings such as classrooms, music rooms, and assemblies. If there is a violation of the above hat policy administrative disciplinary consequences will occur. The use of a hat is a privilege and not a right.

The following is considered as unacceptable dress for our students:

1. Messages on clothing, jewelry, and personal belongings that are vulgar, obscene, libelous, sexually suggestive or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability
2. Items that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities
3. Coats or outerwear worn inside the building (except for religious or medical purposes)
4. Sunglasses (except for medical reasons)
5. Tank tops, camisoles, halter or tube tops, spaghetti straps, one-shoulder tops, and low-cut tops (unless worn with another top that provides appropriate coverage)
6. Strapless dresses or blouses
7. See-through clothing
8. Dresses, skirts, shorts as outlined in specific handbooks
9. Display of undergarments (bras, boxers, underwear, etc.)
10. Mid-cut shirts/tops that reveal the midriff
11. Hazardous jewelry, including but not limited to spiked jewelry or wallet chains
12. Footwear that have wheels or other devices allowing sliding or rolling
13. Perfume or cologne that has a negative impact on others
14. Extremely revealing or excessively tight clothing such as dresses, shirts and pants
15. Lack of footwear

This list is not meant to be inclusive. If the Administrator believes student dress is inappropriate the Administrator shall inform the student that his/her dress violates the student dress code and give specific reasons why the student dress interferes with the educational process. The District will not regulate the way students dress while in school or at school functions with either fashion or taste as the sole criterion; however, student dress may not be disruptive, conflict with the rights of others, or fail to meet health and safety standards.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

#### **M. Student Driving/Parking**

Our insurance carrier requires each car parked in our lots to have a parking tag and to be registered in the Main Office. A parking registration form will be distributed when school opens. To receive a free parking tag,

students will need to present a copy of their registration, license and insurance ID card. Hang tags are to be placed on the rear view mirror. If driving different cars to school, the hang tag can be moved from car to car as long as each vehicle is registered. All vehicles may be listed on one registration form. A new registration form will be required for any new vehicles added after the initial form.

School buses have priority. Rules of safety in regard to school buses must be followed. At the end of school each day, buses must be allowed to exit before students leave in their cars. No students are to be in parked cars during the school day or at evening events. If the need arises during the course of the school day, students are to ask permission of the administration to go to their cars. Likewise, parking on school property is a privilege. If it is suspected that a student may possess contraband in his or her vehicle or when disciplinary consequences warrant it, the school reserves the right to search that vehicle at any time. Students are to park in their assigned parking spot in the area designated for student vehicles only. Students must comply with all driving/parking regulations as detailed on the parking application. Any violation of these rules may result in the possible revocation of student parking privileges, a City of Canandaigua parking ticket, or the placement of the school's immobilization device and the assignment of disciplinary consequences. These privileges may also be revoked as a result of violation of the Student Code of Conduct as well. Police may be notified of vehicular infractions.

#### **N. Student Services – Obligations**

Students are responsible for the proper care and return of all school-owned materials or equipment, including textbooks, library books, musical instruments, sports uniforms, and any owed lunch balances. Final report card information, diplomas and schedules for the following semester may be withheld if obligations have not been met. Students and/or parents/guardians may also be responsible for restitution for any damages caused to school property during a physical altercation or horseplay or any damage that may occur except for normal wear and tear.

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

#### **A. Dances**

Dances are open to Academy Students Only. Students must present their CA ID cards for admission. Guests may be allowed to attend the Junior Prom and the Senior Ball and must be registered with the Academy administration. Parents/Guardians of students requesting a guest must complete a guest pass application and obtain administrative approval by the listed due date.

Under no circumstances, however, will Middle School students be admitted, and age requirements for the above two dances must be met. Students who are absent from school or truant from a class or classes the day of a dance or the day before (if the dance is on a Saturday) will not be allowed to attend.

Students not following the Academy Dance Contract will be asked to leave and will not be given a refund. Parents/Guardians will be contacted immediately. Food and drink are not to be brought to school dances. These are available for purchase at the event.

Students showing signs of being under the influence of alcohol may be subject to Alco-sensor testing. (See Alco-Sensor Policy).

Students are to check coats, book bags and purses at the entrance to the dance, and will not be permitted to go to their lockers at any time during the dance. The school reserves the right to inspect the contents of purses, backpacks, etc. brought into a school function.

#### **B. Student Fund Raising**

Fund raising projects in which students sell merchandise, provide services, or in other ways solicit money for school activities may be sponsored by school organizations with the express approval of the building principal. Any such plan shall have a clearly defined purpose and, in general, shall contribute to the educational experience of students and shall not conflict with instructional programs. Fund raising activities away from school property shall be held to a minimum.

Door-to-door sales projects undertaken by any organization using the Canandaigua City School District name are prohibited. Profits shall be used to enhance school programs by providing money for expenditures not normally funded by the District. Established guidelines for submission of fund-raising requests will be developed.

#### **C. Interscholastic Athletics: Practice Sessions**

The Board of Education of the Canandaigua City School District has established a program in interscholastic athletics to promote a broad educational experience for our students. Coaches, teachers, parents and athletes should work together to ensure that there is a balance between school and family responsibilities.

Practice sessions are necessary in the development of any athlete or team of athletes. The rules of the NYSPHSAA require that practice sessions be vigorous and of a reasonable length of time. Total practice time, including optional additional workouts on school days, generally shall not exceed three (3) hours. No team or athlete can practice or play games on more than six (6) consecutive days. All athletes and teams must meet the standards for practice as set forth by the NYSPHSAA and the school district prior to participation in any contest.

All practices are to be supervised by a certified member of the coaching staff. No practice is to actively begin or continue without the physical presence of a certified coach. Typical practice sessions are to be conducted during the week after school hours and on Saturdays. Practice sessions on Sundays are discouraged. It is recognized that there may be an occasional need to practice on a Sunday prior to a Sectional or League contest to be played on a Monday or Tuesday. Any such practices are to be the exception and not the rule and require the prior approval of the Athletic Director. Morning practices on school days are generally prohibited. The practice of conducting double-session practices when school is in session is also prohibited. **Any questions regarding practice session procedures should be directed to the Athletic Director at 396-3825.**

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

Extra-Curricular activities are defined as those activities that are District-sponsored, but are not curricular or co-curricular activities. Co-Curricular activities are part of the school program outside of the normal school

day, such as participation in concerts for a credit-bearing music course. This Extra-Curricular Code of Conduct shall apply to all Extra-Curricular activities that generally meet at least one (1) time per week throughout the majority of the school year.

Examples of Extra-Curricular activities to which the Extra-Curricular Code of Conduct apply may include but are not be limited to: athletics; student government; robotics; student play, student musical, pit band and production crew; jazz choir; madrigal choir; and The Sound, School Store, FBLA.

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

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

Students who are absent for five (5) or more periods of any given school day, morning or afternoon, or who are not in school by the beginning of 6th period are not eligible to participate in extracurricular activities for that day. Exceptions may be considered for unusual circumstances by the principal. A pattern of poor attendance constituting more than ten percent (10%) absence from school will be reviewed by the building principal and can result in revocation of extracurricular privileges. A student who is truant for any part of the school day may not participate in extracurricular activities that day.

#### **E. School Clubs/Activities**

There are a number of school clubs/activities available to students. They are varied and offered in many areas of interest. These clubs/activities are open to new members throughout the school year. Consider joining a club/activity to make high school the best experience it can be. Within the first month of school an activity fair will be held after school to introduce all the students to the many school clubs and activities.

#### **F. Student Membership in the National Honor Society**

Selection and membership in the National Honor Society is a privilege. Selection for membership in the National Honor Society is based on 1) outstanding scholarship which must meet or may exceed national guidelines, 2) leadership, 3) service, and 4) character. The National Honor Society is more than just an honor roll, and the extent to which the local chapter emphasizes these components of the selection process is carefully included in the selection process guidelines.

Students do not apply for membership in NHS; instead, they provide information to be used by the Faculty Council, whose membership is only known by the building Principal, which shall serve as the Selection Committee, to support their candidacy for membership. The selection of each member of the chapter shall be by a majority vote of the Faculty Council. Once selected, members have the responsibility to continue to demonstrate the qualities on which their selection was based. If these qualities are not demonstrated the student may be asked to resign from the National Honor Society.

The process used for selection is public information. Proper dissemination of information about the local chapter, particularly details concerning the selection process used at the school, will help prevent problems with students or parents who may wish to question the process. The procedure followed by the Faculty Council must be fair, non-discriminatory, consistently applied, and written for public dissemination. The Faculty Council shall consist of five voting faculty members appointed annually by the Building Principal. Faculty Council members shall serve one-year terms; however, members may serve consecutive terms. The Principal shall annually appoint a member of the faculty as Chapter Advisor, who may serve consecutive terms. The Chapter Advisor shall be an ex-officio, non-voting, sixth member of the Faculty Council. An administrator, appointed by the Principal may act as a non-voting facilitator but shall not be a member of the Council or attend Council meetings in which specific students are discussed.

The Faculty Council shall meet at least once a year to review the procedures of the chapter, to select members and to consider issues related to non-selection, dismissal or other disciplinary actions. The School Improvement Planning Team will develop and revise, when necessary, all chapter procedures for selection, disciplining, and dismissal of members, all of which must remain in compliance with the national guidelines.

The principal shall reserve the right to approve all activities and decisions of the chapter, and he/she shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members. The National Council and the National Association of Secondary School Principals shall not consider appeals of the Faculty Council's decision regarding selection of individual members to local chapters.

In the spring of a student's junior year the cumulative grade point average (GPA) will be calculated. This calculation is as follows:

- Freshman & sophomore year GPA = 86%
- 1st quarter of junior year GPA = 7%
- 2nd quarter of junior year GPA = 7%
- All three added together to get NHS GPA

Using the GPA calculated above, all students with a GPA of 90% or better will be given the opportunity to complete an NHS application. AP, IB, and college-level course work will be weighted for this selection purpose only and will be done before the above GPA's are calculated.

Those students with at least a 90% average who complete the NHS application packet will be presented to the faculty council. Students are rated based on the application. The student applications are reviewed to determine if they meet the criteria. Those that do will be invited to join National Honor Society.

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

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined

as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

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

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances, expectations, and relationships should be evaluated including, but not limited to, the ages of the harasser and the victim; the number of individuals involved; and the type, frequency and duration of the conduct. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from a third party such as a school visitor, volunteer, or vendor, or any individual associated with the School District. Sexual harassment may occur from student-to-student, from student-to-staff, as well as staff-to-staff.

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

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

Based upon the results of the investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with District policy and regulation, the Student Code of Conduct, and applicable laws and/or regulations. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with guidelines, District policy and regulation, and the applicable collective



collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

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

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

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

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

## **IX. DETAILED DISCIPLINARY CONSEQUENCES**

### **A. Administrative Detention**

This is an after school program for students who have violated school rules. Detentions are held from 2:30-3:30pm, Monday - Thursday.

### **B. Extended Detention**

Extended detentions are held from 11:28am – 2:24pm, Monday – Friday. Teachers throughout the day will have work available to the Internal Suspension room. Students are expected to complete all work. If work is not completed, it will result in the student not receiving credit for that assignment. Students assigned to extended detention will not be allowed to participate in any school activities on the day they are assigned to extended detention, including evening activities and athletic events.

### **C. Internal (In-School) Suspension**

This occurs during the school day and after school beginning at 7:30am and ending at 2:24pm on Monday – Friday. Teachers throughout the day will have work available to the Internal Suspension room. Students are expected to complete all work. If work is not completed, it will result in the student not receiving credit for that assignment. Students assigned to In-school suspension will not be allowed to participate in any school activities on the day they are assigned to In-school suspension, including evening activities and athletic events.

### **E. External Suspension**

Students who are externally suspended are not allowed on school property during the suspension and will not be allowed to participate in any school activities during the period (may include weekend activities) of suspension, including evening activities and athletic events.

### **F. Superintendent's Hearings**

Where serious or multiple infractions of the school code of conduct have occurred the building principal has the right to request a Superintendent's Hearing. Notification to the student and parent/guardian of this hearing will first be made by the Academy administration and again by the Superintendent's Office. This hearing may result in further disciplinary consequences.

If a student leaves school during the school day without a proper excuse from home signed by a parent/guardian at the time they are leaving and permission from an appropriate school authority, it is also considered a truancy. Truancy is a violation of New York State law and is subject to disciplinary measures imposed both by the school and court system. Students who are truant from school or class may not make up missed tests, projects, or class work, etc.

Students that are truant will also not be allowed to participate in extra-curricular activities and dances.

## **X. HEALTH & SAFETY**

### **A. Emergency Evacuations**

For health and safety reasons, circumstances may warrant evacuation of the Academy. Procedures may include:

1. Early dismissal with students sent home.
2. Evacuation to another site. Students will be bused or walk to another location as designated by the emergency action plan.

In an emergency, the Central Office of the Canandaigua City School District will release all information via the District Office, and/or through local radio and television stations.

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

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

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

### **C. Fire and Lock Down Drills**

Drills are treated very seriously. We have great concern for the welfare and safety of everyone. Therefore, specific fire drill exiting instructions are posted in every room. At the sound of the alarm, everyone must exit the building. Students are requested to remain silent and follow directions for rapid departure. An "all clear"

will be announced before re-entry to the Academy. Specific lock down drill instructions are given to each student during the first weeks of the school year. A total of twelve drills must be held during the school year, eight prior to December 1.

#### **D. Medication Procedures**

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

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

If a student has an anaphylactic allergy (i.e. nuts, bee stings, latex) an Emergency Care Plan needs to be filled out by your child's PCP. Emergency medication orders need to be specified and medications should be provided for the nurse to administer.

#### **E. Nurse/Health Office**

Students should go to the nurse if not feeling well. Students should not call their parents directly and leave without permission from a school official. If this occurs it will result in disciplinary consequences. After being looked at by the nurse students will have the opportunity to lie down for 20 minutes, or if the nurse sees that they are sick enough, they can call parents to go home. After the 20 minute time frame, a decision will be made if the student should call their parents or go back to classes.

New York State mandates that all 9th grader boys will be checked for scoliosis and that all 11th grade students have their vision and hearing checked. All 11th grade student are required to have documentation of 2 Varicella immunizations. All 12th grade students are required to have documentation of 2 Meningitis immunizations (the 2nd given after their 16th birthday) or one if the dose was given after the age of 16.

Allergy Precautions: There may be other students in your classes that have life threatening allergies (i.e. Peanuts). Please avoid bringing in snacks or food items containing peanuts or peanut oils.

#### **F. Physicals/Sports Physicals**

Mandated physicals are required for all 9th and 11th graders. (Must be current, within the last 12 months)

1. Must have an up to date tetanus immunization.
2. Must have a current, passing, vision exam.
3. Must have an interval health history filled out by parents if more than 28 days have elapsed since the physical examination.

Requirement for sport participation – (physical requirements):

- Must have a physical on file, within 12 months of starting the sport.

## **G. SCHOOL CLOSINGS**

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