

EASTPORT-SOUTH MANOR CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

Nicholas Vero, President • Cheryl Hack, Vice President
Marie Brown • Marion Diener • Jeffrey Goldhammer • Karen Kesnig • Danielle Warsaw

Sharon P. Murray, District Clerk

Patrick K. Brimstein, Ed.D., Superintendent of Schools

Stuart Berman, District Treasurer

Timothy Laube, Assistant Superintendent for Business & Operations
Linda A. Weiss, Assistant Superintendent for Personnel and Accountability

MEETING AGENDA

Cafeteria - Junior-Senior HS

**January 23, 2019
7:00 P.M.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE – Junior-Senior High School Students

PRESENTATIONS

- A. Student Ambassador
- B. Recognition of Boys Volleyball Team NYSPHSAA Community Service Challenge Winners
- C. SCPD Considerations for Evaluating the Use of Armed Guards – *Inspector Michael Romagnoli, Homeland Security Criminal Intelligence Bureau Commanding Officer and Inspector Gerard Hardy, 7th Precinct Commanding Officer.*

ACCEPTANCE OF MINUTES

- A. January 9, 2019 Regular Meeting
- B. January 16, 2019 Special Meeting

REPORTS/ANNOUNCEMENTS – SUPERINTENDENT OF SCHOOLS

PUBLIC PARTICIPATION – 1ST INVITATION

Please Note: This is the opportunity for persons who wish to speak or who have written letters to the board regarding topics that are included on this agenda. Speakers are asked to keep their comments brief, and to speak for no longer than five minutes.

AREAS OF OPERATION

- A. Business Report
 - 1. 2019/2020 Spending Plan – *Special Education, Technology*
 - 2. Approval of Treasurer's Reports for November, 2018

B. Curriculum and Instruction Report

1. CPI Training - Dr. Turnow

C. Personnel Report

1. Resignation – 4
2. Leave of Absence – 5
3. Appointments
 - a. Teacher – 2
 - b. Teaching Assistant – 1
 - c. Permanent Substitute Teacher – 4
 - d. Per Diem Substitute – 2
 - e. Civil Service – 3
4. Extra Curricular Activities – 2
5. Supplemental Pay – 1
6. Sixth Period Pay – 2
7. Student Teacher/Observer/Internship - 2

OLD BUSINESS

NEW BUSINESS

- A. BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board of Education approve the Health & Welfare Services contract with Massapequa Union Free School District for students who are attending private/parochial school in their district for the 2018/19 school year and authorizes the Board President or designee to sign on behalf of the District.
- B. BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board of Education declare the equipment as obsolete as they are out of date and unable to be repaired:

- 1 Black Magic Pocket Camera (Tag #20121609) JSHS
- 1 DEMCO Headphones (P139.5024) Special Education

STUDENT SERVICES

- A. Acknowledge receipt and review of recommendations from the Committees on Special Education.

POLICY

- A. Second Reading – Policy No. 1500, Community Use of School Facilities
- B. Second Reading - Policy No. 9645, Disclosure of Wrongful Conduct
- C. First Reading – Code of Conduct
- D. First Reading – Policy No. 6700-R, Purchasing Regulation

BOARD COMMITTEE REPORTS

- Budget Advisory Committee
- Health & Safety Committee
- Facilities Committee
- Legislative Committee
- Policy Review Committee
- Security Committee

COMMUNICATIONS ACKNOWLEDGEMENT

- Claims Audit Report for December from Nawrocki Smith
- Warrants including Revenue Budget Status and Appropriation Status Reports as of 1/18/19
- Enhancing School Safety Using a Threat Assessment Model
- ESM District Wide Safety Plan

GENERAL DISCUSSION

ESM PRIDE

PUBLIC PARTICIPATION – SECOND INVITATION

DATES TO REMEMBER

| | |
|---------------------------|--|
| January 27 th | SMPTA Father-Daughter Dance |
| January 28 th | ESMCA Meeting – 7:00 PM @ JSHS |
| February 5 th | SEPTO Meeting – 7:00 PM @ EES |
| | ESM Music Booster Club Meeting – 7:00 PM |
| February 6 th | SMPTA Meeting – 7:00 PM @ DAS |
| February 7 th | Half Day for Grade K-8 – Parent/Teacher Conferences |
| February 10 th | EES/TAS PTO Father-Daughter Dance |
| February 13 th | Board of Education Meeting – 7:00 PM |
| | <i>Executive Session anticipated to begin at 5:30 PM</i> |

ADJOURNMENT

Regular Board of Education Meeting January 9, 2019

A regular meeting of the Board of Education of the Eastport-South Manor Central School District, Suffolk County, New York, was held in the Board Meeting Room, Eastport-South Manor Jr. Sr. High School, Manorville, New York on **January 9, 2019**.

Board of Education Members present: Mrs. Marie Brown, Mrs. Marion Diener, Mr. Jeffrey Goldhammer, Mrs. Cheryl Hack (left at 7:40 p.m. and returned at 8:30 p.m.), Mr. Nicholas Vero, Mrs. Danielle Warsaw.

Member absent: Mrs. Karen Kesnig.

Also Present: Patrick Brimstein, Superintendent of Schools, Timothy Laube, Assistant Superintendent for Business and Operations; Linda Weiss, Assistant Superintendent for Personnel and Accountability; Sharon Murray, District Clerk

The meeting was called to order.

EXECUTIVE SESSION

MOTION made by Marion Diener, seconded by Marie Brown for the Board to enter into executive session at 5:30 p.m. for the purpose of discussing a specific personnel matter.

Vote: Yes – 6, No – 0, Absent - 1.

MOTION made by Jeffrey Goldhammer, seconded by Marie Brown for the Board to reconvene to public session at 7:00 p.m.

Vote: Yes – 6, No – 0, Absent - 1.

Tuttle Avenue second grade students Isabella Shepley, Anthony Spatz, Riley Fox, Kaleia Bosch led the Pledge of Allegiance. Mrs. Zambelli, Mrs. Kramer and the students presented Envision Math 2.0.

PRESENTATION

Student Ambassador Hanna Engelhardt reported on the JSHS events and accomplishments for the past month and the upcoming events for December.

MINUTES

The minutes of the December 12, 2018 regular meeting and the January 2, 2019 special meeting were accepted.

REPORTS/ANNOUNCEMENTS

- The Honor Roll Breakfast was held Monday and there were a lot of students who attended. Thank you to the parent groups for sponsoring it.
- There are three plans that the district is actively working on: *Academic Achievement Plan* – Establishing long term goals involving grade level chairs, department chairs, teachers, administration and students. *Intervention Plan* – Putting the mechanisms in place that will help us respond in a timely and targeted

fashion to students in need academically, socially and emotionally. *Counseling Plan* – Will give us an opportunity to align our mental health staff with some of the goals of students with careers and college.

- Tomorrow, students at the JSHS are having an assembly where speaker/illusionist Tom Coverly will be addressing high school bullying and character development.
- Safety is still one of the most important concerns we are continuing to monitor and address, reiterating that early proactive intervention practices prevent violence.
- Tonight is the beginning of the budget process. Last year was a horrible, painful process for everyone. The main goal is to stabilize the district for the long term, meet contractual obligations and continue the commitment of a quality education for all students. Focus will remain on how to strategically align to meet these goals.

PUBLIC PARTICIPATION

Doreen Gruber, Delaney Gruber, Rebecca Nelson, Ryan Nelson, Michael Balsamo.

AREAS OF OPERATION

BUSINESS REPORT

Budget Transfers

MOTION made by Marie Brown, seconded by Danielle Warsaw for the Board to adopt the following resolution:

Vote: Yes – 5, No – 0, Absent - 2.

BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board approve a budget transfer for the 2018/19 school year in the amount of \$152,025.00 as follows:

| From Account Code | Description | Amount | To Account Code | Description | Amount |
|-------------------|------------------------|--------------|-------------------|-------------------------------|--------------|
| A9050.800.00.0000 | UNEMPLOYMENT INSURANCE | \$152,025.00 | A1621.400.00.0000 | MAINTENANCE/PLANT CONTRACTUAL | \$152,025.00 |
| | | | | | |
| | TOTAL TRANSFERS | \$152,025.00 | | | \$152,025.00 |

Treasurer's Reports

MOTION made by Marion Diener, seconded by Jeffrey Goldhammer for the Board to approve the Treasurer's Reports for October, 2018.

Vote: Yes – 5, No – 0, Absent - 2.

Minimum Wage Increase

MOTION made by Jeffrey Goldhammer, seconded by Marion Diener for the Board to adopt the following resolution:

Vote: Yes – 5, No – 0, Absent - 2.

WHEREAS, on January 1, 2019, the New York State Minimum Wage will increase from \$11 per hour to \$12 per hour,

NOW, THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent that the Board of Education approve any district employee being paid less than \$11 per hour, be increased to the new minimum wage rate of \$12 per hour, effective January 1, 2019.

Approval of District Depository

MOTION made by Marion Diener, seconded by Marie Brown for the Board to adopt the following resolution:

Vote: Yes – 5, No – 0, Absent - 2.

BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board approve Sterling National Bank as an official district depository.

CURRICULUM AND INSTRUCTION

Dr. Grossane presented the new STEM courses.

HUMAN RESOURCES

MOTION made by Marion Diener, seconded by Nicholas Vero for the Board to approve a consent agenda for the following personnel matters:

Vote: Yes – 5, No – 0, Absent – 2.

Resignations

| NAME | AREA | REASON | EFFECTIVE |
|-------------------|-------------------------------|--|-----------|
| Baris, Jason | Permanent Substitute (JH/HS) | Personal | 12/15/18 |
| Berenzy, Errol | Custodial Worker I (JH/HS) | Personal | 12/22/18 |
| Ciminieri, Sharon | Teacher Aide (DAS) | Personal | 12/22/18 |
| Dennehy, Judith | Teacher Assistant (DAS) | Personal | 12/22/18 |
| Deon, Charles | Maintenance Mechanic I | To accept another position in district *See Agenda Section 3E | 1/10/19 |
| LaGrega, Jennifer | Permanent Substitute (EES) | Personal | 12/12/18 |
| Marshall, George | Substitute Custodian | To accept another position in district *See Agenda Section 3E | 12/12/18 |
| Resnik, Cara | Permanent Substitute (JH/HS) | Personal | 12/21/18 |
| Verity, Talia | Permanent Substitute (EES) | Personal | 12/12/18 |
| Warren, Angela | Custodial Worker I - .6 (TAS) | Personal | 1/5/19 |

Leave of Absence

| NAME | AREA | REASON | EFFECTIVE |
|-------------------|--------------------------------------|----------|--|
| Employee #612 | Elementary Teacher (SSS) | FMLA | 1/14/19-2/22/19 |
| Employee #2999 | Teacher Assistant (JH/HS) | FMLA | 12/7/18-1/4/19 |
| Employee #344 | Physical Education Teacher (EES/DAS) | FMLA | 1/2/19-1/31/19 *Intermittent FMLA |
| Matton, Kelly | Elementary Teacher (TAS) | Personal | 9/4/18-1 st Day of 2019 school year *Extension |
| Employee #419 | Elementary Teacher (EES) | FMLA | 1/18/19-2/15/19 |
| Employee #3111 | Teacher Assistant (EES) | FMLA | 1/17/19-3/13/19 *Return to work 3/14/19 |
| Employee #2440 | Teacher Aide (EES) | FMLA | 1/2/19-1/21/19 *Return to work 1/22/19 |
| Employee #1324 | Teacher Aide (TAS) | FMLA | 12/10/18-6/26/19 *Intermittent FMLA |
| Tuttle, Priscilla | Science Teacher (JH/HS) | Personal | 7/1/19-1 st Day of 2020 school year *Extension |

Appointments

The following appointments are conditional, subject to clearance approval by the State Education Department fingerprinting check:

TEACHER

| NAME | AREA | CREDENTIALS | SALARY | EFFECTIVE |
|---------------|-----------|---|-------------------------|--|
| Scrub, Lorent | ENL (TAS) | Initial: English to Speakers of Other Languages | BA/2: \$53,308 prorated | 9/4/18-6/26/19 *Extension (change in ending date) |

TEACHER ASSISTANTS

| NAME | BUILDING | CREDENTIALS | SALARY | EFFECTIVE |
|----------------------|----------|---------------------------------|--------------|----------------|
| Carter, Colleen | DAS | Teacher/Masters | \$168.04/day | 1/10/19-1/9/23 |
| Clarke, Katherine | DAS | Teacher Assistant Certification | \$162.51/day | 1/10/19-1/9/23 |
| Pontecorvo, Jennifer | TAS | Teacher Assistant Certification | \$162.51/day | 1/10/19-1/9/23 |

PERMANENT SUBSTITUTES

| NAME | BUILDING | SALARY | EFFECTIVE |
|----------------|----------|-----------|-----------------|
| Caperna, Mark | JH/HS | \$135/day | 1/10/19-6/25/19 |
| Mailand, Erica | TAS | \$135/day | 1/10/19-6/26/19 |
| Moakley, Dina | EES | \$135/day | 1/10/19-6/26/19 |
| Naples, Joseph | JH/HS | \$135/day | 1/10/19-6/25/19 |

PER DIEM SUBSTITUTES

| NAME | AREA | SALARY | EFFECTIVE |
|--------------------|---------|-----------|-----------------|
| Bilardello, Lauren | Teacher | \$100/day | 1/10/19-6/26/19 |

CIVIL SERVICE

| NAME | AREA | SALARY | EFFECTIVE |
|--------------------|--|-------------------|-----------|
| Chandler, James | Custodial Worker I (DAS) *Permanent Appointment | \$39,092 Prorated | 1/17/19 |
| Deon, Charles | Maintenance Mechanic IV | \$55,319 prorated | 1/10/19 |
| Fein, Patricia | Teacher Aide 6.5 (JH/HS) | \$12.97/hr | 12/11/18 |
| Jacobs, Shoshannah | Teacher Aide 6.5 (DAS) | \$12.00/hr | 1/10/19 |
| Marshall, George | Custodial Worker I | \$38,592 prorated | 12/13/18 |
| Pollock, Kelly | Custodial Worker I (DAS) *Permanent Appointment | \$39,092 Prorated | 1/6/19 |

Extra Curricular Activities

| NAME | AREA | SALARY |
|--------------------|--|---------|
| Eaton, Sean | DAS Spring Play 2018-2019 Musical Director/Choreography | \$1,644 |
| Gonzalez, Victoria | DAS Spring Play 2018-2019 Director | \$2,040 |
| Picano, Kyle | DAS Spring Play 2018-2019 Set & Costume Design | \$1,644 |
| Castoro, Carlo | HS Spring Musical 2018-2019 Sound Designer | \$2,529 |
| Domer, Mitchell | HS Spring Musical 2018-2019 Master Carpenter | \$3,162 |
| TBD | HS Spring Musical 2018-2019 Lighting Designer | \$2,529 |
| TBD | HS Spring Musical 2018-2019 Costume Designer | \$2,529 |
| Wehrs, Donald | HS Spring Musical 2018-2019 Scenic Artist/Prop Person | \$2,529 |

Interscholastic Appointment**WINTER COACH (2018/2019)**

| NAME | AREA | SALARY |
|-------------|---------------------------|---------|
| Kropp, Lori | JH Boys Volleyball (Head) | \$4,436 |

SPRING COACH (2018/2019)

| NAME | AREA | SALARY |
|------------------|---------------------------------|---------|
| Veraldi, Domenik | Varsity Girls Track (Assistant) | \$5,762 |

Supplemental Pay

| NAME | AREA | SALARY |
|----------------|------------------------|---------------------------------------|
| Martino, Debra | Volleyball Scorekeeper | \$20.00/hr 11/8/18 & 11/10/18 only |

| | | |
|--------------------|--|--|
| DiGennaro, Thomas | Social Studies Teacher Substitute Alternative High School 2018- 2019 | \$78.49/hr |
| Herbst, Andrew | DASA Trainer 2018-2019 | \$67.56/hr *Not to exceed 60 hours |
| Herbst, Andrew | CPI Trainer 2018-2019 | \$67.56/hr *Not to exceed 20 hours |
| Wygonik, Linda | CPI Trainer 2018-2019 | \$87.34/hr *Not to exceed 20 hours |
| Gomez, Peter | CPI Trainer 2018-2019 | \$75.64/hr *Not to exceed 20 hours |
| Castoro, Carlo | Theatre Stage Technical Support 2018-2019 | \$40.00/hr *Not to exceed 158 hours per schedule between all theatre stage support personnel |
| Cavallo, Scott | Theatre Stage Technical Support 2018-2019 | \$40.00/hr *Not to exceed 158 hours per schedule between all theatre stage support personnel |
| Wehrs, Donald | Theatre Stage Technical Support 2018-2019 | \$40.00/hr *Not to exceed 158 hours per schedule between all theatre stage support personnel |
| Skala, Gina | 1 st Grade Lead Teacher (TAS) | \$2,443 prorated |
| Wells, Lisa | Kindergarten Lead Teacher (TAS) | \$2,443 prorated |
| Kramer, Meredith | 2 nd Grade Lead Teacher (TAS) | \$2,443 prorated |
| Rosado, Joseph | 6 th Grade Lead Teacher (EES) | \$2,443 prorated |
| TBD | 5 th Grade Lead Teacher (EE) | \$2,443 prorated |
| TBD | 4 th Grade Lead Teacher (EES) | \$2,443 prorated |
| TBD | 3 rd Grade Lead Teacher (EES) | \$2,443 prorated |
| TBD | 6 th Grade Lead Teacher (DAS) | \$2,443 prorated |
| TBD | 5 th Grade Lead Teacher (DAS) | \$2,443 prorated |
| TBD | 4 th Grade Lead Teacher (DAS) | \$2,443 prorated |
| TBD | 3 rd Grade Lead Teacher (DAS) | \$2,443 prorated |
| TBD | 2 nd Grade Lead Teacher (SSS) | \$2,443 prorated |
| TBD | 1 st Grade Lead Teacher (SSS) | \$2,443 prorated |
| TBD | Kindergarten Grade Lead Teacher (SSS) | \$2,443 prorated |
| TBD | 7 th Grade Team Leader | \$3,122 prorated |
| TBD | 7 th Grade Team Leader | \$3,122 prorated |
| TBD | 8 th Grade Team Leader | \$3,122 prorated |
| TBD | 8 th Grade Team Leader | \$3,122 prorated |
| Caliendo, Danielle | Math 9-12 Coordinator | \$5,220 prorated |
| Skala, Todd | Social Studies 9-12 Coordinator | \$5,220 prorated |
| TBD | Science 9-12 Coordinator | \$5,220 prorated |

| | | |
|------------------|---|------------------|
| Wilcken, Jessica | English Language Arts 9-12 Coordinator | \$5,220 prorated |
|------------------|---|------------------|

Student Teacher/Observer/Internship

| NAME | AREA | SCHOOL | Effective |
|----------------|----------------|----------------------|-----------------|
| Lehr, Abigail | Elementary | St. Joseph's College | 1/23/19-3/15/19 |
| Mulea, Justin | Elementary | St. Joseph's College | 1/24/19-5/7/19 |
| Thorn, Rebecca | Administration | SUNY Stony Brook | 1/10/19-6/30/19 |

Employment Recall – Faculty

BE IT RESOLVED, upon the recommendation of the Superintendent that the Board of Education hereby recalls the employment of the following individual from the preferred eligibility list for the Elementary Teacher tenure area to fill the vacancy caused by a retirement, effective February 4, 2019:

| Name | Tenure Area | Position |
|---------------|--------------------|----------|
| Charissa Voss | Elementary Teacher | 1.0 |

OLD BUSINESS

- Overnight Field Trip – All-Eastern United States Honors Ensembles

Approval of Chaperone

MOTION made by Marie Brown, seconded by Danielle Warsaw for the Board to agree to pay the registration fees which includes lodging and transportation for one chaperone to attend the All-Eastern United States Honors Ensembles in Pittsburgh. The chaperone registration also includes bus transportation for the students. The chaperone has waived the chaperone pay associated with this trip.

Vote: Yes – 5, No – 0, Absent – 2.

- JSHS Lockdown Drill – Board members, administration, and Suffolk County Sheriff's Officers were able to observe the December 20th lockdown drill that occurred during changing of classes. The Board was very impressed with the swiftness of getting students and staff secured. Walking through the halls, you could not hear anyone in any of the rooms. The Board will be revisiting the backpack and hats policies.

NEW BUSINESS

Consent Agenda

MOTION made by Marie Brown, seconded by Jeffrey Goldhammer for the Board to approve a consent agenda for the following resolutions:

Vote: Yes – 6, No – 0, Absent – 1.

Special Education Services Agreement

BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board of Education approve the Special Education Services Agreement with West Islip Union Free School District for the 2018/19 school year and authorizes the Board President or designee to sign on behalf of the District.

Senior Citizens & Person with Disabilities and Limited Income Exemptions

BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board of Education approve the Senior Citizens and Person with Disabilities and Limited Income Exemptions, as per Chapters 186, 187 and 252 of the Laws of 2006:

| MAXIMUM INCOME | | | |
|-----------------------|----|-------------|-----|
| UNDER | | \$29,000 | 50% |
| \$29,001 | TO | \$29,999 | 45% |
| \$30,000 | TO | \$30,999 | 40% |
| \$31,000 | TO | \$31,999 | 35% |
| \$32,000 | TO | \$32,899 | 30% |
| \$32,900 | TO | \$33,799 | 25% |
| \$33,800 | TO | \$34,699 | 20% |
| \$34,700 | TO | \$35,599 | 15% |
| \$35,600 | TO | \$36,499 | 10% |
| \$36,500 | TO | \$37,399.99 | 5% |

Volunteer & Ambulance Workers Tax Exemption

BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board of Education approve the continuation of the Volunteer Firefighters and surviving spouse and Ambulance Workers and surviving spouse Tax Exemption for the Towns of Brookhaven, Southampton and Riverhead, effective March 1, 2019.

Gold Star Parents Exemption

BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board of Education approve the continuation of the Gold Star Parents Exemption pursuant to Real Property Tax Law 458-a, subdivision 7, paragraph (b), effective March 1, 2019.

Veterans Tax Exemption

BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board of Education approve the continuation of the Veterans Tax Exemption, pursuant to Real Property Tax Law 458-a, subdivision 2, paragraphs (a), (b), and (c), effective March 1, 2019.

Cold War Veterans Tax Exemption

BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board of Education approve the continuation of the Cold War Veterans Tax Exemption, pursuant to Real Property Tax Law 458-b, subdivision 2, effective March 1, 2019.

Donation & Budget Adjustment – South Manor PTA

BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board accept the donation of \$217.41 from the South Manor PTA, to cover the cost of transportation for the “Stuff A School” field trip, and

FURTHER BE IT RESOLVED, that the Board approve a budget adjustment for the 2018/19 school year in the amount of \$217.41 to Code A5540.410-DA-0000.

Donation & Budget Adjustment – Eastport Tuttle PTO

BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board accept the donation of \$1,137.28 from the Eastport Tuttle PTO, to cover the costs of transportation and nursing for the EES 4th grade field trip to Theatre Three, Port Jefferson on December 11, 2018, and

FURTHER BE IT RESOLVED, that the Board approve the following budget adjustments for the 2018/19 school year: \$770.28 to Account Code A5540.410-EP-0000 and \$367.00 to Account Code A2815-140-00-0000.

Obsolete Equipment – Special Education

BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board of Education declare the following special education department equipment as obsolete as they are outdated:

- Two Ipad Air (#89 & 92) – Asset Tag Nos. 20140516 & 20140519
- Two Ipad 2 (#42 & 43) – Asset Tag Nos. 20100713 & 20100712

Obsolete Equipment – Athletic Department

BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board of Education declare one Ice Machine, Inventory No. 20070591, located in the athletic department, as obsolete as it is broken beyond repair.

JSHS Course Catalog

BE IT HEREBY RESOLVED, upon the recommendation of the Superintendent that the Board of Education approve the Junior-Senior High School Course Catalog for the 2019-2020 school year.

Student Athlete Handbook

The Athletic Department is updating the Student Athletic Handbook. It is almost complete and Mr. Madsen is looking to form a committee to review the updates. If anyone is interested, please email Mr. Madsen.

BUDGET

- 2019/2020 Spending Plan – *Enrollment, Revenue, Athletics, Transportation, Buildings & Grounds.*

STUDENT SERVICES

Acknowledged receipt and review of recommendations from the Committees on Special Education.

COMMITTEE REPORTS

Security Committee

- The next meeting is 1/10 at 6:15 p.m. in the DAS Library Media Center.

Budget Advisory Committee

- The Comptroller will be in district to begin the process of an official audit.

Health & Safety Committee

- The next meeting will be next month. No date has been set but will be posted on the website.

Legislative Committee

- A meeting with Assemblyman Thiele has been set for January 31st.

Policy Review Committee

- The next meeting is January 17th.

COMMUNICATIONS ACKNOWLEDGEMENT

Claims Audit Report for November from Nawrocki Smith; Warrants including Revenue Budget Status & Appropriation Status Reports as of 12/27/2018; ES BOCES Executive Briefing; NYSPHSAA Community Service Challenge Champions; letter from Olivia of the Eastport 6th Grade Yearbook Club.

POLICY

Adoption – Policy No. 8505, “Charging” School Meals and Prohibition against Shaming

MOTION made by Cheryl Hack, seconded by Marion Diener for the Board to waive the second reading and approve Policy No. 8505, “Charging” School Meals and Prohibition against Shaming.

Vote: Yes – 6, No – 0, Absent – 1.

First Reading – Policy No. 1500, Community Use of School Facilities

First Reading – Policy No. 9645, Disclosure of Wrongful Conduct

GENERAL DISCUSSION

None.

ESM PRIDE

- EES has all grades participating in the Annual Spelling Bee this week.
- DAS held their Spelling Bee today. Congratulations to Grade 4-6 winner Aaron Isaacson and runner up Andrew Baldini; Grade 3 winner is Vincenzo Boccabella with runner up Harper Labbadia.
- Congratulations to Matt Goncalves who signed his letter of intent to attend the University of Pittsburgh.

PUBLIC PARTICIPATION

Peter McGuire.

ADJOURNMENT

MOTION made by Marie Brown, seconded by Jeffrey Goldhammer for the Board to adjourn the meeting at 9:43 p.m.

Vote: Yes – 6, No – 0, Absent - 1.

Respectfully submitted,

Sharon P. Murray
District Clerk

Special Board of Education Meeting January 16, 2019

A special meeting of the Board of Education of the Eastport-South Manor Central School District, Suffolk County, New York, was held in the Conference Room, Eastport-South Manor Central Administration Office, Manorville, New York on **January 16, 2019**.

Board of Education Members present: Mrs. Marie Brown, Mrs. Marion Diener, Mr. Jeffrey Goldhammer, Mrs. Cheryl Hack, Mrs. Karen Kesnig, Mr. Nicholas Vero, Mrs. Danielle Warsaw.

The meeting was called to order with the Pledge of Allegiance.

EXECUTIVE SESSION

MOTION made by Marie Brown, seconded by Marion Diener for the Board to enter into executive session at 5:50 p.m. for the purpose of discussing a specific personnel matter.

Vote: Yes – 7, No – 0.

MOTION made by Marion Diener, seconded by Karen Kesnig for the Board to reconvene the meeting at 7:00 p.m.

Vote: Yes – 7, No – 0.

ADJOURNMENT

MOTION made by Marie Brown, seconded by Marion Diener for the Board to adjourn the meeting at 7:00 p.m.

Vote: Yes – 7, No – 0.

Respectfully submitted,

Sharon P. Murray
District Clerk

COMMUNITY USE OF SCHOOL FACILITIES

School buildings and grounds and all property belonging to the District are under the control and supervision of the District. The school buildings, grounds and property are maintained for the education and recreational purposes of the school children of the District. As a service to the community and in accordance with the law, the Board of Education may authorize the use of school facilities by properly organized groups. No such use shall be made of the buildings, grounds or property that interfere or disrupt their most effective use for the benefit of our school children. The Board of Education has no authority to grant use of school district facilities or property for any purposes other than those set forth by law.

Eligibility

1. An organization requesting use of school facilities must draw a majority of its membership from residents of the Eastport South Manor Central School District.
2. Organization may be required to submit its Constitution and By-Laws, names of its officers, as well as names and addresses of its membership.
3. The use of facilities must be for purposes permitted by this policy and the laws of the State of New York.
4. The use of District facilities and property for private commercial purposes is expressly prohibited by Article 8, Section 1 of the New York State Constitution. The District will not permit the use of school facilities, equipment and personnel for the conduct of private commercial businesses.

Facility Use Regulations

The Superintendent shall develop administrative regulations to implement this policy. These regulations shall be in accordance with state law and must:

1. Provide for the health and safety of all participants involved in the activity;
2. Assure the protection of district property;
3. Establish guidelines for when facility use fees shall be charged;
4. Establish a facility use fee schedule to be approved by the Board of Education at the annual reorganization meeting;
5. Require payment for any damage, loss or misuse of district facilities and property, whether or not a facility use fee has been assessed;
6. Establish a facility use application that shall include the following information:
 - a. Applicant's organizational status
 - b. Applicant's district residency disclosures
 - c. Nature of the applicant's activities
 - d. Fees assessed to participants

All information disclosed on the facility use application is subject to the verification and audit of the District.

1. Establish guidelines for issuing facility use permits;
2. Establish guidelines for implementing priority use of facilities

The District reserves the right to deny or revoke any permit for any reason. The District also reserves the right to waive facility use fees when it is in the best interests of the District.

Supervisor of Operations

The Superintendent shall designate a Supervisor of Operations who shall:

1. Receive and review applications for the use of District facilities
2. Schedule the use of facilities to ensure that efficient use is made of the time and space available
3. Issue permits
4. **Verify minimum insurance requirements:**

Minimum insurance requirements require the group to submit a “certificate of insurance.” The certificate of insurance must name **“Eastport South Manor Central School District, 149 Dayton Avenue, Manorville, NY 11949”** as the certificate holder. The certificate of liability must include the following statement in the description of operations/locations/vehicles box:

“The certificate holders named as additional insured on a primary non-contributory basis when required under written Contract or Agreement: Eastport South Manor Central School District, it’s Board, employees and volunteers. Form CG2020 is attached.”

***The form CG2020 is obtainable through your insurance agent and must be included.**

Minimum insurance limits under the policy must be as follows:

- Each occurrence \$2,000,000
- Damage to rented premises (each occurrence) \$100,000
- Medical expenses (any one person) \$5,000
- Personal and ADV injury \$2,000,000
- General aggregate \$3,000,000
- Combined single limit (each accident) \$5,000,000

5. Verify residency, organization status and other information on the facility use application as needed

The Supervisor of Operations shall maintain an “Approved Users of District Facilities” list. Upon receipt of a first request for use of District facilities, the Supervisor of Operations shall determine

if the request meets the District's requirements for use of District facilities. If so, he/she shall recommend to the Superintendent, or designee, that the applicant be approved and added to the "Approved Users of District Facilities" list. Once on this list, the Supervisor of Operations may approve these applicants and issue permits without further approval so long as all subsequent facility use applications are consistent with this policy.

Scheduling Use of Facilities

The scheduling of the use of District facilities shall be in accordance with the following guidelines:

1. Priority access to District facilities shall be given in the following order:
 - a. school and school related organizational activities
 - b. youth groups
 - c. adult groups
 - d. A more detailed priority list within the three groups listed above is as follows:
 - school purposes
 - school sponsored or related activities, including recreational
 - PTA groups
 - College extension programs and similar groups which serve district residents

- Recreational programs other than those sponsored by the District
- Community youth groups such as boy and girl scouts

To further assist in the determination of priority status, the District will consider the following:

- Resident groups will have priority over non-resident groups
 - Large groups will have priority over small groups
 - District-wide participation will have priority of smaller and more limited participation
 - Governmental organization will have priority over non-governmental organizations
 - Volunteer groups will have priority over non-volunteer groups.
1. No field or gymnasium may be utilized in a way that creates an unreasonable restriction of use by other groups
 2. Changes in facility use assignments may be made at the sole discretion of the District
 3. Use of school facilities shall be made in a manner that does not conflict with District activities and maintenance schedules
 4. The District reserves the right to set aside or restrict use of a field if conditions warrant
 5. When assigning fields to community groups, the District reserves the right to assign a field that is appropriate for the sport and the season of the field
 6. The District reserves the right to deny the use of any facility or property to any group that has previously misused, abused or misplaced District property
 7. The District reserves the right to deny the use of any facility or property to any group that has previously failed to pay fees for previous facility use or the abuse, misuse or misplacement of District property

Responsibilities of Approved Facility Use Applicants

1. An organization using school facilities shall be responsible for providing adult supervision to ensure the safety of all persons in attendance
2. An organization using school facilities shall be responsible for enforcing all District rules governing the conduct of persons on District property
3. An organization using school facilities shall be responsible for any damage incurred during such use, as reported by the building Principal, Supervisor of Operations or other staff member and may be held financially responsible for required repairs and/or replacements
4. An organization using school facilities shall be responsible for restricting its participants or persons attending the function to using only those facilities designated on the application at the time and date specified

5. An organization using school facilities for activities where admission or other fees are charged may be required to submit to the District a detailed financial statement showing the total receipts and expenses associated with the facility use
6. An organization using school facilities may not sell or serve refreshments without the prior consent of the Supervisor of Operations

Rules for Use

The determination as to whether to issue a permit, revoke a permit, assign specific rooms or fields, etc., shall be at the sole discretion of the District. Organizational use may be cancelled with or without notice on a single or multi-use basis if it will interfere with a designated school group or for any other reason determined to be in the best interests of the District. In addition:

1. The District reserves the right to transfer with or without notice, any activity from one space to another, from one building to another, or cancel the activity completely, for any reason.
2. Outdoor sports, including soccer, lacrosse, softball and baseball cannot practice indoors unless the Director of Athletic deems the activity and equipment being used, safe for District property.
3. Whether or not admission fees are charged, no contribution may be solicited on District grounds unless permission is granted on the permit.
4. The permit is only valid for the time and dates specified on the permit and the purposes specified on the facility use application.
5. Permits are not transferrable.
6. There shall be no gambling, possession, sale or distribution of alcohol or controlled substances at any time in the school buildings or District property.
7. There shall be no smoking on school grounds.
8. There shall be no firearms or weapons on school grounds.
9. No exhibits, posters or other materials shall be displayed on District property without the prior approval of the Supervisor of Operations or building principal.
10. Any facility use fees assessed by the District are due to the District within 30 days of the invoice date.
11. Modifications may not be made to District property or equipment
12. Screws, nails, bolts and other highly adhesive products may not be used on school property.

Schedules and Emergency Closings

Facilities will generally not be available for use during scheduled school holidays and vacations as indicated on the school calendar. In addition, if the schools are closed due to inclement weather or other emergencies, after-school and community activities will automatically be cancelled unless special express approval is obtained from the District.

Appeals

Denials for use of school facilities may be appealed to the Superintendent within five (5) school days of the receipt of the denial. The Superintendent shall have five (5) school days to respond to the appeal. Applicants who have appealed to the Superintendent and are not satisfied with the action taken may appeal to the Board of Education within ten (10) school days of receiving a response from the Superintendent.

Ref: Education Law § 414

Adoption date: April 7, 2010

DISCLOSURE OF WRONGFUL CONDUCT

The Board of Education expects officers, **employees, vendors and members of the community** of the district to fulfill the public's trust and to conduct themselves in an ethical manner, abiding by all district policies and regulations and by all applicable state and federal laws and regulations.

However, when district officers, **employees vendors and members of the community** of the district know or have reasonable cause to believe that instances of wrongful conduct have occurred, they should report such wrongful conduct to the Superintendent of Schools or the Board. For purposes of this policy, examples of "wrongful conduct" include:

- theft of district money, property, or resources;
- misuse of authority for personal gain or other non-district purpose;
- fraud, corruption, conflicts of interest or abuse by another relating to his office or employment
- violations of applicable federal and state laws and regulations; and/or
- serious violations of district policy, regulation, and/or procedure.

Disclosure and Investigation

Employees and officers, **vendors and members of the community** of the district who know or have reasonable cause to believe that wrongful conduct has occurred or is occurring shall report such wrongful conduct to the Superintendent or the Board, if the allegation involves the Superintendent. Upon receiving a report of alleged wrongful conduct, the district shall take prompt steps to conduct an investigation.

The Superintendent or his/her designee or, if the allegation involves a Superintendent, the Board or its designee shall cause a written record to be made of the allegation and an investigation conducted. The Board shall approve the engagement of special counsel, independent auditors or other outside contractors deemed appropriate to assist in the investigation. A report shall be made to the criminal authorities if it is suspected that a crime has been committed.

"Whistleblower" Protections

Employees who have a reasonable belief that the conduct about which he or she complains constitutes a violation of law, rule or regulation by the school district are protected by Section 75-b of the New York State Civil Service Law. Accordingly, the District shall take no action to terminate, otherwise discipline or take any other adverse personnel action against an employee because he or she disclosed information to a governmental body regarding a violation of a law, rule or regulation where the violation:

- 1) creates and presents a substantial and specific danger to the public health or safety; or
- 2) creates and presents a substantial and specific danger to the public health or safety; or

- 3) is one which the employee reasonably believes to be true and reasonably believes constitutes an improper school district action.

Before reporting any such information to another governmental agency, and in order to obtain the protections of Section 75-b of the Civil Service law, an employee must make a good faith effort to provide the Superintendent, or where the allegations involve the Superintendent, the Board of Education, with the information to be disclosed, unless there is imminent and serious danger to public health and safety. This “Whistleblower Protection” shall extend to retaliation consisting of dismissal, other disciplinary action or other adverse personnel action affecting an employee’s compensation, appointment, promotion, transfer, assignment, reassignment or evaluation of performance.

Further protection of a school employee who reports information regarding illegal or inappropriate financial practices shall be accorded the employee pursuant to Section 3028-d of the New York State Education Law. Any employee of the school district, having reasonable cause to suspect that the fiscal practices or actions of an employee or officer of the school district violate any local, state or federal law or rule and regulation, relating to the financial practices of the district and who in good faith reports such information to an official of the school district or the Office of the State Comptroller, the Commissioner of Education or to law enforcement authorities, shall have immunity from any civil liability that may arise from the making of such report. Neither the school district nor its employees or officers shall take request or cause a retaliatory action against any such employee who makes such a report.

Any employee or officer who is concerned that retaliation for providing information regarding wrongful conduct has occurred or is occurring should report this to the Superintendent or the Board.

Dissemination and Review

This policy shall be published in employee handbooks, posted in employee lounges and given to all employees with fiscal accounting and/or money handling responsibilities on an annual basis.

The Superintendent of Schools, the Auditor, the School Attorney and others involved in implementing this policy shall meet with the Board once a year to evaluate the effectiveness of this policy and to make appropriate adjustments, if any, to the policy.

Ref: Civil Service Law §75-b
Education Law §3028-d
Labor Law §740
Garrity v. University at Albany, 301 A.D. 2d 1015 (3rd Dept. 2003)
Matter of Brey v. Bd. of Educ., 245 A.D. 2d (3rd Dept. 1997)

Adoption date: December 9, 2009

**Eastport-South Manor Central School District
CODE OF CONDUCT
INTRODUCTION**

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents/guardians and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board believes that school staff should keep parents and guardians informed of their child's behavior and enlist the parent/guardian as partners in addressing areas of concern.

The Board recognizes that attendance at school is vital to a student's academic progress and success. School personnel must ensure that appropriate outreach, intervention, and support are provided for students who exhibit attendance problems that may manifest themselves as truancy or patterns of unexcused absence or educational neglect.

The district supports and maintains a positive student behavior philosophy through their Positive Behavior Interventions and Supports System (PBIS). The school culture and climate have a profound impact upon students' academic progress and their relationships with peers and adults. Each school is expected to promote a positive school culture that provides students with a supportive environment in which to grow both socially and academically. Social emotional learning is a basic component of a school's program.

In addition, the district follows a progressive discipline system. Understanding discipline as a "teachable moment" is fundamental to a positive approach to discipline. Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching pro-social behavior.

The goal of progressive discipline is prevention of a recurrence of negative behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- understand why the behavior is unacceptable and the harm it has caused;
- understand what they could have done differently in the same situation;
- take responsibility for their actions;

- be given the opportunity to learn pro-social strategies and skills to use in the future; and
- understand the progression of more stringent consequences if the behavior reoccurs.

Determining the Disciplinary Response

School officials must consult this document (the Code of Conduct) when determining which disciplinary measure to impose. In determining how to best address inappropriate conduct, it is necessary to evaluate the totality of the circumstances surrounding the conduct (see policy 5300.50-R)

The following facts must be considered prior to determining the appropriate disciplinary measures:

- student’s age and maturity;
- student’s disciplinary record (including the nature of any prior misconduct, the number of prior instances of misconduct, and the disciplinary and guidance intervention measures applied for each);
- nature, severity, and scope of the behavior;
- circumstances/context in which the conduct occurred;
- frequency and duration of the behavior;
- number of persons involved in the behavior;
- student’s IEP (Individualized Education Plan), BIP (Behavioral Intervention Plan), and/or 504 Accommodation Plan, if applicable. Guidance interventions are an essential adjunct to disciplinary measures.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct 5300.05 .

Unless otherwise indicated, this code applies to all students, school personnel, parents/guardians and other visitors when on school property or attending a school function.

Commented [M1]: This language is somewhat a restatement of language set forth in the Code of Conduct and it can be deleted to avoid any inconsistency.

5300.10

DEFINITIONS

For purposes of this code, the following definitions apply:

"Alcohol" means any alcoholic beverage and/or product containing ethanol.

"Board" refers to the Eastport-South Manor Central School District Board of Education unless otherwise specified.

"Bullying" to force one's way aggressively or by intimidation; systematically and chronically inflicting physical hurt and/or psychological distress on one or more people.

"Controlled substance" means a drug or other substance identified in certain provisions of the Federal Controlled Substance Act specified in both federal and state law and regulations applicable to this policy.

"Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Gender" means actual or perceived sex and shall include a person's gender identity or expression.

"Gender expression" is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

"Gender identity" is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

"Illegal drugs" means controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

"Parent/Guardian" means parent, guardian or person in parental relation to a student.

"School function" means any school-sponsored extra-curricular event or activity.

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law § 142.

"Sexual orientation" means actual or perceived heterosexuality, homosexuality or bisexuality.

"Smoking" means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance, intended for inhalation, including e-cigarettes (including vaping).

"Suspend" means to remove temporarily from a school privilege, classroom instruction and activities and/or functions.

"Tobacco" includes chewing tobacco, snuff, and/or any other similar substance.

"Violent student" means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so, or threatens violence.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so, or threatens violence.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death

Ref: Education Law §§2801; 3214
18 USC §921

Adoption date: _____

Commented [ASD2]: Include an updated adoption date at the end of each policy within the Code of Conduct.

STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under federal and state law and district policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.

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. Learn and abide by district policies, rules and regulations dealing with student conduct.
3. Attend school every day, unless they are legally excused, and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to manage anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems.
9. Dress appropriately for school and school functions.

10. Accept responsibility for their actions.
11. 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.

Adoption date:

ESSENTIAL PARTNERS

Essential Partners are parent/guardian, teachers, student support services personnel and other school staff, principals, superintendent and other administrators, and the Board of Education who, in their roles, help to maintain safe and orderly schools.

A. Parents/Guardian

All parents/guardians are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parent/guardian and the school community and collaborate with the district to optimize their child's educational opportunities.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Ensure their children are dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them so that their children can help create a safe, supportive school environment.
8. Convey to their children a supportive attitude toward education and the district.
9. Build positive, constructive relationships with teachers, other parents/guardian and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

B. Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.
2. Fully prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Maintain confidentiality in conformity with federal and state law.
6. Communicate to students and parents/guardian:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan
7. Communicate regularly with students, parents/guardians and other teachers concerning growth and achievement.
8. Participate in school-wide efforts to provide adequate supervision in all school spaces, in conformity with the Taylor Law.
9. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
10. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

C. Guidance Counselors

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Initiate teacher /student /counselor conferences and parent/guardian teacher/student/ counselor conferences, as necessary, as a way to resolve problems.
4. Regularly review with students their educational progress and career plans.
5. Maintain confidentiality in accordance with federal and state law.
6. Provide information to assist students with career planning.
7. Encourage students to benefit from the curriculum and extracurricular programs.
8. Make known to students and families the resources in the community that are available to meet their needs.
9. Participate in school-wide efforts to provide adequate supervision in all school spaces.
10. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
11. Address personal biases that may prevent equal treatment of all students.

D. Other School Personnel

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national/origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Maintain confidentiality in accordance with federal and state law.
3. Aware and familiar with the code of conduct.
4. Help children understand the district's expectations for maintaining a safe, orderly environment.
5. Participate in school-wide efforts to provide adequate supervision in all school spaces.
6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students.

E. Principals/Administrators

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal/administrators and have access to the principal/administrators for redress of grievances.
3. Maintain confidentiality in accordance with federal and state law.
4. Evaluate on a regular basis all instructional programs to ensure infusion of civility education in the curriculum.
5. Support the development of and student participation in appropriate extracurricular activities.
6. Provide support in the development of the code of conduct, when called upon. Disseminate the code of conduct and anti-harassment policies.
7. Responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
8. Participate in school-wide efforts to provide adequate supervision in all school spaces.
9. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
10. Address personal biases that may prevent equal treatment of all students and staff.

F. The Dignity Act Coordinator(s)

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Oversee and coordinate the work of the district-wide and building-level bullying prevention committees.

3. Identify curricular resources that support infusing civility in classroom instruction and classroom management; and provide guidance to staff as to how to access and implement those resources.
4. Coordinate, with the Professional Development Committee, training in support of the bullying prevention committee.
5. Responsible for monitoring and reporting on the effectiveness of the district's bullying prevention policy.
6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students and staff.

G. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Inform the Board about educational trends relating to student discipline.
3. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
4. Maintain confidentiality in accordance with federal and state law.
5. Work to create instructional programs that minimize incidence of misconduct and are sensitive to student and teacher needs.
6. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
7. Participate in school-wide efforts to provide adequate supervision in all school spaces.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students and staff.

H. Board of Education

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Maintain confidentiality in accordance with federal and state law.
3. Develop and recommend a budget that provides programs and activities that support achievement of the goals of the code of conduct.
4. Collaborate with student, teacher, administrator, and parent/guardian organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
5. Adopt and review at least annually, the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
6. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
7. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
8. Address personal biases that may prevent equal treatment of all students and staff.

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, makeup, and nails, shall:

1. Always be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that certain garments, as identified by school administrators on a case by case basis, such as front plunging necklines, see-through garments and pants that expose your undergarments, are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Exclude the wearing of head coverings in the **school buildings** except for a medical or religious or cultural purpose.
6. **Exclude the wearing of earbuds or headphones, except for instructional purposes.**
7. **All backpacks must be left in the lockers, small bags and string backpacks will be allowed as long as they are small enough to hang on the back of the chair and not drag on the floor, or interfere with the safety of school operations.**
8. Exclude items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
9. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his/her designee shall be responsible for informing all students and their parent/guardian of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

If a teacher believes that a student's dress is inappropriate, he/she will contact a building administrator to seek a determination as to appropriateness of the clothing. Students who violate

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

Ref: Education Law §2801

Appeal of Pintka, 33 EDR 228 (1993)

Tinker v. Des Moines Independent School District, 393 US 503(1969)

Appeal of Parsons, 38 EDR 297 (1998)

Adoption date:

PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

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

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

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

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
 - 1. Running in hallways.
 - 2. Making unreasonable noise.
 - 3. Using language or gestures that are profane, lewd, vulgar or abusive.
 - 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.
 - 7. Computer/electronic communications misuse, 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 (4526.1).

- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct 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 disrespect.
 2. Lateness for, missing or leaving school without permission.
 3. Skipping detention.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
 2. Inappropriate public sexual contact.
 3. Display or use of personal electronic devices, such as, but not limited to, cell phones or any other device, in a manner that is in violation of district policy.
- D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
1. Committing an act of violence (such as hitting, kicking, punching, scratching and spitting) upon a teacher, administrator or other school employee or attempting to do so.
 2. Committing an act of violence (such as hitting, kicking, punching, scratching and spitting) upon another student or any other person lawfully on school property or attempting to do so.
 3. Possessing a weapon. 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.
 4. Displaying what appears to be a weapon.
 5. Threatening to use any weapon.
 6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.

7. Intentionally damaging or destroying school district property.
- E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:
1. 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.
 2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 3. 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.
 4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
 5. Harassment (or Bullying), is the creation of a hostile environment by conduct or threats, intimidation, or abuse. (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 7. Hazing, which includes an induction, initiation or membership process involving harassment (see policy 0115 for a more complete definition).
 8. Selling, using, distributing or possessing obscene material.
 9. Using vulgar or abusive language, cursing or swearing.
 10. Smoking a cigarette, cigar, pipe, electronic cigarette (including vaping), or using chewing or smokeless tobacco.
 11. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or 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, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the

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intended effects and usages, of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.

12. Inappropriately using or sharing prescription and over-the-counter drugs.
 13. Gambling.
 14. Indecent exposure, that is, exposure to sight of the private parts of the body.
 15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.
- G. Engage in any form of academic misconduct. Examples of academic misconduct 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.
- H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or a school function. Such misconduct includes, but is not limited to, threatening or harassing students or school personnel through any means off-campus, including cyberbullying (for a complete definition of harassment, bullying, and cyberbullying refer to policy 0115, Student Harassment and Bullying Prevention and Intervention).

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Adoption date:

CONDUCT REGARDING SOCIAL MEDIA

The following policy aims to offer guidance and direction on students' use of social media. While social media can offer many social, academic and professional benefits, there is an inherent risk attached to its use. The intention of this policy is to make individual students aware of the impact that misuse of social media can have on themselves, their fellow students, members of staff and the school District's reputation. It advocates the use of social media, but encourages a cautious and considered approach, while outlining the standards of conduct expected from students

Expected standards of behavior

- a) Students are personally responsible for what they communicate on or through social media and they must adhere to the standards of behavior set out in this policy and any related policies.
- b) Communications on social media must be respectful at all times and in accordance with this policy. Use of social media must not infringe on the rights, or privacy of other students, or staff and students must not make ill-considered comments or judgments about other students, staff or third parties.
- c) All use of social media must comply with the District's policies, including:
 - Code of Conduct, Policy 5300
 - Student Harassment and Bullying Prevention and Intervention 0115.1
 - Dignity for all Students Act, (DASA) Policy 5300.85
 - Social Media and Digital Communication Policy for Staff, Policy 9121
 - Internet Safety Acceptable Use Policy, Policy 4526

The following non-exhaustive list may be, according to the circumstances, considered unacceptable nature and should never be posted:

- a) confidential information (which may include research not yet in the public domain, information about fellow students or staff or personnel matters, non-public or not yet approved documents or information);
- b) details of complaints and/or legal proceedings/potential legal proceedings involving the District;
- c) personal information about another individual, including contact information, without their express permission;
- d) comments posted using fake accounts or using another person's name without their consent;
- e) material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity;

- f) any other posting that constitutes a criminal offence;
- g) anything which may bring the District into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff and those connected with the District
- h) The District has well-established ways for students to raise any dissatisfaction or concerns that they may have such as the Student Complaint DASA Form. DASA complaints must be filed through the District's DASA Student Reporting Complaint Procedures and not through social media.

1. Roles and responsibilities

- a) All students are responsible for:
 - ensuring that any use of social media is carried out in line with this and other relevant policies;
 - informing the relevant staff member(s) when an institutional account is to be used;
 - reporting any incidents or concerns in line with section any of the District's polices

1. Incidents and response

- a) Where a breach of this policy is reported, the District will review the circumstances and decide on the most appropriate and proportionate course of action.
- b) Where students are in receipt of any content considered to be in breach of this policy, it should be reported to the District via their school.

2. Consequences of a breach of this policy

- a) Any breach of this policy may result in disciplinary action up to and including suspension and or report the local law enforcement authorities.
- b) Any disciplinary action will be taken in accordance with the procedures outlined in the Code of Conduct.
- c) Disciplinary action may be taken regardless of when the breach is committed and regardless of whether any District equipment or facilities are used in committing the breach.

- d) Where conduct may be illegal criminal offence, the District may report the matter to the police. Beyond that, any member of staff, student or third party may pursue legal action against you, if they choose to do so.

5300.35

REPORTING VIOLATIONS

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, security guard, the principal, the principal's designee or the Superintendent of Schools.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent/guardian of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made.

The notification must identify the student and explain the conduct that violated the Code and constituted a crime.

Ref: Education Law § 3214

Adoption date:

DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. Student's age.
2. Nature of the offense and the circumstances, which led to the offense.
3. Student's prior disciplinary record.
4. Effectiveness of other forms of discipline.
5. Information from parent/guardian, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. However, in the event a student's behavior is judged to be a potential health or safety threat to self or others, a more severe penalty may be imposed.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability, unless the discipline is consistent with the student's individualized education plan (IEP).

A. PENALTIES

Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning - any member of the district staff.
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, teaching assistants, building administrators and superintendent.
3. Written notification to parents or guardians – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, teaching assistants building administrators and superintendent.
4. Detention - teachers, building administrators and superintendent.
5. Suspension from transportation - building administrators, transportation and superintendent.
6. Suspension from athletic participation - coaches, building administrators, superintendent.
7. Suspension from social or extracurricular activities – activity directors, teachers, club advisors, coaches, building administrators and superintendent.
8. Suspension of other privileges building administrators and superintendent.
9. In-school suspension - building administrators and superintendent.
10. Removal from classroom - teachers, building administrators and superintendent.
11. Short-term (five days or less) suspension from school - building administrators, superintendent, and the Board of Education.
12. Long-term (more than five days) suspension from school - Superintendent of Schools, the Board of Education.
13. Permanent suspension from school – Superintendent of Schools, the Board of Education.

B. PROCEDURES

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents/guardians are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention

Teachers, building administrators, and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent/guardian has been notified to confirm that there is no parent/guardian objection to the penalty and the student has appropriate transportation home following detention.

2. Suspension from Transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building administrators, principal, transportation supervisor, the superintendent or his/her designee.

In such cases, the student's parent or guardian will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent/guardian will be provided with a reasonable opportunity for an informal conference with the principal or the principal's designee to discuss the conduct and the penalty involved.

From time to time, general behavior problems occur on buses requiring action of the parent/guardian, in addition to the bus driver and the administration. Specifically, reference is made, but not limited to, such offenses as student:

1. fighting
2. threatening, harassing or bullying behavior
3. placing arms and head out of window
4. throwing objects such as books and papers
5. smoking/lighting of matches
6. setting off fireworks of any kind
7. using abusive language
8. exhibiting gross behavior that interferes with the safe driving of the vehicle, including horseplay and frequently changing of seats
9. unauthorized blocking of entrance and/or exits
10. vandalism
11. insubordination

NOTE: Students may be permitted to take instruments on school buses as long as the instruments are not put in the aisle or block the front entrance or emergency exit.

In any of the above situations, the following standing orders will be in effect:

1. The driver should pull over to the side of the road, stop the bus, and determine which student or students are involved in the problem.
2. The driver will advise the student or students of the misconduct and apprise those who will be reported to the principal at the conclusion of the run.
3. The driver will continue with the run; however, if the behavior problem continues and the driver determines that he/she cannot safely operate the vehicle any longer, he/she will return to the school by the nearest direct route with all students aboard. At no time should anyone be allowed to leave the bus.
4. Upon arrival at the school, the bus driver will have a building administrator summoned to the bus, making certain not to leave the bus until a principal or

building administrator arrives. It should be noted that the driver makes no comment or threat involving suspension or disciplinary action.

5. The building administrator will escort all the misbehaving students to the office; then the driver will provide, as expeditiously as possible, full documentation of what has occurred. A report form should subsequently be completed and submitted to the transportation supervisor.
6. The principal should contact the transportation office to arrange for transportation from the school to home or other destination for the apprehended student.
7. The driver, with remaining students aboard, will continue on the appointed run.
8. If necessary, drivers will notify the transportation office of stops where students have not been dropped off due to the necessity of returning to the school. **It should be noted that returning a bus to school prior to the completion of all stops is a serious matter and is appropriate only when the driver cannot fulfill his/her responsibilities due to disruption on the bus.**

With regard to special education students who receive special transportation and are students who are serviced within self-contained classes, the law requires that special education students cannot be suspended based upon the exhibition of behaviors related to his/her disability. Therefore, a special education student cannot be suspended from bus transportation because his or her disability manifests in behavioral problems. Consequently, where a special education student's disability endangers the welfare of other students and/or himself/herself, the district must provide alternate means of transportation. The building principal will consult with the Director of Special Education to determine if the behaviors warrant disciplinary action or is related to the child's disability.

A letter should be written by the building administrator to the parent/guardian notifying him/her of appropriate action.

3. Suspension from Athletic Participation, Extra-Curricular Activities and Other Privileges

A student subjected to a suspension from athletic participation, extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent/guardian will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

4. In - School Suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes the superintendent, principals, and building administrators to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension." The in-school suspension teacher will be a certified teacher.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent/guardian will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

Students may be assigned to in-school suspension for a specified period of time. Students may not attend classes during this time unless a special request is made by a teacher and that the request is approved by an administrator.

1. At the discretion of the principal or his/her designee, a student who would otherwise be subject to a suspension from attendance as the result of a disciplinary infraction may be placed on in-school suspension for a period not to exceed five (5) school days.
2. Prior to the imposition of an in-school suspension, the principal or his/her designee shall provide the student with an opportunity to explain the facts and circumstances surrounding the alleged infraction leading to the imposition of an in-school suspension.
3. Upon imposition of an in-school suspension, the student's parent/guardian shall be notified in writing of the dates of the suspension and the reasons thereof. The parent/guardian shall be given an opportunity for a conference with the principal or his/her designee.
4. The student's teachers will be notified in writing that assignments for the period of suspension should be sent to the suspension room.
5. The suspended student shall report to the suspension room at the beginning of the next school day following the imposition of a suspension.
6. The student will remain in the suspension room during the full school day. He/She must be prepared to work the entire day.
7. The suspension room will retain an atmosphere of quiet, conducive to study with strict rules of behavior.
8. The suspension teacher will enforce the rules of behavior in the suspension room and will render tutorial assistance where possible. If necessary, the subject teacher will be contacted for assistance.
9. Completed assignments will be turned in to the suspension teacher.
10. Failure to conform to these regulations will result in mandated detention, extended in-school suspension or out-of-school suspension.

5. Teacher Disciplinary Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrators office; (2) sending a student into the hallway briefly; (3) sending a student to the principal's office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

The teacher must complete a district-established disciplinary removal form and meet with the principal or his/her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee(s) is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the principal or another district administrator designated by the Principal must notify the student's parent/guardian, in writing, that the student has been removed from class and why. The notice must also inform the parent/guardian that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parent/guardian. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parent/guardian.

The principal may require the teacher who ordered the removal to attend the informal conference.

If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parent/guardian a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent/guardian and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

- Charges against the student are not supported by substantial evidence.
- Student's removal is otherwise in violation of law, including the district's Code of Conduct.
- Conduct warrants suspension from school pursuant to Education Law § 3214 and a suspension will be imposed.

The principal or his/her designee may overturn a removal at any point between receiving the referral form issued by the teacher at the close of business on the day following the 48-hour period for the informal conference. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom. See in-school suspension section of this code and policy #1741, Home Instruction.

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Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

6. Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the principals.

Any staff member may recommend to the superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension. The superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short term (five days or less) Suspension from School

When the superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law § 3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parent/guardian in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parent/guardian. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parent/guardian.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parent/guardian of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parent/guardian. At the conference, the parent/guardian shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parent/guardian in writing of his or her decision. The principal shall advise the parent/guardian that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within ten (10) business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parent/guardian are not satisfied with the superintendent's decision, they must file a written appeal to the Board of Education with the District Clerk within 10 business days of the date of the superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

b. Long term (more than five days) Suspension from School

When the superintendent determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parent/guardian of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, at his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board of Education, which will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within thirty (30) days of the date of the Superintendent's decision, unless the parent/guardian can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within thirty (30) days of the Board's decision.

c. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

d. Procedure after suspension

The Board may condition a student's early return from a suspension on the student's voluntary participation in counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and parent/guardian agrees to this option, the terms and conditions shall be specified in writing.

C. MINIMUM PERIODS OF SUSPENSION

1. Students who bring or possess a weapon on school property

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law § 3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

1. student's age.
2. student's grade in school.
3. student's prior disciplinary record.
4. the belief that other forms of discipline may be more effective.
5. input from parent/guardian, teachers and/or others.
6. other extenuating circumstances.

A student with a disability may be suspended in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing or possessing a weapon on school property

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parent/guardian will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent/guardian will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the

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minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom

Any student, other than a student with a disability, who is repeatedly substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214(3-a) and this code on four or more occasions during a semester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent/guardian will be given the same notice and opportunity for an informal conference given to all students subject to a short term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent/guardian will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Commented [ASD7]: The discipline for this violation has been increased from two to five days as recommended by NYSSBA's sample policy.

D. REFERRALS

1. Counseling

The Guidance Office shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.

- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42).
- c. The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

Cross Ref: 1741, Homebound Instruction
Ref: Education Law §§2801; 3214
NYCRR 100.2(1)(2)(ii)(m)
Penal Law §§220.00 (140); 221.05; 265 Criminal
Procedure Law §§1.20; 1.20(42)

Adoption date:

5300.45

ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law § 3214, the district will take immediate steps to provide alternative means of instruction for the student. The Board of Education expects students, administrators, teachers and parent/guardian to make every effort to maintain student academic progress in the event of removal or suspension, and support student re-entry to the classroom at the conclusion of the disciplinary action.

Cross-ref: 4327, Homebound Instruction

Adoption date:

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior and/or to temporarily remove a student with disabilities from his or her current placement because maintaining the student in that placement is substantially likely to result in injury to the student or to others.

The Board also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York's Education Law are entitled to certain procedural protections whenever school authorities intend to impose discipline upon them. Under certain conditions those protections extend to students not currently deemed to be a student with a disability but determined to be a student presumed to have a disability for discipline purposes. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

Definitions

For purposes of this portion of the Code of Conduct, and consistent with applicable law and regulations, the following definitions will apply:

Behavior Intervention Plan (BIP): A plan that is based on the results of a functional behavioral assessment and that, at a minimum, includes a description of the problem behavior, global and specific hypotheses as to why the problem behavior occurs, and intervention strategies that include positive behavioral supports and services to address the behavior.

Controlled substance: A drug or other substance identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. section 812[c]) (United States Code).

Disciplinary change in placement: a suspension or removal from a student's current educational placement that is either:

- (1) for more than 10 consecutive school days; or
- (2) for a period of 10 consecutive days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year; because the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and because of such additional factors as the length of each suspension or removal, the total amount of time the student has been removed and the proximity of the suspensions or removals to one another. The school district determines on a case-by-case basis whether a pattern of removals constitutes a change of placement.

Illegal drugs: A controlled substance, but does not include a controlled substance legally possessed or used under the supervision of a licensed health-care professional or a substance that is otherwise legally possessed or used under the authority of the Controlled Substances Act or under any other provision of Federal law.

Interim alternative education setting (IAES): A temporary educational placement, other than the student's current placement at the time the behavior precipitating the IAES placement occurred. A student who is placed in an IAES shall:

- (1) continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP; and
- (2) receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

Manifestation review: A review of the relationship between the student's disability and the behavior subject to disciplinary action required when the disciplinary action results in a disciplinary change of placement, and conducted in accordance with requirements set forth later in this policy.

Manifestation team: a district representative knowledgeable about the student and the interpretation of information about child behavior, the parent/guardian, and relevant members of the committee on special education as determined by the parent/guardian and the district.

Removal:

- (1) A removal of a student with a disability for disciplinary reasons from that student's current educational placement, other than a suspension; and

- (2) The change in placement of a student with a disability to an IAES.

School day: Any day, including a partial day that students are in attendance at school for instructional purposes.

Serious bodily injury: An injury, which involves a substantial risk of death, extreme physical pain, protracted obvious disfigurement or the protracted loss or impairment of the function of a bodily member, organ or mental faculty.

Student presumed to have a disability for discipline purposes: A student who, under the conditions set forth later in this policy, the district is deemed to have had knowledge was a student with a disability before the behavior that precipitated the disciplinary action.

Suspension: a suspension pursuant to §3214 of New York's Education Law.

Weapon: The same as the term “dangerous weapon” under 18 U.S.C. Section 930(g)(2) which includes a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half inches in length.

Authority of School Personnel to Suspend or Remove Students with Disabilities

The Board, Superintendent of Schools or a building principal with authority to suspend students under the Education Law may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days.

The superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed ten consecutive school days inclusive of any period in which the student has been suspended or removed for the same behavior pursuant to the above paragraph, if the superintendent determines that the student's behavior warrants the suspension. The superintendent also may order additional suspensions of not more than ten consecutive school days in the same school year for separate incidents of misconduct, as long as the suspensions do not constitute a disciplinary change of placement. In addition, the superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for a period in excess of ten consecutive school days if the manifestation team determines that the student's behavior was not a manifestation of the student's disability. In such an instance, the superintendent may discipline the student in the same manner and for the same duration as a non-disabled student. Furthermore, the superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability to an IAES to be determined by the committee on special education for a period of up to 45 school days if the student either:

1. Carries or possesses a weapon to or at school, on school premises or to a school function; or

2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function under the district's jurisdiction; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function under the district's jurisdiction.

The superintendent may order the placement of a student with a disability to an IAES under such circumstances, whether or not the student's behavior is a manifestation of the student's disability. However, the Committee on Special Education will determine the IAES.

Procedures for the Suspension or Removal of Students with Disabilities by School Personnel

1. In cases involving the suspension or removal of a student with a disability for a period of five consecutive school days or less, the student's parent/guardian or persons in parent/guardian relation to the student will be notified of the suspension and given an opportunity for an informal conference in accordance with the same procedures that apply to such short term suspensions of non-disabled students.
2. The suspension of students with disabilities for a period in excess of five school days will be subject to the same due process procedures applicable to non-disabled students, except that the student disciplinary hearing conducted by the superintendent or a designated hearing officer shall be bifurcated into a guilt phase and a penalty phase. Upon a finding of guilt, the superintendent or the designated hearing officer will await notification of the determination by the manifestation team as to whether the student's behavior was a manifestation of his or her disability. The penalty phase of the hearing may proceed after receipt of that notification. If the manifestation team determined that the behavior was not a manifestation of the student's disability, the student may be disciplined in the same manner as a non-disabled student, except that he or she will continue to receive services as set forth below. However, if the behavior was deemed a manifestation of the student's disability, the hearing will be dismissed, unless the behavior involved concerned weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, in which case the student may still be placed in an IAES.

Limitations on Authority of School Personnel to Suspend or Remove Students with Disabilities

The imposition of a suspension or removal by authorized school personnel may not result in a disciplinary change of placement of a student with a disability that is based on a pattern of suspensions or removals as set forth above in the *Definitions* sections of this policy, unless:

1. The manifestation team determined that the student's behavior was not a manifestation of the student's disability, or
2. The student is removed to an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury as set forth above.

School personnel will consider any unique circumstances on a case-by-case basis when determining whether a disciplinary change in placement is appropriate for a student with a disability who violates the district's Code of Conduct.

In addition, school personnel may not suspend or remove a disability in excess of the amount of time that a non-disabled student would be suspended for the same behavior.

Parental/Guardianship Notification of a Disciplinary Change of Placement

The district will provide the parent or guardian of a student with a disability notice of any decision to make a removal that constitutes a disciplinary change of placement because of a violation of the student Code of Conduct. Such notice shall be provided no later than the date on which a decision is made to change the placement of a student with a disability to an IAES or pursuant to the authority of an Impartial Hearing Officer as set forth above, or a decision is to impose a suspension or removal pursuant to this section that constitutes a disciplinary change in placement. The parent/guardian shall be notified of such decision and shall be provided with the procedural safeguards approved by the State Education Department.

Authority of an Impartial Hearing Office to Remove a Student with a Disability

An impartial hearing officer may order the placement of a student with a disability to an IAES for up to 45 school days at a time if he or she determines that maintaining the current placement of a student is substantially likely to result in injury to the student or to others. This authority applies whether or not the student's behavior is a manifestation of the student's disability.

Manifestation Review

- a) General requirement for manifestation review. A review of the relationship between the student's disability and the behavior subject to disciplinary action to determine if the conduct is a manifestation of the disability must be made immediately, if possible, but in no case later than 10 school days after:
 - (1) A decision is made by a Superintendent of Schools to change the placement of a student to an IAES; or
 - (2) A decision is made by an impartial hearing officer to place a student in an IAES; or

- (3) A decision is made by the Board of Education, Superintendent of Schools, or building principal to impose a suspension that constitutes a disciplinary change in placement
- (b) Individuals to carry out review. A review described in subdivision (a) of this section shall be conducted by a manifestation team in a meeting, which shall include a representative of the school district knowledgeable about the student and the interpretation of information about child behavior, the parent/guardian and relevant members of the CSE as determined by the parent/guardian and the school district. The parent/guardian must receive written notification prior to any manifestation team meeting to ensure that the parent/guardian has an opportunity to attend. The notification shall inform the parent/guardian of the purpose of the meeting, the names of the individuals expected to attend and inform the parent/guardian of his or her right to have relevant members of the CSE participate at the parent/guardian's request.
 - (c) Conduct of review. The manifestation team shall review all relevant information in the student's file including the student's IEP, any teacher observations, and any relevant information provided by the parent/guardian to determine if:
 - (1) The conduct in question was caused by or had a direct and substantial relationship to the student's disability; or
 - (2) The conduct in question was the direct result of the school district's failure to implement the student's IEP.
 - (d) Determination.
 - (1) The conduct must be determined to be a manifestation of the student's disability if the manifestation team determines that a condition in either paragraph (c)(1) or (2) of this section was met.
 - (2) If the manifestation team determines that the conduct was a manifestation of the student's disability, the CSE shall:
 - (i) Conduct a functional behavioral assessment and implement a behavioral intervention plan for such student in accordance with section 201.3 of the Regulations of the Commissioner of Education; and
 - (ii) Except as provided in section 201.7(e) of the Regulations of the Commissioner of Education, return the student to the placement from which the student was removed, unless the parent/guardian and the school district agree to a change of placement as part of the modification of the behavioral intervention plan.

- (c) Deficiencies in IEP. If the manifestation team determines the conduct in question was the direct result of the school district's failure to implement the IEP, the school district must take immediate steps to remedy those deficiencies.

Services for Students with Disabilities during Periods of Suspension or Removal

Students with disabilities who are suspended or removed from their current educational setting in accordance with the provisions of this policy and applicable law and regulation will continue to receive services as follows:

- (a) During suspensions or removals for periods of up to 10 school days in a school year that do not constitute a disciplinary change in placement, students with disabilities of compulsory attendance age shall be provided with alternative instruction pursuant to Education Law, section 3214(3)(e) on the same basis as non-disabled students. Students with disabilities who are not of compulsory attendance age shall be entitled to receive services during such suspensions only to the extent that services are provided to non-disabled students of the same age who have been similarly suspended.
- (b) During subsequent suspensions or removals for periods of 10 consecutive school days or less that in the aggregate total more than 10 school days in a school year but do not constitute a disciplinary change in placement, regardless of the manifestation determination, students with disabilities shall be provided with services necessary to enable the student to continue to participate in the general education curriculum and to progress toward meeting the goals set out in the student's IEP and to receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications that are designed to address the behavior violation so it does not recur. School personnel, in consultation with at least one of the student's teachers, shall determine the extent to which services are needed, so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress in meeting the goals set out in the student's IEP.
- (c) During suspensions or other disciplinary removals for periods in excess of 10 school days in a school year which constitute a disciplinary change in placement, including placement in an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, students with disabilities shall be provided with services necessary to enable the student to continue to participate in the general education curriculum, to progress toward meeting the goals set out in the student's IEP, and to receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications that are designed to address the behavior violation so it does not recur. The IAES and services shall be determined by the CSE.

Students Presumed to Have a Disability for Discipline Purposes

- (a) General provision. The parent/guardian of a student who has violated any rule or code of conduct of the school district and was not identified as a student with a disability at the time of such behavior may assert any of the protections set forth in this policy, if the school district is deemed to have had knowledge as determined in accordance with subdivision (b) below, that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.
- (b) Basis of knowledge. Except as otherwise provided in subdivision (c) of this section, a school district shall be deemed to have knowledge that such student had a disability if prior to the time the behavior occurred:
 - (1) The parent/guardian of such student has expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency or to a teacher of the student that the student is in need of special education, provided that such expression of concern may be oral if the parent/guardian does not know how to write or has a disability that prevents a written statement; or
 - (2) The parent/guardian of the student has requested an evaluation of the student; or
 - (3) A teacher of the student, or other personnel of the school district, has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the director of special education of the school district or to other supervisory personnel of the school district.
- (c) Exception. A student is not a student presumed to have a disability for discipline purposes if, as a result of receiving the information specified in subdivision (b) of this section:
 - (1) The parent/guardian of the student has not allowed an evaluation of the student; or
 - (2) The parent/guardian of the student has refused services; or
 - (3) It was determined that the student is not a student with a disability.
- (d) Responsibility for determining whether a student is a student presumed to have a disability. If it is claimed by the parent/guardian of the student or by school district personnel that the school district had a basis for knowledge, in accordance with paragraph (b) above, that the student was a student with a disability prior to the time the behavior subject to disciplinary action occurred, it shall be the responsibility of the Superintendent of Schools, building principal or other school official imposing the suspension or removal to determine whether the student is a student presumed to have a disability.

- (e) Conditions that apply if there is no basis for knowledge. If the Superintendent of Schools, building principal or other school official imposing the disciplinary removal determines that there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other nondisabled student who engaged in comparable behaviors. However, if a request for an individual evaluation is made while such nondisabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted in accordance with 201.6 of the Commissioner's Regulations. Until the expedited evaluation is completed, the student shall remain in the educational placement determined by the district which can include suspension.

Expedited Due Process Hearings

The district will arrange for an expedited due process hearing upon receipt of or filing of a due process complaint notice for such a hearing by:

1. The district to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement;
2. The district during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings;
3. The student's parent/guardian regarding a determination that the student's behavior was not a manifestation of the student's disability; or
4. The student's parent/guardian relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

The district will arrange for, and an impartial hearing officer will conduct, an expedited due process hearing in accordance with the procedures established in Commissioner's regulations. Those procedures include but are not limited to convening a resolution meeting, and initiating and completing the hearing within the timelines specified in those regulations.

When an expedited due process hearing has been requested because of a disciplinary change in placement, a manifestation determination, or because the district believes that maintaining the student in the current placement is likely to result in injury to the student or others, the student will remain in the IAES pending the decision of the impartial hearing officer or until the expiration of the period of removal, whichever occurs first unless the student's parent/guardian and the district agree otherwise.

Referral to Law Enforcement and Judicial Authorities

Consistent with its authority under applicable law and regulations, the district will report a crime committed by a student with a disability to appropriate law enforcement and judicial authorities. In such an instance, the superintendent will ensure that copies of the special education and

disciplinary records of the student are transmitted for consideration to the appropriate authorities to whom the crime is reported, to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

Ref: NY Education Law § 3214(g)

8 NYCRR Part 201 Adoption date:

5300.55

CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. protect oneself, another student, teacher or any person from physical injury;
2. protect the property of the school or others; or
3. restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

Investigation of Complaints

Any complaint about the use of corporal punishment shall be submitted in writing to the Superintendent of Schools. The superintendent or his/her designee shall investigate the complaint to determine whether an incident actually took place, and if so, to determine the identity of the person or persons who administered the punishment, the identity of the student or students punished, reasons for the action and any other relevant facts or circumstances. The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

Ref: 8 NYCRR 100.2

Rules of the Board of Regents § 19.5

Adoption date:

5300.60

STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent/guardian before questioning the student. However, school officials will tell all students why they are being questioned.

The Board authorizes the Superintendent of Schools, building principals, building administrators, the school nurse and district security officials to conduct searches of students and their belongings, in most instances, with exceptions set forth below in A. and B., if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks, School District Issued Laptops and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks, school district issued laptops 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, school district issued laptops 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.

B. Strip searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the student or others.

The District shall determine on a case-by-case basis the appropriate sex of the authorized school official or employee who shall conduct a strip search, after considering gender and any other relevant issues. Strip searches shall be conducted in the presence of another District professional employee who is of the same sex as the official or employee conducting the search.

In every case, the school official conducting a strip search must have reasonable suspicion to believe the student is concealing evidence of a violation of law or the district code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record, the quality of the knowledge that lead to the reasonable suspicion and the need for such a search.

Commented [M8]: District should determine whether it would like to require the higher standard of "probable cause"

School officials will attempt to notify the student's parent or guardian by telephone before conducting a strip search, or in writing after the fact if the parent/guardian could not be reached by telephone.

C. Treatment of cell phones, laptops or other personal devices

Teachers and administrators are authorized to confiscate student cell phones, laptops or other personal devices that are being used in violation of the code of conduct and/or policy 4526.1, Student Use of Electronic Devices. Teachers and administrators are permitted to look at the screen of the cell phone and can request the student's cooperation to search the cell phone, laptops or other personal devices further. Without a student's permission, teachers and administrators should not undertake a more extensive search until conferring with the superintendent or school attorney for guidance.

D. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what items(s) were found).
10. Disposition of items found.
11. Time, manner and results of parent/guardian notification.

The principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

E. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function.

Before police officials are permitted to question or search any student, the principal or his or her designee shall first try to notify the student's parent/guardian to give the parent/guardian the opportunity to be present during the police questioning or search. If the student's parent/guardian cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted, unless the student is 16 years of age or older. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

F. Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers, or members of a multi-disciplinary team accompanying such workers, who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to principal or his or her designee. The principal or designee shall set the time and place of the interview. The principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. In any situation in which a student is required to remove his or her clothing, the District shall determine, on a case-by-case basis, the appropriate sex of a child protective services worker or school official or employee who shall be present, after considering gender and any other relevant issues.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if not he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent/guardian's consent.

Cross-ref: 4526.1, Internet Safety Acceptable Use Policy

Ref: *Safford Unified School District #1 et al. v. Redding*, 129 S. Ct. 2633 (2009)
VassaDo v. Lando, 591 F.Supp.2d 172 (E.D.N.Y. (2008)
Phaneufv. Fraikin 448 F.3M 591 (2006)
New Jersey v. TLO, 469 U.S. 325 (1985)
In re Gregory, 82 N.Y.2d 588 (1993)
People v. Scott D., 34 N.Y.2d 483 (1974)
People v. Singletary, 37 N.Y.2d 310 (1975)
People v. Overton, 20N.Y.2d 360 (1969)
M.M. v. Anker, 607 F.2d 588 (2d Cir. 1979)
Opinion of Counsel, 1 EDR 800 (1959)

Adoption date:

5300.65

VISITORS TO THE SCHOOLS

The Board encourages parents/guardians and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, certain limits must be set for such visits. The principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. During the school day, all visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office and sign out of the visitor's register before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parent/guardian or citizens who wish to observe a classroom while school is in session are required to request such visits in advance with a building administrator and the classroom teacher(s), so that class disruption is kept to a minimum. Parent/guardian visits to classrooms are inherently disruptive and will be permitted only as deemed necessary.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

Adoption date:

5300.70

PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including the students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.
16. Smoke a cigarette, cigar, pipe, electronic cigarette (including vaping), or use chewing or smokeless tobacco.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection. Visitors may also be subjected to a temporary ban from district property.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law § 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The principal or his/her designee shall be responsible for enforcing the conduct required by this code.

When the principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

5300.75

CODE OF CONDUCT DISSEMINATION AND REVIEW

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of an age-appropriate, written in plain language, summary of the code to all students at an assembly to be held at the beginning of each school year.
2. Providing a plain language summary to all parents/guardians at the beginning of the school year, and thereafter on request.
3. Posting the complete code of conduct on the district's website.
4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current code of conduct when they are first hired.
6. Making copies of the complete code available for review by students, parents/guardians and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students. On-going professional development will be included in the district's professional development plan, as needed.

B. Review of Code of Conduct

The Board will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents/guardians, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner of Education, in a manner prescribed by the Commissioner, no later than 30 days after adoption.

Adoption date:

5300.80

Dignity for All Students Act

The Dignity for All Students Act requires school districts to put in place procedures for the creation of school environments free of discrimination and harassment.

Any type of harassment on school property and at school functions is prohibited. 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. It also includes conduct, verbal threats, intimidation or abuse that reasonably cause or would reasonably be expected to cause a student to fear for his/her physical safety. The district is committed to promoting a nurturing school culture that promotes positive interpersonal and intergroup relations and respect for diversity among students and between students and staff, providing all students with a supportive and safe environment in which to grow and thrive academically and socially.

The Dignity for All Students Act prohibits the following:

1. Student harassment by school employees or students on school property or at a school function. This prohibition extends to cyber bullying; verbal or written threats through any form of electronic communication such as email, chat room, discussion group, instant messaging, or social networking sites on or off school property.
2. Student discrimination by school employees or students based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Reporting Discrimination or Harassment

Any person who has or learns of an incident of bullying, harassment or discrimination against a student should report it to the Dignity Act Coordinator of the building in which the act took place.

Any person having reasonable cause to suspect that a student has been subjected to discrimination or harassment, who acts reasonably and in good faith in reporting such information or initiates informal or formal proceedings, has immunity from any civil liability that may arise. No school employee may take, request or cause retaliatory action against a person who, acting reasonably and in good faith, makes a report or initiates informal or formal proceedings.

Requirements of School Districts

1. The Eastport-South Manor Central School District is committed to creating environments that are free from discrimination and harassment.
2. A copy of the anti-bullying and harassment policy is available at your child's school.
3. Trained professionals in each building support programs to discourage discrimination and harassment. Furthermore, guidelines are designed to:
 - Raise awareness and sensitivity of school employees to potential discrimination or harassment
 - Enable employees to prevent and respond to discrimination
 - Support the development of non-discriminatory instructional and counseling methods
4. Members of each school's staff will be trained to handle human relations in the areas of discrimination and harassment. In the district, the team consists of the Dignity Act Coordinators, School Psychologists and principals.

If you or anyone you know has knowledge of discrimination or harassment, please contact the building principal of your child's school. For further information, please refer to the following resources: Board Policy Number 0115: Student Harassment and Bullying Prevention and Intervention.

The New York State Education Department's Dignity for All Students Act website:

<http://www.p12.nysed.gov/dignityact>

<http://www.stopbullying.gov>

New York State Education Law Article 2 sections (10-18)

Adoption date:

PURCHASING REGULATION

The following sets forth the procedures for the procurement of goods and services by the district:

I. Definitions

Best value: optimizing quality, cost and efficiency among responsive and responsible offerors. The basis for best value shall reflect, whenever possible, objective and quantifiable analysis, and may also take into consideration small businesses or certified minority- or women-owned businesses as defined in State Finance Law § 163.

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies or equipment. For purposes of best value awards, the term “purchase contract” includes contracts for service work but excludes contracts necessary for the completion of a public works contract covered by the prevailing wage provisions of Article 8 of the N.Y.S. Labor Law.

Public Work Contract: a contract involving services, labor or construction

Responsive offeror: for purposes of best value awards, a responsive offeror is an offeror meeting the minimum specifications established by the District in its competitive offering.

II. General Municipal Law

The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids, or, in the case of purchase contracts only, awarded on the basis of best value among responsive and responsive offerors pursuant to a competitive offering. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

III. Competitive Bidding Required

A. Method of Determining Whether Procurement is Subject to Competitive Bidding

1. The district will first determine if the proposed procurement is a purchase contract or a contract for public work.

2. If the procurement is either a purchase contract or a contract for public work, the district will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The district will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.
4. All advertised bids shall include the following statement required by General Municipal Law 103-g: “By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.”

B. Contract Combining Professional Services and Purchase

In the event that a contract combines the provision of professional services and a purchase, the district, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

C. Opening and Recording Bids; Awarding Contracts

The Purchasing Agent will be authorized to open and record bids. Contracts will be awarded to the lowest responsible bidder or a purchase contract bid of best value, (as recommended by the Purchasing Agent), who has furnished the required security after responding to an advertisement for sealed bids.

Where the basis for award is best value, the Purchasing Agent shall document in the procurement record and in advance of the initial receipt of offers, the determination of the evaluation criteria, which, whenever possible, shall be objective and quantifiable (such as a cost-benefit analysis), as well as the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted. The basis for awarding the contract may identify a quantitative factor for offerors that are small businesses or certified minority- or women-owned business enterprises as defined in subdivisions one, seven, fifteen, and twenty of Executive Law § 310 to be used in evaluation of offers for awarding of contracts for services. Best value specifications

should describe the general manner in which the evaluation and award of offers will be conducted and, as appropriate, identify the relative importance or weighting of non-price factors. In evaluating and determining to accept a higher priced offer, a cost-benefit analysis should generally be used and documented to show quantifiable value or savings from non-price factors that offset the price differential of the lower price offers.

In order to be considered a responsible bidder, entities must certify that they are not on the list created and maintained by the State Office of General Services cataloging significant investment in the Iranian energy sector. Such statement may be submitted electronically pursuant to General Municipal Law §103(1). Where an entity cannot make such a certification, the entity must furnish with its bid a signed statement which sets forth in detail the reasons why it cannot make the necessary certification.

Entities that cannot make this certification may, on a case-by-case basis, be awarded the bid only if:

1. The entity's investment activities in Iran were made before April 12, 2012; the investment activities in Iran have not been expanded or renewed after that date; and the entity has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The district makes a determination, in writing, that the goods or services are necessary for the district to perform its functions and that, absent such an exemption, the district would be unable to obtain the goods or services for which the contract is offered.

D. Documentation of Competitive Bids

The district will maintain proper written documentation which will set forth the method in which it determined whether the procurement is a purchase or a public work contract.

Proper written documentation will also be required when a contract is not awarded to the vendor submitting the lowest quote, setting forth the reasons therefore. That vendor may be given an opportunity to defend his product and/or reputation before the Board of Education.

A quote which exceeds the bid limit will be awarded only when such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal

Law. The district will provide justification and documentation of any such contract awarded.

(The vendor) will keep accurate and complete accounting records. Upon no less than ten days written notice and no more than once per fiscal year, Eastport-South Manor Schools may audit or use a reputable accounting firm to audit, the (the vendor)'s records relating to its performance under this Agreement.

Costs of any audits conducted under the authority of this right to audit and not addressed elsewhere will be borne by Eastport-South Manor Schools unless certain exemption criteria are met. If the audit discovers substantive findings related to inappropriate accounting, non-performance, misrepresentation or fraud, Eastport-South Manor Schools may recoup the costs of the audit work from the (the vendor). Any adjustments and/or payments that must be made as a result of any such audit or inspection of the (the vendor)'s records shall be made within a reasonable amount of time (not to exceed 60 days) from the presentation of the Eastport-South Manor Schools' findings to (the vendor).

E. Purchase of Instructional Materials

In accordance with Education Law the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats (i.e., any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as a accommodation for a disabled student enrolled in the district, including but not limited to Braille, large print, open and closed captioned, audio or an electronic file in an approved format.)

The district will establish and follow a plan to ensure that every student with a disability who needs his or her instructional materials in an alternative format will receive those materials at the same time that they are available to non-disabled students.

1. F. Leases of Personal Property

In addition to the above-mentioned competitive bidding requirements, section 1725 of the Education Law provides that the district will be subject to competitive bidding requirements for purchase contracts when it enters into a lease of personal property.

Documentation: The district will maintain written documentation such as quotes, cost-benefit analysis of leasing versus purchasing, etc.

G. Environmentally-Sensitive Cleaning and Maintenance Products

The district will purchase and utilize environmentally sensitive cleaning and maintenance products whenever feasible. The purchasing agent will consult with the Green Guidelines provided by the Office of General Services.

Any legal issues regarding the applicability of competitive bidding requirements will be presented to the school attorney for review.

IV. Exceptions to Competitive Bidding Requirements

The district will not be subject to competitive bidding requirements when the Board of Education, in its discretion, determines that one of the following situations exists:

1. Emergency situations where:
 - a. The situation arises out of an accident or unforeseen occurrence or condition;
 - b. A district building, property, or the life, health, or safety of an individual on district property is affected; or
 - c. The situation requires immediate action which cannot await competitive bidding.

However, when the Board passes a resolution that an emergency situation exists, the district will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

Documentation: The district will maintain records of verbal (or written) quotes, as appropriate;

2. When the district purchases surplus or second-hand supplies, materials or equipment from the federal or state governments or from any other political subdivision or public benefit corporation within the state.

Documentation: The district will maintain market price comparisons (verbal or written quotes) and the name of the government entity;

3. When the Board separately purchases eggs, livestock, fish and dairy products (other than milk), juice, grains and species of fresh fruits and vegetables directly from producers or growers. The amount expended in any fiscal year by the district may not exceed an amount equal to twenty cents multiplied by the number of days in the school year multiplied by the total enrollment of the district.

Documentation: The district will maintain documentation consistent with sections 114.3 of the Regulations of the Commissioner of Education;

4. When the Board separately purchases milk directly from licensed milk processors employing less than forty (40) people. The amount expended in any fiscal year by the district may not exceed an amount equal to twenty-five cents multiplied by the number of days in the school year multiplied by the total enrollment of the district or exceed the current market price.

Documentation: The district will maintain documentation consistent with section 114.4 of the Regulations of the Commissioner of Education;

5. When there is only one possible source from which to procure goods or services required in the public interest.

Documentation: The district will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the goods.

6. When the district purchases professional services that require special skill or training, such as but not limited to, audit, medical, legal or insurance services, or property appraisals.

Documentation: The district will keep adequate documentation which may include requests for proposals (RFPs) issued, written correspondence, memoranda, and copies of contracts.

V. Standardization

Upon the adoption of a resolution by a vote of 3/5ths of the Board stating that, for reasons of efficiency or economy, there is a need for standardization, purchase contracts for a particular type or kind of equipment, material or supplies of more than \$20,000 may be awarded to the lowest responsible bidder furnishing the required security after advertisement for sealed bids. The resolution must contain a full explanation of the reasons for its adoption.

VI. Quotes When Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below.

A. Methods of Documentation

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative;

2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contact. The district will maintain documentation consistent with Exhibit E.1 that will include advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required.
3. Requests for Proposals: the district will contact a number of professionals and request that they submit written proposals. The RFPs may include negotiations on a fair and equal basis. The RFPs and evaluation of such proposals will consider price plus other factors such as:
 - a. The special knowledge or expertise of the professional or consultant service;
 - b. The quality of the service to be provide;
 - c. The staffing of the service; and
 - d. The suitability for the district's needs.

The district will first locate prospective qualified firms by:

- a. Advertising in trade journals;
- b. Checking listings of professionals; or
- c. Making inquiries of other districts or other appropriate sources.

The district will then prepare a well-planned RFP which will contain critical details of the engagement, including the methods which it will use in selecting the service.

B. Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurements; Documentation to be Maintained

The district will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurements in the most cost-effective manner possible:

1. Purchase Contracts up to \$20,000
 - a. Contracts from \$10,001 to \$15,000: Verbal quotes
Documentation will include notations of verbal quotes.
 - b. Contracts from \$15,001 to \$20,000: Written quotes
2. Public Work Contracts up to \$35,000

- a. Contracts from \$10,001 to \$15,000: Verbal quotes
Documentation will include notations of verbal quotes.
 - b. Contracts from \$15,001 to \$35,000: Written quotes
3. Emergencies: Informal solicitations of quotes or otherwise, to the extent practicable under the circumstances.
 4. Insurance: Written quotes or RFP.
Documentation will include advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation, if formal bidding is not required. Requests for Proposals (RFPs), documented in the same manner as described herein, may also be used.
 5. Professional Services: Three written quotes or RFP.

Documentation will include advertisements, specifications, and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation, if formal bidding is not required. Requests for Proposals (RFPs), documented in the same manner as described herein, may also be used.
 6. Second Hand Equipment from Other Governments: Verbal or Written Quotes.
Documentation will include market price comparisons (Verbal or written quotes) and the name of the government.
 7. Certain Food and Milk Purchases: Written quotes
Documentation will be consistent with sections 114.3 and 114.4 of the Regulations of the Commissioner of Education.
 8. Sole Source: Written or verbal quotes
Documentation will include, among other things, the unique benefits of the patented item as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable, when compared to conventional methods.
Notations of verbal quotes will be maintained by the district. In addition, the district will document that there is no possibility of competition of the procurement of the goods.

VII. Quotes Not Required When Competitive Bidding Not Required

The district will not be required to secure alternative proposals or quotations for those procurements as permitted by state law:

1. Under a county contract;
2. Under a state contract;
3. Under a federal contract;
4. Under a contract of another political subdivision;
5. Of articles manufactured in state correctional institutions; or
6. From agencies for the blind and severely disabled.

Consistent with General Municipal Law § 103(16), the district may contract for purchase of apparatus, materials, equipment, and supplies, and contract for services related to the installation, maintenance, or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision therein, provided the contract was made available for use by other governmental entities, and:

- a. The contract was let to the lowest responsible bidder in a manner consistent with General Municipal Law § 103; or
- b. The contract was let on the basis of best value in a manner consistent with General Municipal Law § 103.

In addition, the district will not be required to secure such alternative proposals or quotations for

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1. Emergencies where time is a crucial factor;
2. Procurements for which there is no possibility of competition (sole source items);
3. Procurements of professional services, which, because of the confidential nature of the services, do not lend themselves to procurement through solicitation; or
4. Very small procurements when solicitations of competition would not be cost-effective.

VIII. Procurements from Other than the “Lowest Responsible Dollar Offeror”

The district will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

IX. Internal Control

The Board authorizes the Superintendent of Schools, with the assistance of the Assistant Superintendent for Business, to establish and maintain an internal control structure to ensure, to the best of their ability, that the district's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and district policies and regulations, and recorded properly in the financial records of the district.

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's regulations regarding purchasing and from time to time thereafter. The regulations must then be adopted by Board resolution. All district regulations regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's regulations regarding procurement will not be grounds to void action taken or give rise to a cause of action against the district or any officer or employee of the district.

Adoption date: January 7, 2009

Re-adoption date: March 3, 2010

Re-adoption date: July 28, 2010

Re-adoption date: August 20, 2014