



**2025-2026  
Student  
Handbook**

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## **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**

**Explore - Enrich - Empower:** The Canandaigua City School District is dedicated to creating enriched, world-class educational experiences that engage all learners, foster meaningful exploration, and empower our school community to have their voices heard.

### **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  
Athletic Director 396-3825

Library 396-3835  
Nurse's Office 396-3820

Attendance 396-3823  
Counseling Center 396-3810  
Faculty and Staff 396-3800

Prevention Services Specialist 396-3859  
School Resource Officer 396-3875  
Transportation 396-3740

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

Staff Email Addresses: lastnamefirstinitial@canandaiguaschools.org

### **E. Important Daily Times**

7:35	School Begins
8:20	Announcements
2:28	Buses Depart
2:30-2:55	Activity Period
7:35-2:20	Internal Suspension, Monday-Friday
7:35-2:20	Off-Site Suspension, Monday-Friday
3:30-4:00	Late Bus Departs, Monday-Thursday

### **F. Daily Schedule**

<b>Period</b>	<b>Time:</b>
<b>1</b>	<b>7:35-8:16</b>
<b>2</b>	<b>8:20-9:05 with daily announcements at 8:20</b>
<b>3</b>	<b>9:09-9:50</b>
<b>4</b>	<b>9:54-10:35</b>
<b>5</b>	<b>10:39-11:20</b>
<b>6</b>	<b>11:24-12:05</b>
<b>7</b>	<b>12:09-12:50</b>
<b>8</b>	<b>12:54-1:35</b>
<b>9</b>	<b>1:39-2:20</b>

### **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 2:35 pm and with a teacher, in the cafeteria awaiting either a late bus, or their 3:15 athletic practice.

### **H. 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 70 on a 5-week progress report or 10-week report card in a course required for graduation, 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. Requests for exceptions to these limits may be considered, and will be decided on a case-by-case basis in consultation with the building principal. All requests require administrative, counselor and parent/guardian approval.

### **I. 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.

Lateness to class or being out of the classroom twenty (20) minutes or more will be considered a full period absence.

### **Board of Education Policy 3190, Comprehensive Student Attendance**

#### **Statement of Overall Objectives**

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of helping all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success, and school completion have a positive correlation, the School District will develop, review and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

- A) To increase school completion for all students;
- B) To raise student achievement and close gaps in student performance;
- C) To identify attendance patterns in order to design attendance improvement efforts;
- D) To know the whereabouts of every student for safety and other reasons;
- E) To verify that individual students are complying with education laws relating to compulsory attendance;
- F) To determine the District's average daily attendance for State aid purposes.

#### **Description of Strategies to Meet Objectives**

The School District will:

- A) Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
- B) Maintain accurate record keeping via a Register of Attendance to record attendance, absence, tardiness, or early departure of each student.
- C) Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.
- D) Develop early intervention strategies to improve school attendance for all students.

### **Canandaigua Academy Attendance Commitments**

At Canandaigua Academy, we value regular and punctual attendance as a cornerstone of academic success and personal growth. We believe that consistent attendance fosters a positive learning environment, enhances student achievement, and prepares students for future responsibilities. School attendance is both a right and a responsibility. To achieve this, we outline the following responsibilities and expectations for families, students, and teachers.

#### **Family (Parent or Guardian) Responsibilities:**

- Ensure that their student attends school regularly and arrives on time.
- Inform the school promptly of any absences or lateness, providing appropriate documentation when necessary.
- Support their student in maintaining regular attendance by scheduling appointments and vacations outside of school hours whenever possible.
- Communicate with teachers and school administration regarding any concerns or issues that may affect their student's attendance.

#### **Student Responsibilities:**

- Attend school regularly and arrive on time to all classes.
- Be proactive and initiate contact with teachers about any missed assignments, and complete them within the agreed upon time frame.
- Understand the importance of attendance and its impact on their academic success and personal development.

#### **Teacher Responsibilities:**

- Maintain accurate attendance records and report any concerns to the student's counselor.
- Continue to foster a classroom environment that values and encourages regular attendance.
- Communicate with parents and students about the importance of attendance and address any attendance issues promptly.
- Partner with students who have missed classes to help them develop a plan to catch up on missed work.

At Canandaigua Academy, we are committed to working together—families, students, and teachers—to ensure that every student has the opportunity to succeed through regular and engaged participation in their education.

### **Determination of Excused and Unexcused Absences, Tardiness and Early Departures**

Based upon our District's education and community needs, values, and priorities, the School District has determined that absences, tardiness, and early departures will be considered excused or unexcused according to the following standards. See attached attendance code description.

A) **Excused:** An absence, tardiness, or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, obtaining learner's permit, road test, approved cooperative work programs, military obligations, or other such reasons as may be approved by the Building Principal.

B) **Unexcused:** An absence, tardiness, or early departure is considered unexcused if the reason for the lack of attendance does not fall into the above categories (including, but not limited to, family vacation, hunting, babysitting, haircut, oversleeping).

### **Student Attendance Recordkeeping/Data Collection**

The record of each student's presence, absence, tardiness, and early departure shall be kept in a register of attendance in a manner consistent with Commissioner's Regulations. An absence, tardiness, or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

Attendance shall be taken and recorded in accordance with the following:

A) For students in non-departmentalized kindergarten through grade five (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as physical education in the gym, assembly, etc.), such student's presence or absence shall be recorded after the taking of attendance once per school day.

B) For students in grades six through twelve or in departmentalized schools at any grade level (i.e., students pass individually to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction. Attendance shall be taken in accordance with paragraph "a" above.

C) Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

D) In the event that a student at any instructional level from kindergarten through grade twelve arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness, or early departure shall be coded on a student's record in accordance with the established District/building procedures.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

### **Student Attendance**

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade will be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period.

### **Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse**

The district shall notify by telephone or Parent Square the parent/person in parental relation to a student who is absent, tardy, or departs early without proper excuse.

If deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies that best meet the needs of the student.

### **Disciplinary Consequences**

Unexcused absences, tardiness, and early departures will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but are not limited to, in-school suspension, loss of parking privileges, loss of senior privileges, detention, and denial

of participation in interscholastic and extracurricular activities. Disciplinary consequences could result if the student does not comply with the interventions that the school puts in place to support the student.

Parents/persons in parental relation will be notified by designated District personnel at periodic intervals to discuss their child's absences, tardiness, or early departures and the importance of class attendance and appropriate interventions. Individual buildings/grade levels will address procedures to implement the notification process to the parent/person in parental relation.

### **Developing Intervention Strategies**

In addition to the communication of the responsibilities of the students, parents and school, the implementation of incentives and the enforcement of consequences, each building administration will meet on a yearly basis to evaluate the effectiveness of their intervention programs. New interventions will be discussed and implemented with approval from the principal. All strategies utilized by each school will be summarized and sent to the Director of Student Services who will maintain a current list of all strategies used throughout the district.

### **Appeal Process**

A parent/person in parental relation may request a building level review of their child's attendance record. Students/parents must first appeal to the principal or designee, in writing, if they feel their attendance record is not accurate. The appeal must be made within five (5) days of receiving the quarterly report card in which the disputed absence occurred. At this review, the absences will be discussed. Further appeals may be made to the superintendent or designee.

### **Building Review of Attendance Records**

The building principal will work in conjunction with the building attendance clerk and other designated staff in reviewing attendance records at the end of each term. This review is conducted to identify individual and group attendance patterns and to initiate appropriate action to address the problem of unexcused absences, tardiness and early departures.

### **Community Awareness**

The Board of Education shall promote necessary community awareness of the District's Comprehensive Student Attendance Policy by:

- A) Providing a plain language summary of the policy to parents or persons in parental relation to students at the beginning of each school year and promoting the understanding of such a policy to students and their parents/persons in parental relation;
- B) Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy; and
- C) Providing copies of the policy to any other member of the community upon request.
- D) The attendance codes for student absences are attached as a supplement to this policy.

#### **A. Excuses**

Student absences should be reported in Parent Square. Parents/persons in parental relations will receive a notification at approximately 10:00 AM if their student is absent. Parents/persons in parental relations can respond to this message to provide a specific reason for the absence.

If no excuse is received within ten days, the absence will remain illegal. Chronic absences will receive an administrative review and will result in intervention procedures.

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 Main Office Reception Desk.
2. The Main Office Reception Desk will review the excuse, check its authenticity, and write the early dismissal pass.
3. Between academic periods the student will report to the Main Office Reception Desk 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 Main Office Reception Desk 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 Main Office Reception Desk, sign in, and be issued a pass admitting him/her to class.

## **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, e-mail and Parent Square. 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 Receptionist when he/she returns. The Attendance Office will mark the attendance record stating the cause of the absence.

### **C. Illegal Absences**

See individual teachers' course expectation sheets regarding policies for tardies, truanancies, and make-ups. Multiple illegal absences could result in intervention procedures.

## **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 under local, state, and federal law and district policy. In addition, to promote a safe, healthy, orderly, and civil school environment, all District students have the right to:

1. Take part in all District activities on an equal basis regardless of actual or perceived, race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender (including gender identity and expression) or sexual orientation or disability or socioeconomic status.

2. To be respected as an individual and treated fairly and with dignity by other students and school staff.
3. To express one's opinions, either verbally or in writing, as long as it is done so in a respectful manner.
4. Present their version of the relevant events to school personnel authorized to impose consequences.
5. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.
6. To be provided with clear expectations regarding:
  - a. Course objectives, requirements and state standards;
  - b. Grading criteria and procedures;
  - c. Assignment requirements and deadlines; and
  - d. School and classroom rules and expectations regarding behavior.

## **B. Student Responsibilities**

All District students have the responsibility to:

1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Help make school a community free of violence, intimidation, bullying, harassment, and discrimination.
3. Be familiar with and abide by district policies, rules and regulations dealing with student conduct.
4. Attend school every day unless they are legally excused and be in class on time and prepared to learn.
5. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
6. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
7. Use a polite tone of voice and appropriate body language, listening when others are speaking to you.
8. To be truthful when speaking with school officials regarding Code of Conduct violations.
9. Respect personal space.
10. Work to develop skills to manage their emotions and reactions and resolve conflict with Canandaigua City School District Code of Conduct -7- others.
11. Ask questions when they do not understand.
12. Seek help in solving problems.
13. Dress appropriately for school and school functions.
14. Accept responsibility for their actions.
15. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## **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, International Baccalaureate, 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. 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.

## **D. Grade Reporting**

All grades will be numeric. Marking period's end in November, January, April, and June. Report cards will be sent via Parent Square 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 in October, December, February, and May. The 5-week reports are sent via Parent Square.

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

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 the parent and the student's instructor has signed the pass.

## **F. Academic Eligibility**

The Academic Eligibility Policy for students participating in athletics, drama productions, robotics, and student government can be found on the website at:

<https://www.canandaiguaschools.org/athletics/ash>

The primary mission of the school district is the development of academic skills. In supporting this mission, all students are required to demonstrate acceptable levels of academic progress throughout the duration of the Extra-Curricular Activity in which they participate.

The District desires to maximize the educational success and the character development of all students and to prepare them to become contributing, productive citizens. The Extra-Curricular Code of Conduct, and the academic eligibility policy in particular, support this mission. The primary goal of this academic eligibility policy is to identify academic problems as early as possible and encourage students to take advantage of extra help opportunities.

**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

This recognition is communicated to families via Parent Square.

**H. Graduation Requirements**

A complete detailed outline and description of graduation requirements is available online and in the Counseling Center. Students and parents/guardians are encouraged to contact school counselors to monitor the student’s progress toward graduation.

A total of 22 credits are required for the New York State Regents Diploma. The 22 credits must consist of the following:

<b>Subject</b>	<b>Regents</b>	<b>Advanced Regents</b>
English	4 Credits	4 Credits
Social Studies	4 Credits	4 Credits
Mathematics	3 Credits	3 Credits
Science	3 Credits	3 Credits
Second Language	1 Credit	1 Credit
Health	½ Credit	½ Credit
Art/Music	1 Credit	1 Credit

Electives	3½ Credits	1½ Credits
Physical Education	2 Credits	2 Credits
<b>Total</b>	<b>22 Credits</b>	<b>22 Credits</b>

\*To earn an advanced regents diploma, the student either needs to complete three credits of a foreign language or a five unit bypass in the Arts or Career and Technical Education.

### **Additional Requirements**

The Board of Education requires that all high school students be enrolled in a minimum of six courses, in addition to physical education (P.E.) each semester. Students enrolled in two or more advanced (Gemini, AP or IB) courses, may take five courses in addition to P.E.

### **Regents Examinations Needed To meet Graduation Requirements**

Credit in any course taught at the Academy is based upon class attendance, homework, quizzes, tests, and class participation. In a Regents level course, students must also successfully complete the examination at the conclusion of the course. However, the granting of Regents credit is based upon the teacher’s evaluation of all class activities and not solely on the Regents examination score.

#### **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 work—or parts of another person’s work—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.
- Artificial Intelligence (AI) assisted plagiarism or AI generated work not approved by the teacher

It is your responsibility as a student to assume all assignments must be completed on your own unless your teacher indicates otherwise. See teachers’ course expectation sheets.

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 request the student to complete it again.

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, extracurricular 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.

### B. Definitions:

1. **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            | • disability  |
| •color           | • sex   |
| •weight          | • sexual orientation                                    |
| •national origin | • gender (which includes a person's actual or perceived |
| •ethnic group    | sex, as well as gender identity and expression)         |
| •religion        |   |

- religious practice

2. **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:

- a. 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.
- b. The Intent to Cause Harm: The person bullying has a goal of causing harm.
- c. 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:

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

3. **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.

Canandaigua Academy Dignity Act Coordinators: Eric Jordan, Cary Burke, Kaitlin LaFave  
Canandaigua City School District Dignity Act Coordinator: TBD

### **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 with the goal of making school a community free of violence, intimidation, bullying, harassment, and discrimination. 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 mistakes. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on educating students so that they may learn from their behavior and grow in self-discipline.

The Board recognizes the need to make its expectations for student behavior 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. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their behavior. 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:

1. Running or otherwise unsafe behavior in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, abusive or disrespectful.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. 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.
7. Trespassing after hours. Students are not permitted in any school building after hours without permission from the administrator in charge of the building.
8. 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 deliberately goes against what a student has been asked to do or where they are supposed to be at any given time. This behavior is considered insubordinate.** Examples of this type of behavior include but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating belligerence or disrespect.
2. Lateness for, missing or leaving school without permission.
3. Failing to attend an assigned detention.

**Engage in conduct that prevents others from being able to learn, focus, or be engaged in their work. This behavior is considered disruptive.** Examples of this type of behavior include, but are not limited to:

1. Continually impeding the teaching and learning environment.
2. Continually interfering with the teacher's authority over the classroom.
3. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
4. Inappropriate public sexual contact.
5. 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 this type of behavior include but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, or other school employee, another student or any other person lawfully on school property
2. 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.
3. Displaying what appears to be a weapon as per this Code.
4. Threatening to use a weapon as per this Code.
5. 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.
6. Intentionally damaging or destroying school property, including District computer systems and data.

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

1. Lying to school personnel.
2. Attempting to engage in or perform an act of violence noted in Section D.
3. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.

4. 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.
5. 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.
6. Discrimination, which includes the use of race, color, creed, national origin, religion, gender (identity and expression), religious practices, sex, sexual orientation, weight, disability or socio-economic status as a basis for treating another in a negative manner.
7. 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.
8. Intimidation, which includes engaging in actions or statements that put an individual in fear of personal harm.
9. 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 media, chat rooms, and/or similar technologies and/or forums to torment, threaten, harass, humiliate, or embarrass another individual.
10. 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.
11. Possessing, consuming, selling, distributing or exchanging obscene materials.
12. Using vulgar or abusive language, cursing or swearing.
13. Possessing, using, consuming, selling, distributed or exchanging tobacco products, including cigarettes, pipes, chewing tobacco, snuff, herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, e-cigarettes, vapes, vaporizers, JUULs, cloves, bidis and kreteks as well as matches and lighters.
14. Possessing, consuming, selling, distributing or exchanging alcoholic beverages. Note: Students suspected of being under the influence of alcohol may be subject to an Alco-Sensor assessment by trained staff members.
15. 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, PCP, amphetamines, heroin, steroids, look-alike drugs, ecstasy, synthetic cannabinoids, any substances commonly referred to as "designer drugs," which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption, such as

bath salts. Note: students suspected of being under the influence of a substance may be subject to an assessment by DITEP (Drug Impairment Training for Educational Professionals) trained staff members. Drug paraphernalia will be tested for the presence of THC.

16. Possessing, consuming, selling, distributing, exchanging or unauthorized use of prescription and over-the-counter drugs except as permitted under Board policy.
17. Gambling.
18. Indecent exposure (e.g., exposure to sight of the private parts of the body in a lewd or indecent manner).
19. Initiating a report warning of fire or other catastrophe without valid cause, pulling a fire alarm without valid cause, misuse of 911, or discharging a fire extinguisher.
20. Engaging in threatening or reckless behavior that serves to endanger the property or safety of others.
21. 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, twerking or otherwise inappropriate or dangerous dancing.
22. Two or more students present in the same restroom stall.
23. Use and/or display of electronic media (such as e-mail, text messages, messages sent through social media websites and other such messages) or use of any electronic device to capture picture and or video 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:
  - a. Discriminatory or harassing;
  - b. Derogatory to any individual or group;
  - c. Obscene, sexually explicit or pornographic;
  - d. Defamatory or threatening;
  - e. In violation of any license governing the use of software;
  - f. In violation of any other law or rule; or
  - g. Engaged in for any purpose that is illegal or contrary to this Code or District interests and/or reputation.

**Engage in misbehaviors otherwise prohibited by sections A-E of this section while on a school bus and to remain seated, keep objects and body parts inside the bus, obey the directions from the bus driver or monitor.**

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 and at their bus stop 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:

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

**Engage in off-campus misbehavior that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or a school function.** Such misbehavior includes, but isn't limited to, threatening or harassing students or school personnel through any means off-campus, including cyberbullying.

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

Student safety and wellbeing is of the utmost importance. Students possessing, consuming, selling, distributing or exchanging alcoholic and/or illegal substances, or being under the influence of either may be subject to an assessment by trained staff members.

##### **1. Alco-Sensor**

a. The Alco-Sensor is an instrument that may be utilized by trained Canandaigua City School District staff members to ensure the health and safety of all students. The Alco-Sensor is a pocket-sized breath alcohol tester that offers a method of determining approximate blood alcohol levels. Use of the Alco-Sensor is intended to support the district's Code of Conduct and District Safety Plan as required through the SAVE legislation. The use of the device will assist in enhancing the school environment and maintaining school discipline.

#### **E. DITEP (Drug Impairment Training for Education Professionals)**

The DITEP process is conducted by trained Canandaigua City School District staff members to identify potentially 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 at school.

The process of identifying suspected impaired students is based on the totality of information gathered through 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 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 displays 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. The following are the possible outcomes of a DITEP Evaluation
  - a. Return to class with follow up as needed
  - b. Remain in health office for Observation
  - c. Refer to Administrator for follow up
  - d. Home with parent/guardian
  - e. Ambulance transport to Hospital
  - f. Regardless of outcome, a parent/guardian will be contacted
4. If a child is sent home with parent/guardian, transported to hospital or refuses to participate in the assessment process, the parent /guardian may need to provide documentation from their health care provider for a safe return to school.

## **F. Cafeteria**

The cafeteria will be open to serve students breakfast and lunch. Breakfast will be served before school from 7:15-7:30 am only. Lunch will be served during four different periods (5, 6, 7, & 8), each 42 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 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

passes will be honored, except for students going to the library, counseling, or the nurse's office.

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.
11. The courtyard and atrium are for seniors only.

### **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 prescribed 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 who willfully, maliciously and unlawfully damages or destroys property of the District. Further, the District may bring suit 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 #2070.

#### **H. Appropriate Use of Internet Enabled Devices**

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

As required by NY state law and per [BOE Policy 3320](#), Canandaigua City School District will prohibit the student use of internet-enabled devices during the school day (including all classes, lunch time, study halls, and passing time) on school grounds. All devices must be stored in a student's locker for the entire instructional day 7:35am-2:20pm ("bell to bell").

Prohibited devices include but are not limited to:

- Cell phones
- Smart watches or Fitness watches
- Bluetooth-enabled earbuds/headphones
- Portable gaming consoles

- Tablets or laptops not issued by the school
- Digital media players
- Video or audio recording devices

All devices must be silenced and stored in the student's locker. If a student needs to communicate with their parent, they should go to the main office to use the provided telephone, or they can use their district Chromebook to email their parent. If a parent needs to get ahold of their child, they can call the main office at (585) 396-3800 or they can email their child using the student's district-provided email address.

Exceptions require documentation from a licensed medical professional for reasons such as diabetes or seizure monitoring. Other exemptions may be made for translation services when needed, as well as students who are routinely responsible for the care and well-being of a family member. This will be evaluated on a case-by-case basis and will be reviewed and determined by a school psychologist, school social worker, or school counselor in coordination with the building administrator. It is extremely rare for a cell phone to be required for an IEP/504 plan, but if the situation did arise, documentation is required and the exception is specific to the need only, and still prohibits cell phone use for any other purpose during the school day.

If students did not follow this rule, the following consequences will be issued:

- **First Offense:** Student is sent to the office and device is taken. Student may retrieve it at the end of the day. Warning given.
- **Second Offense:** Student is sent to the office and device is taken. Student may retrieve it at the end of the day. Lunch detention assigned.
- **Any Further Offenses:** Student is sent to the office and device is taken. Parent/guardian must retrieve the phone from the main office. There may also be additional supports or consequences for insubordination.

In summary, it is our aim to make Canandaigua Academy a space where everyone can focus and thrive academically and socially. Following this policy limits distractions and supports student success. Please keep personal devices away in your locker during the school day.

**Parents, if there is an emergency and you need to reach your student during the school day, you can call the Main Office at 585-396-3803.**

## **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:

- Unauthorized Use is defined as knowingly using a computer without proper authorization.
- Computer Trespass is defined as knowingly using a computer with intent to commit a felony, or gain access to unauthorized computer material.

- Computer Tampering 2nd Degree is defined as knowingly tampering with or using a computer to intentionally alter or destroy computer data or programs.
- 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. Digital Photographing/Recording**

If a student brings a smartphone 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:

1. Start at zero (0).
2. Turn RIGHT two or more whole turns and stop at (1st number).
3. Turn LEFT one whole turn past the above number, and stop at (2nd number).
4. Turn RIGHT and stop at (3rd number).
5. 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**

Student attire, regardless of gender, may foster creativity and individuality. It should contribute to an atmosphere of mutual respect supported by the District and should not be a distraction to the learning environment. Students and their parents have the initial responsibility for acceptable student dress and appearance, with the understanding that the District has the authority to make decisions on questionable dress in school. District personnel exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in a school setting.

All students must wear:

- Shirt/top adequately covering chest and the majority of the abdomen that provides coverage during movement;
- Bottoms not exposing buttocks;
- Clothing, footwear, appropriate for safe classroom participation.

Students cannot wear:

- Clothing which promotes or depicts drugs, alcohol, or sex;
- Attire including visuals / language which creates a hostile or intimidating environment;
- Visible undergarments (visible straps on undergarments worn under other clothing are acceptable);
- Shirts/tops without straps; (Tube tops require secondary coverage.)

Teachers may ask students to remove hats/hoods/coats in the classroom.

Students wearing anything deemed distracting, unsafe, or inappropriate for school will be asked to change or put something on over their clothes. If a student refuses to comply, it will be treated as insubordination.

### **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 vehicle infractions.

#### **N. Student Hall Passes**

Students may only be in the hall during class periods with teacher permission. We use the electronic hall pass system Securly Pass. Students should follow teacher directions for using the pass system.

#### **O. 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, borrowed calculators, chrome books 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. 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.

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 paid member of the coaching staff. No practice is to actively begin or continue without the physical presence of a paid coach. Typical practice

sessions are to be conducted during the week after school hours not beginning before 3:00PM 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 Extracurricular 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, robotics, student drama production, student musical, pit orchestra, and production crew.

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 and Athletic Directors 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 or Athletic Director.

Students who are absent for half of their periods or more 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 or Athletic Director. A pattern of poor attendance constituting more than ten percent (10%) absence from school will be reviewed by the building Principal and Athletic Director can result in revocation of extracurricular privileges. A student who is truant from school 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 GPAs 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:

- A. 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;
- B. 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;
- C. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in an educational or extra-curricular activity, or creating an intimidating, hostile or offensive learning environment.

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

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual

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

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

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

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

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

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

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

## **IX. DETAILED DISCIPLINARY CONSEQUENCES**

### **A. Administrative Detention**

Detentions are held within the school day for students who have violated school rules in room 136, based on the student's schedule.

### **B. Extended Detention**

Extended detentions are held for four periods per day, Monday – Friday, based on the student's schedule. They are held in Room 138B. 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.

### **C. In-School Suspension**

This occurs during the school day and after school beginning at 7:30am and ending at 2:24pm on Monday – Friday in Room 138B. 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. Upon arrival at In-School Suspension, students will be given the ISS rules.

### **D. Off-Site Suspension**

In accordance with "progressive discipline" and for serious infractions of school rules, there may be a need for more strict consequences. In lieu of external or internal suspensions, a program has been developed whereby students may be suspended to the Off-Site Support Site. During this placement, students will receive tutoring and instruction, and will have an opportunity to work on social and study skills. Students suspended to the Off-Site Support Site 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. Upon arrival at Off-Site, students will be given the Off-Site rules.

### **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.

## **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 Parent Square 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 Suspension 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. Fire drills will be held monthly and there will be four lock down drills per year.

### **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. The only exceptions for this are if there is an updated doctor's note on file which specifies that the student is allowed to self-carry the medication. This is only allowed for a quantity that is just enough for a school day.

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 they are 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 students 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. Summer Programs**

#### **1. Driver Education**

In the summers that the Canandaigua City School District offers a Driver Education Program the registration of students will be accomplished through the use of the following priority list:

- First Priority: Residents of the Canandaigua CSD who will be seniors in September.

- Second Priority: Residents of the District who will be juniors in September.
- Third Priority: Non-resident students who are summer residents in Canandaigua and whose parent/guardian own real property in the District.
- Fourth Priority: Non-resident students of Canandaigua faculty and/or staff who will be juniors or seniors in September.
- Fifth Priority: Non-resident students who will be juniors or seniors in September.

Exceptions to the priorities listed above may be made for unusual cases at the discretion of the Driver Education Coordinator with the approval of the Academy Principal.

Anytime there are fewer slots than student registrants, slots will be chosen by random draw.

## **2. Summer School**

Students who do not pass academic courses are eligible to attend a regional summer school for credit recovery if they have maintained 75% attendance during the school year. Registration for Summer School will occur in June. Students who do not pass courses will receive a notice in the mail or over the phone informing them of courses offered during summer school. Students may also take Economics, Health and Participation in Government during the summer for academic Credit.

## **H. 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 AM during adverse weather conditions. A Parent Square message (see website for details) and an automated phone call will also be generated to ensure fast and complete communication in these instances.