

BOARD MEETING: Regular
DATE: Wednesday, January 22, 2020
TIME: 6:00 p.m.
PLACE: Naples High School Cafeteria

I. Meeting Called to Order

II. Roll Call

III. Adopt the Agenda of the Regular Meeting of January 8, 2020 (Board Action)

IV. Executive Session (Board Action)

V. Pledge of Allegiance

VI. Public Comments: The Board of Education invites you, the residents of our school community, to feel comfortable in sharing matters of interest or concern that you might have with us. The Board President will be happy to recognize those of you who wish to speak. We would ask that you come forward and please identify yourself before presenting your thoughts.

Those items brought to the attention of the Board during this time may be taken under consideration for future response or action. (*Individual comments will be limited to three minutes.*)

As a matter of courtesy, we ask that issues related to specific School District personnel or students be brought to the attention of the Superintendent of Schools privately. Thank you for this consideration.

Board Reponse: The Board of Education is committed to keeping communication open and transparent. The Board of Education President will be working with the Board and the Superintendent to make every effort to respond to public comments directed to the Board of Education at previous meetings, during the next scheduled meeting.

VII. Points of Interest

VIII. Superintendent Recognitions & Updates

- Kudos
- Claims Auditor Report
- Information on Upcoming Focus Groups
- BOE Device Conversation
- Update on Homeless Children and Youth
- Presentation on Suicide Prevention
- Budget Update

IX. Board Reports

- Budget Committee

X. Administrative Reports

- Secondary Principal: Nicole J. Green
- Student Representative: Carter Waldeis

XI. Minutes

- Regular Meeting of January 8, 2019

(Board Action)

XII. Contractual Agreement

(Board Action)

XIII. Business

(Board Action)

- Policy Updates
- Donation
- Discards:
 - Technology Department

XIV. Personnel

(Board Action)

- Resignation:
 - Cleaner
- Termination:
 - Cleaner
- Unpaid Leave
- Appointments:
 - Long-Term Substitute English Teacher
 - Amend Appointment: Cleaner
 - Cleaners
 - Dignity for all Students (DASA) Coordinator

XV. Consent Agenda Items

(Board Action)

- CSE and CPSE Committee Recommendations

XVI. Adjournment

(Board Action)

Regular Meeting

January 22, 2020

Minutes of a Regular Meeting of the Board of Education of Naples Central School held on Wednesday, January 22, 2020 at _____ p.m. in the Naples High School Cafeteria.

Members Present:	Robert Brautigam	Kelley Louthan
	Joseph Callaghan	Steven Mark
	Carter Chapman	Gail Musnicki
	Jacob Hall	Maura Sullivan
	Thomas Hawks	Carter Waldeis

Members Absent:

Also Present: Matthew Frahm, Jeffrey Black, Kristina A. Saucke, Nicole Green, Heather Clark, Katherine Piedici and Anneke Radin-Snaith.

A quorum being present, the meeting was called to order at _____ p.m. by Board President Jacob Hall.

Motion:

2nd:

Resolved, that the Board of Education approves the agenda of the Regular Meeting of January 22, 2020 as presented.

Voting Yes: Motion Carried

Voting No: Motion Denied

Motion:

2nd:

Resolved, that the Board of Education approves calling an executive session at _____ p.m. for the purpose of discussing the employment history of a particular person or persons.

Voting Yes: Motion Carried

Voting No: Motion Denied

Time out of Executive Session: _____ p.m.

Motion:

2nd:

Resolved, that the Board of Education approves the minutes of the following meeting:

- Regular Meeting of January 8, 2020

Voting Yes: Motion Carried

Voting No: Motion Denied

Motion:

2nd:

Resolved, that the Board of Education approves the following Contractual Agreement resolution as presented:

- Resolved, that the Naples Central School District Board of Education does hereby approve a Memorandum of Agreement between the Naples Teachers' Association and the Naples Central School District on the procedures to be used for observations and appeals and such agreements outlines in the APPR document for the remainder of the 2019-2020 school year.

Voting Yes: Motion Carried

Voting No: Motion Denied

**Motion:
2nd:**

Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following Business resolutions as presented:

- Resolved, that the Board of Education approves the following policies, regulations and forms as presented:
 - Policy #5672: Information Security Breach and Notification
 - Policy #5681: School Safety Plans
 - Policy #6550: Leaves of Absence
 - Policy #7445: Student Voter Registration and Pre-Registration
 - Policy #7560: Dignity for All Students
- Resolved, that authorization be given to accept the generous donation of the following items, estimated value approximately \$2,000.00:
 - 1 Epson 9800 44” printer with stand
 - 27 Rolls of 44” printer paper
 - 30 Ink Cartridges
 - PC with Windows 7 and Corel X7 Software, Dual LCD Screens, Keyboard & Mouse
 - 2 Epson Drain cartridges with paper spindle and accessories
- Resolved, that approval be given for the following discards to be declared surplus property and approval given to discard as per Policy #5250:

Technology Department

Headsets

18-432

Laptops

13-063	12-017	12-013	11-067	09-128	10-053
13-057	12-021	12-018	11-067	09-152	11-059
13-062	13-059	13-066	09-139	12-024	13-068
13-064	12-022	12-073	11-065	11-071	09-143
13-058	12-016	12-020	11-068	11-063	09-155
12-015	12-014	13-060	12-012	11-066	
13-056	13-065	13-061	13-070	13-067	

Monitors

07-080	09-074	07-282	08-247	08-252	08-241
07-081	07-069	08-092	08-164	08-096	07-058
07-082	07-073	07-059	08-176	09-066	09-081
07-084	07-077	08-088	10-074	09-076	07-232
07-083	07-091	07-287	07-102	09-092	08-083
07-085	07-075	07-032	11-075	09-098	09-107
07-087	07-071	07-284	11-075	09-103	18-468
07-088	07-090	08-361	08-109	09-106	09-085
07-074	07-238	09-073	09-100	10-068	08-106
08-183	07-070	07-093	08-181	10-076	08-249
07-079	07-046	07-288	08-180	11-073	08-178
07-078	07-040	18-466	07-289	08-246	
07-086	09-067	08-248	09-101	09-108	

PC's

11-030	10-026	13-048	13-019	11-033	08-019
09-016	10-005	13-049	11-016	11-037	08-005
09-008	08-011	13-038	11-008	11-041	11-035
09-019	08-035	11-003	11-016	11-044	09-045
09-050	08-055	11-003	11-036	11-047	09-033
10-018	08-025	08-049	09-005	09-052	10-033
09-004	11-040	11-110	11-018	10-002	10-007
09-020	14-003	08-110	11-026	10-046	09-023
09-025	11-006	08-038	09-058	10-038	09-056
09-022	13-037	11-028	11-113	08-029	09-003
10-130	08-028	11-003	09-036	08-111	10-021
10-047	10-031	08-195	11-016	11-043	
09-010	14-002	08-058	10-039	11-048	
09-024	13-033	11-001	07-277	09-046	
09-002	11-024	13-054	10-013	11-017	
10-025	11-046	08-007	10-131	10-012	

Printers

12-250
17-569
06-145

Projectors

11-056
11-126
10-056

Scanners

12-249
08-262

Tablets

10-141

Voting Yes:

Voting No:

Motion Carried

Motion Denied

Motion:

2nd:

Be it Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following personnel item as presented:

- Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following resignation:
 - Scott Joslyn, Cleaner, effective January 10, 2020
- Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following termination:
 - Kathryn Lafler, Cleaner, due to abandonment, effective January 9, 2020.
- Resolved, that the Board of Education approves the following request for unpaid leave of absence:
 - Lyndsey Bjork, Food Service Helper, Part-time and School Monitor, Part-time:
Unpaid Leave for January 30, 2020 – 2.5 hours; January 31, 2020 – 7 hours;
and February 3-7, 2020 – 7 hours/day.
- Resolved, that the Board of Education approves the appointment of Elizabeth L. Ramsay to a Long-Term Substitute English Teacher position, beginning on February 3, 2020 and expiring June 30, 2020, effective February 3, 2020. The certification area and status is English

Regular Meeting

January 22, 2020

#

Language Arts, Grades 7-12, Pending. Salary for this position will be Step 1 of the 2019-2020 Distribution Schedule – Bachelors.

- Resolved, that the Board of Education amends the appointment of Scott Joslyn, Cleaner, as follows:
 - Scott Joslyn, 4574 Driftwood Lane, Canandaigua, NY 14424, as a Cleaner, effective January 9, 2020, at the rate of \$11.95/hour.
- Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following probationary appointments, pending a successful background clearance report provided to the school as a result of the fingerprinting process:
 - Kim M. Dodds, 4623 Route 21, Atlanta, NY 14808, as a Cleaner, effective February 5, 2020, at the rate of \$12.00/hour.
 - Stefan Welch, 7002 County Road 12, Naples, NY 14512, as a Cleaner, effective February 4, 2020, at the rate of \$11.80/hour.
- Be it Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the below listed appointments for the 2019-2020 school year, with ratification of their acts performed in the ordinary course of their duties.
 - Dignity for All Students (DASA) Coordinators for the 2019-2020 School Year:
Nicole Green, Interim Secondary Principal

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Motion:

2nd:

Resolved, that the Board of Education, upon the recommendation of Superintendent Matthew Frahm, approves the Consent Agenda Items as presented:

- a. Resolved, that the Board of Education accepts the committee recommendations from the following meetings:
 - Committee on Special Education actions of 12/18/2019; and 12/19/2019.
 - Committee on Preschool Special Education Committee action of 12/18/2019.

Voting Yes:

Motion Carried

Voting No:

Motion Denied

Motion:

2nd:

There being no further business, the Regular Meeting of January 22, 2020 is hereby adjourned at

_____.

Voting Yes:

Motion Carried

Voting No:

Motion Denied

NAPLES CENTRAL SCHOOL

Naples Jr / Sr High School Board of Education Report - January 2020

January has proven to be a rigorous month in the classrooms and in the pool, on the court, slopes, and stage. Below are some highlights about the critical work done to prepare for examinations and help students and families in need, and also features about celebration, volunteering, and the arts.



Teachers and students have been preparing for midterm exams which are scheduled on half days on January 22-January 24. In addition, there are several students taking Regents exams during this week in the areas of Algebra, Living Environment, Global I, and ELA. There is a feeling of great anticipation as we get ready for these important assessments.

Over the last month, we have had several students and families in our district and building experience traumatic personal situations. Our counselors, nurses, School Resource Officer, teachers, and administrative team have offered streamlined support for those in need. The care and concern of our professionals for our community is second-to-none.



On Friday, January 10, 111 students attended our annual Winter Dance, sponsored by the Sophomore class. Students enjoyed snacks, time with friends, and dancing in the cafeteria from 7-10 p.m. Many thanks to Jon Betrus for organizing the event. Also, thanks go out to Colleen Betrus, Heather Reigelsperger, Brianna Battin, and Matt Green for chaperoning. It was a great way to end the first week after the holiday break.

On Monday, January 13, the National Honor Society sponsored their first blood drive of the year. Mrs. Alongi, NHS advisor, organized the event and many NHS members volunteered to work. The drive ran from 2nd period to 8th. Several members also recruited student donors during lunch. It was a great success!



On Monday, January 6, students and staff began play practice on the production, *Guys and Dolls*. The musical premiered on Broadway in 1951 and is about Nathan Detroit, a high-rolling gambler, who ironically falls in love with Evangelist Sergeant Sarah Brown, a puritanical missionary. Julia Austin, Hanna Fox, and Margaret Crabb are leading a dedicated group of students as they prepare for three performances of *Guys and Dolls* on March 13, 14, 15.

NAPLES CENTRAL SCHOOL
136 NORTH MAIN STREET
NAPLES, NEW YORK 14512



MEMORANDUM OF AGREEMENT
By and Between

The Naples Teachers' Association
And
The Naples Central School District

WHEREAS, the Naples Central School District (the "District") and the Naples Teachers' Association (the "Association") collectively (the "Parties") are signatories to an Annual Professional Performance Review (APPR) plan which satisfied the District's statutory obligations under New York State Education Law section 3012-c and sections 30-2 and 100.2(o) of the Rules and Regulation of the Commissioner of Education; and

WHEREAS, the parties collectively bargained and reached agreement on the procedures to be used for observations and appeals and such agreements are outlined in the APPR document; and

WHEREAS, the Jr./Sr. High School Principal is leaving the District and a new Principal may be hired by February or March; and

WHEREAS, district administration has indicated that it needs additional time and human resources to complete the remaining 2019-2020 teacher observations in a timely fashion; and

WHEREAS, the parties desire to enter into an agreement in response to District's request that the current Superintendent be allowed to assist in the completion of teacher observations without waiving or otherwise compromising interpretations of APPR between the District and Association; and

WHEREAS, the parties desire to clarify that this is an unusual situation and should be treated as such; and

WHEREAS, the parties have considered, analyzed and found this agreement to be in the best interest of all parties, and

WHEREAS, in mutual consideration, the parties agree as follows:

1. For the 2019-2020 school year only, the Superintendent shall be allowed to perform APPR observations using the methods and procedures for observations outlined in the Naples CSD APPR plan.
2. The Superintendent may observe all non-tenured teachers in the Jr./Sr. High School.

3. The Superintendent may also observe any tenured teacher in the Jr./Sr. High School who requests to be observed by him. The Superintendent may meet these requests as his schedule permits. The Superintendent is not obligated to meet these requests. The Superintendent will not observe a tenured teacher who does not request to be observed by the Superintendent.

4. If an APPR appeal is filed from any teacher whom the Superintendent has observed and the Superintendent finds against the aggrieved teacher using the process outlined in the Naples CSD APPR plan, the teacher may appeal the finding to a Panel of Final Appeals. The Panel of Final Appeals shall consist of five (5) members. The Association shall choose two (2) members. The District shall choose two (2) members. The final member shall be any person who is mutually agreed upon by the Association and the District. The final member of the panel may be chosen from inside or outside the district. The Panel of Final Appeal shall study the paperwork, evidence, and findings submitted and generated during the appeals process by any person or part of the process described in the Naples CSD APPR plan.

5. The Panel of Final Appeals shall review the findings and submit a decision within ten (10) days of receipt of all paperwork. The Panel of Final Appeals shall decide by majority vote. If the Panel of Final Appeals upholds the appeal, the District shall take necessary steps to revise the composite score accordingly. If the Panel of Final Appeals denies the appeal, the decision of the evaluator of record stands. The decision of the Panel of Final Appeals is final and binding.

6. Both parties agree that this agreement is not precedent setting. This agreement sunsets at the end of the 2019-2020 school year.

7. Anything not changed by this agreement remains in effect.

 For the District, Matthew T. Frahm

 For the Association, A. Scott Petrie

 Date

 Date

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION

The District values the protection of private information of individuals in accordance with applicable law and regulations. The District is required to notify affected individuals when there has been or is reasonably believed to have been a compromise of the individual's private information in compliance with the Information Security Breach and Notification Act and Board policy.

- a) "Personal Information" means any information concerning a person which, because of name, number, symbol, mark, or other identifier, can be used to identify that person.
- b) "Private information" means either:
 - 1. Personal information consisting of any information in combination with any one or more of the following data elements, when either the data element or the combination of personal information plus the data element is not encrypted or encrypted with an encryption key that has been accessed or acquired:
 - (a) Social Security Number;
 - (b) Driver's license number or non-driver identification card number;
 - (c) Account number, credit or debit card number, in combination with any required security code, access code, password, or other information which would permit access to an individual's financial account;
 - (d) Account number, or credit or debit card number, if circumstances exist where the number could be used to access an individual's financial account without additional identifying information, security code, access code, or password; or
 - (e) Biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as fingerprint, voice print, retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain that individual's identity;
 - 2. A username or email address in combination with a password or security question and answer that would permit access to an online account.

"Private information" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

- c) "Breach of the security of the system" means unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the District. Good faith acquisition of personal information by an employee or agent of the District for the purposes of the District is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

(Continued)

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)**Determining if a Breach Has Occurred**

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or person without valid authorization, the District may consider the following factors, among others:

- a) Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information;
- b) Indications that the information has been downloaded or copied;
- c) Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.
- d) System Failures

Notification Requirements

- a) For any computerized data owned or licensed by the District that includes private information, the District will disclose any breach of the security of the system following discovery or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization. The disclosure to affected individuals will be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the integrity of the data system. The District will consult with the New York State Office of Information Technology Services to determine the scope of the breach and restoration measures. Within 90 days of the notice of the breach, the New York State Office of Information Technology Services will deliver a report to the District on the scope of the breach and recommendations to restore and improve the security of the system.
- b) Notice to affected persons under State Technology Law is not required if the exposure of private information was an inadvertent disclosure by persons authorized to access private information, and the District reasonably determines the exposure will not likely result in the misuse of the information, or financial or emotional harm to the affected persons. This determination must be documented in writing and maintained for at least five years. If the incident affected over 500 New York State residents, the District will provide the written determination to the New York State Attorney General within ten days after the determination.
- c) If notice of the breach of the security of the system is made to affected persons pursuant to the breach notification requirements under certain laws and regulations, the District is not required to provide additional notice to those affected persons under State Technology Law. However, the District will still provide notice to the New York State Attorney General, the New York State Department of State, the New York State Office of Information Technology Services, and to consumer reporting agencies.

(Continued)

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)

- d) For any computerized data maintained by the District that includes private information which the District does not own, the District will notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization.

The notification requirement may be delayed if a law enforcement agency determines that the notification impedes a criminal investigation. The required notification will be made after the law enforcement agency determines that such notification does not compromise the investigation.

If the District is required to provide notification of a breach, including breach of information that is not private information, to the United States Secretary of Health and Human Services pursuant to the Health Insurance Portability and Accountability Act of 1996 or the Health Information Technology for Economic and Clinical Health Act, it will provide notification to the New York State Attorney General within five business days of notifying the United States Secretary of Health and Human Services.

Methods of Notification

The required notice will be directly provided to the affected persons by one of the following methods:

- a) Written notice;
- b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and a log of each notification is kept by the District when notifying affected persons in electronic form. However, in no case will the District require a person to consent to accepting the notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;
- c) Telephone notification, provided that a log of each such notification is kept by the District when notifying affected persons by phone; or
- d) Substitute notice, if the District demonstrates to the New York State Attorney General that the cost of providing notice would exceed \$250,000, or that the affected class of subject persons to be notified exceeds 500,000, or that the District does not have sufficient contact information. Substitute notice will consist of **all** of the following:
 1. Email notice when the District has an email address for the subject persons;
 2. Conspicuous posting of the notice on the District's website page, if the District maintains one; and
 3. Notification to major statewide media.

(Continued)

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)

Regardless of the method by which notice is provided, the notice will include:

- a) Contact information for the notifying District;
- b) The telephone numbers and websites of the relevant state and federal agencies that provide information regarding security breach response and identify theft prevention and protection information; and
- c) A description of the categories of information that were, or are reasonably believed to have been, accessed or acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, accessed or acquired.

In the event that any New York State residents are to be notified, the District will notify the New York State Attorney General, New York State Department of State, and New York State Office of Information Technology Services as to the timing, content and distribution of the notices and approximate number of affected persons and provide a copy of the template of the notice sent to affected persons. This notice will be made without delaying notice to affected New York State residents.

In the event that more than 5,000 New York State residents are to be notified at one time, the District will also notify consumer reporting agencies as to the timing, content and distribution of the notices and approximate number of affected persons. The notice will be made without delaying notice to affected New York State residents.

A list of consumer reporting agencies will be compiled by the New York State Attorney General and furnished upon request to any district required to make a notification in accordance with State Technology Law.

State Technology Law Sections 202 and 208

Adopted: 05/02/12
Revised: 03/20/13
Revised: 12/17/14
Revised: 01/22/20

SUBJECT: SCHOOL SAFETY PLANS

The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate emergency response planning. The District-wide school safety plan and the building-level emergency response plan(s) will be designed to prevent or minimize the effects of violent incidents and emergencies and to facilitate the coordination of schools and the District with local and county resources in the event of these incidents or emergencies. These plans will be reviewed and updated by the appropriate team on at least an annual basis and adopted by the Board by September 1 of each year.

The Board will make the District-wide school safety plan available for public comment at least thirty (30) days prior to its adoption. The District-wide school safety plan may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The District-wide school safety plan and any amendments must be submitted to the Commissioner, in a manner prescribed by the Commissioner, within 30 days of adoption, but no later than October 1 of each school year.

Building-level emergency response plan(s) and any amendments must be submitted to the appropriate local law enforcement agency and the state police within 30 days of adoption, but no later than October 1 of each school year. Building-level emergency response plan(s) will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

District-Wide School Safety Plan

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the District, addresses crisis intervention, emergency response and management at the District level, and has the contents as prescribed in Education Law and Commissioner's Regulations.

The District-wide school safety plan shall be developed by the District-wide school safety team appointed by the Board. The District-wide school safety team will include, but not be limited to, representatives of the Board, teacher, administrator, and parent organizations, school safety personnel and other school personnel. *At the discretion of the Board, a student may be allowed to participate on the District-wide school safety team.

The District-wide school safety plan will include, but not be limited to:

- a) Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel, and visitors to the school, including threats by students against themselves, which includes suicide;
- b) Policies and procedures for responding to acts of violence by students, teachers, other school personnel, and visitors to the school, including consideration of zero-tolerance policies for school violence;

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

- c) Appropriate prevention and intervention strategies, such as:
1. Collaborative arrangements with state and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;
 2. Nonviolent conflict resolution training programs;
 3. Peer mediation programs and youth courts; and
 4. Extended day and other school safety programs;
- d) Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident;
- e) A description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- f) Procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of Executive Law Article 2-8 State and Local Natural and Man-Made Disaster Preparedness;
- g) The identification of District resources which may be available for use during an emergency;
- h) A description of procedures to coordinate the use of District resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- i) Policies and procedures for contacting parents, guardians, or persons in parental relation to District students in the event of a violent incident or an early dismissal;
- j) Policies and procedures for contacting parents, guardians, or persons in parental relation to an individual District student in the event of an implied or direct threat of violence by the student against themselves, which includes suicide;
- k) Policies and procedures relating to school building security, including, where appropriate: the use of school safety officers, school security officers, and/or school resource officers; and security devices or procedures;

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

- l) Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to, the identification of family, community, and environmental factors to teachers, administrators, parents, and other persons in parental relation to students of the District or Board, students, and other persons deemed appropriate to receive the information;
- m) Policies and procedures for annual multi-hazard school safety training for staff and students, provided that the District must certify to the Commissioner that all staff have undergone annual training by September 15 on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year will receive training within 30 days of hire or as part of the District's existing new hire training program, whichever is sooner;
- n) Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- o) The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions, and kidnappings;
- p) Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing anonymous reporting mechanisms for school violence;
- q) A description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- r) A system for informing all educational agencies within the District of a disaster; and
- s) The designation of the Superintendent or designee, as the District Chief Emergency Officer whose duties will include, but not be limited to:
 - 1. Coordinating the communication between school staff, law enforcement, and other first responders;
 - 2. Leading the efforts of the District-wide school safety team in the completion and yearly update of the District-wide school safety plan and the coordination of the District-wide school safety plan with the building-level emergency response plan(s);

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

3. Ensuring staff understanding of the District-wide school safety plan;
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building;
5. Assisting in the selection of security related technology and development of procedures for the use of the technology;
6. Coordinating appropriate safety, security, and emergency training for District and school staff, including required training in the emergency response plan;
7. Ensuring the conduct of required evacuation and lock-down drills in all District buildings as required by law; and
8. Ensuring the completion and yearly update of building-level emergency response plan(s) by the dates designated by the Commissioner.

Building-Level Emergency Response Plan

Building-level emergency response plan means a building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's Regulations. As part of this plan, the District will define the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).

Building-level emergency response plan(s) will be developed by the building-level emergency response team. The building-level emergency response team is a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the Board. The building-level emergency response team will include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, local law enforcement officials, local ambulance, fire officials, or other emergency response agencies, and any other representatives the Board deems appropriate.

Classroom door vision panels will not be covered except as outlined in the building-level emergency response plan.

Education Law Section §§ 807, 2801-a
8 New York Code of Rules and Regulations (NYCRR) Section § 155.17

Adopted: 06/27/07
Revised: 10/17/16
Revised: 06/19/19
Revised: 01/22/20

Personnel

SUBJECT: LEAVES OF ABSENCE

1. In general, leaves of absence will be administered by the Superintendent. The Board reserves the right to grant leaves of absence for purposes or under conditions not contemplated or considered in the policy statement. Where a leave of absence is falsely requested or improperly used, the Board may undertake appropriate disciplinary action. The purpose or conditions of a leave of absence may not be altered except by permission of the Superintendent, as expressed in writing,

Leaves of absence, contractual, et al:

- a. Employees who are members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted in accordance with provisions of contracts in effect between the District and each bargaining unit.

- b. Employees who are not members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted by such employees where such requests are consistent with provisions of contracts in effect between the District and the bargaining unit most compatible with the employment status of the employee.

- c. Employees who are under contract to the District:

Authorization is granted to implement provisions for leaves of absence contained in each contract.

Leaves of absence, unpaid, not covered in above:

- a. Subject to limitations enumerated in this policy statement, authorization is granted for the following unpaid leaves of absence.
 1. For a period of time not to exceed one (1) school year for approved graduate study, this leave to include any required internship experience.
 2. At the expiration of a paid sick leave of absence, this leave may be extended for a period not longer than the end of the school year after the school year in which the paid leave of absence began.
- b. Unpaid leaves of absence cannot be used to extend vacation periods, to take vacations, to engage in other occupations, or to provide additional personal leaves, except that the Superintendent will have discretion, where circumstances warrant, to approve leaves of absence for those purposes.
- c. Unpaid leaves of absence shall not be granted unless the services of a substitute employee, satisfactory in the discretion of the Superintendent, can be secured.

(Continued)

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

- d. Except where it interferes with an employee's legal or contractual rights, the timing of unpaid leaves of absence will be granted at the convenience of the District.

Other leaves of absence

Other leaves of absence include, but are not limited to, the following:

- a. Emergency Service Volunteer Leave

Upon presentation of a written request from the American Red Cross and with the approval of the Superintendent, employees certified by the American Red Cross as disaster volunteers will be granted leave from work with pay for up to twenty (20) days in any calendar year to participate in specialized disaster relief operations. This leave will be provided without loss of seniority, compensation, sick leave, vacation leave or other overtime compensation to which the volunteer is otherwise entitled.

- b. Screenings for Cancer

Employees will be granted up to four (4) hours of paid leave on an annual basis to undertake a screening for cancer. This leave will be excused leave and will not be charged against any other leave to which the employee is entitled.

- c. Blood Donation

The District must either, at its option:

1. Grant three hours of unpaid leave of absence in any 12-month period to an employee who seeks to donate blood off-premises. The leave may not exceed three hours unless agreed to by the Superintendent or designee; or
2. Allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the Superintendent or designee, including allowing an employee to participate in a blood drive at the District.

Leave taken by employees at a District-designated donation alternative (such as a District-sponsored blood drive at the workplace) must be paid leave that is provided without requiring the employee to use accumulated vacation, personal, sick, or other leave time.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of blood donation under any other provision of law will not be prevented.

(Continued)

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

d) Bone Marrow Donation

Employees seeking to undergo a medical procedure to donate bone marrow will be granted leaves to do so, the combined length of the leaves to be determined by the physician, but may not exceed 24 work hours unless agreed to by the Superintendent or designee. The District will require verification for the purpose and length of each leave requested by the employee for this purpose.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of bone marrow donation under any other provision of law will not be prevented.

e) Nursing Mothers (Breastfeeding/Lactation)

The District will provide reasonable unpaid break time or permit the use of paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following childbirth. The District will make reasonable efforts to provide a room or other location in close proximity to the work area where the employee can express milk in privacy. The District will not discriminate against an employee who chooses to express breast milk in the workplace.

Reasonable unpaid break time is generally no less than 20 minutes and no more than 30 minutes dependent upon the proximity of the designated location for expressing breast milk. In most situations, the District is required to provide unpaid break time at least once every three hours if requested by the employee. At the employee's option, the District will allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid break time(s) so long as the additional time requested falls within the District's normal work hours.

The District will provide written notice to employees who are returning to work following the birth of a child of their right to take unpaid leave for the purpose of expressing breast milk. This notice may either be provided individually to affected employees or to all employees generally through publication of the notice in the employee handbook or posting of the notice in a central location.

Any employee wishing to avail herself of this benefit is required to give the District advance notice, preferably prior to her return to work, to allow the District an opportunity to establish a location and schedule leave time to accommodate employees as needed.

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

f) Witnesses or Victims of Crimes

The District will grant an unpaid leave of absence to an employee, who is a victim of or a witness to a criminal offense, that is required or chooses to appear as a witness, consult with the district attorney, or exercise his or her rights as provided in the Criminal Procedure Law, the Family C01111 Act, and the Executive Law.

To use this leave, the employee must provide notice of the need for leave at any time prior to the actual day of leave. The District is permitted to ask the party who sought the attendance or testimony of the employee to provide verification of the employee's service. Employees will not be penalized or discharged for absences by reason of a required appearance as a witness in a criminal proceeding, or consultation with the district attorney, or exercising his or her rights as provided under the law.

g) Victims of Domestic Violence

Unless the absence would cause an undue hardship to the District, the District will provide reasonable accommodations to employees who are victims of domestic violence who must be absent from work for a reasonable time in accordance with law.

An employee availing themselves of this leave must provide the District with reasonable advance notice, unless providing this notice is not feasible. An employee unable to provide reasonable advance notice must, within a reasonable time after the absence, provide a certification to the District when requested.

To the extent allowed by law, the District will maintain the confidentiality of any information related to an employee's status as a victim of domestic violence.

h) Military Leave

The District will comply with state and federal laws regarding military leave and re-employment.

i) Jury Duty

As provided by law, any employee who is summoned to serve as a juror and who notifies the District to that effect prior to his or her term of service will not, on account of absence by reason of jury service, be subject to discharge or penalty. The District will ensure that all absences for this purpose are granted in accordance with law and the terms of any applicable collective bargaining agreement.

(Continued)

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

j) Voting

Employees who are registered voters may take up to three hours of paid leave to vote at any general election, special election called by the Governor, primary election, or municipal election. This does not include school district elections, library district elections, fire district elections, special town elections, or early voting periods. The employee will be allowed time off for voting only at the beginning or the end of his or her working shift, as the District may designate, unless otherwise mutually agreed.

Employees requiring working time off to vote must notify the District not less than two working days before the day of the election.

The District must post a notice informing employees of their right to leave in order to vote not less than ten working days before an election and until polls close on Election Day. This notice will be conspicuously posted in a place where it can be seen by employees as they come and go to their place of work.

29 USC § 207(r)

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA),

38 United States Code (USC) Sections 4301-4333

Civil Service Law Sections 71-73 and 159-b

Education Law Sections 1709(16), 2509(6), 2573(12), 3005, 3005-a and 3005-b

General Municipal Law Section 92, 92-Copies and 92-District

Election Law § 3-110

Executive Law § 296(22)

Judiciary Law §§ 519 and 521

Labor Law §§ 202-a, 202-i, 202-j, 202-l and 206-c

Military Law Sections 242 and 243

Penal Law § 215.14

Adopted: 06/27/07

Revised: 01/22/20

Students

SUBJECT: STUDENT VOTER REGISTRATION AND PRE-REGISTRATION

The District recognizes the importance of voting and civic engagement. As such, the District seeks to encourage student voter registration and pre-registration. A person who is at least sixteen years of age and who is otherwise qualified to register to vote may pre-register to vote, and will then be automatically registered to vote upon reaching the age of eligibility as provided by law.

*The District promotes student voter registration and pre-registration through the following means:

- a) Collaborating with county boards of elections to conduct voter registration and pre-registration in the District's high school(s); and
- b) Encouraging voter registration and pre-registration at various student events throughout the year.

The completion and submission of voter registration or pre-registration forms will not be a course requirement or graded assignment for District students.

Election Law § 5-507

Adopted: 01/22/20

SUBJECT: DIGNITY FOR ALL STUDENTS ACT

The District seeks to create an environment free of harassment, bullying, and discrimination, to foster civility in its schools, and to prevent conduct which is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions.

The District further prohibits discrimination against students, including, but not limited to, discriminatory acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by employees or other students on school property and at school functions.

In addition, other acts of harassment, bullying, and/or discrimination that occur off school property may be subject to discipline or other corrective action, where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

Dignity Act Coordinator

In each of its schools, the District will designate at least one employee to serve as the Dignity Act Coordinator (DAC) and receive reports of harassment, bullying, and/or discrimination. Each DAC will be:

- a) Approved by the Board;
- b) Licensed and/or certified by the Commissioner as a classroom teacher, school counselor, school psychologist, school nurse, school social worker, school administrator or supervisor, or Superintendent;
- c) Instructed in the provisions of the Dignity for All Students Act and its implementing regulations;
- d) Thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex;
- e) Provided with training which addresses the social patterns of harassment, bullying, and discrimination, including, but not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex;
- f) Provided with training in the identification and mitigation of harassment, bullying, and discrimination; and

(Continued)

Students

SUBJECT: DIGNITY FOR ALL STUDENTS ACT (Cont'd.)

- g) Provided with training in strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings.

The District will widely disseminate the name, designated school, and contact information of each DAC to all school personnel, students, and parents or persons in parental relation by:

- a) Listing it in the *Code of Conduct*, with updates posted on the District's website; and
- b) Including it in the *Code of Conduct's* plain language summary provided to all parents or persons in parental relation to students before the beginning of each school year; and
- c) Providing it to parents and persons in parental relation in at least one District or school mailing or other method of distribution, each school year, including, but not limited to, electronic communication and/or sending information home with each student. If the information changes, parents and persons in parental relation will be notified in at least one subsequent District or school mailing, or other method of distribution as soon as practicable thereafter; and
- d) Posting it in highly visible areas of school buildings; and
- e) Making it available at the district and school-level administrative offices.

If a DAC vacates his or her position, the District will immediately designate another eligible employee as an interim DAC, pending approval of a successor DAC from the Board within 30 days of the date the position was vacated. In the event a DAC is unable to perform his or her duties for an extended period of time, the District will immediately designate another eligible employee as an interim DAC, pending return of the previous individual to the position.

Training and Awareness

Each year, all employees will be provided with training to promote a supportive school environment that is free from harassment, bullying, and/or discrimination, and to discourage and respond to incidents of harassment, bullying, and/or discrimination. This training may be provided in conjunction with existing professional development, and will be conducted consistent with guidelines approved by the Board, and will include training to;

- a) Raise awareness and sensitivity to potential acts of harassment, bullying, and discrimination;
- b) Address social patterns of harassment, bullying, and discrimination;
- c) Inform employees on the identification and mitigation of harassment, bullying, and discrimination;

(Continued)

SUBJECT: DIGNITY FOR ALL STUDENTS ACT (Cont'd.)

- d) Enable employees to prevent and respond to incidents of harassment, bullying, and discrimination;
- e) Make employees aware of the effects of harassment, bullying, cyberbullying, and discrimination on students;
- f) Provide strategies for effectively addressing problems of exclusion, bias and aggression;
- g) Include safe and supportive school climate concepts in curriculum and classroom management; and
- h) Ensure the effective implementation of school policy on conduct and discipline.

Rules against harassment, bullying, and discrimination will be included in the *Code of Conduct*, publicized District-wide and disseminated to all staff and parents or persons in parental relation. Any amendments to the *Code of Conduct* will be disseminated as soon as practicable following their adoption. The District will provide new employees with a complete copy of the current *Code of Conduct* upon beginning their employment, and distribute an age-appropriate summary to all students at a school assembly at the beginning of each school year.

Internal Reports and Investigations of Harassment, Bullying, and/or Discrimination

All District employees who witness or receive an oral or written report of harassment, bullying, and/or discrimination are required to take action. District employees must make an oral report promptly to the Superintendent or principal, their designee, or the Dignity Act Coordinator (DAC) not later than one school day after witnessing or receiving an oral or written report of harassment, bullying, and/or discrimination. No later than two school days after making the oral report, the District employee must file a written report with the Superintendent or principal, their designee, or the DAC.

The Superintendent or principal, their designee, or the DAC will lead or supervise the thorough investigation of all reports of harassment, bullying, and/or discrimination and ensure that all investigations are promptly completed after the receipt of a written report. In investigating any allegation, the investigator may seek the assistance of the District's Civil Rights Compliance Officer in investigating, responding to, and remedying complaints of harassment, bullying, and/or discrimination.

When an investigation verifies a material incident of harassment, bullying, and/or discrimination, the Superintendent or principal, their designee, or the DAC will take prompt action, consistent with the District's *Code of Conduct*, reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom the behavior was directed.

(Continued)

SUBJECT: DIGNITY FOR ALL STUDENTS ACT (Cont'd.)

The Superintendent or principal, their designee, or the DAC will promptly notify the appropriate local law enforcement agency when it is believed that any harassment, bullying, and/or discrimination constitutes criminal conduct.

Reporting IncidentsReporting Incidents to the Superintendent

At least once during each school year, each building principal will provide a report on data and trends related to harassment, bullying, and/or discrimination to the Superintendent in a manner prescribed by the District. This report will be used to submit the annual School Safety and the Educational Climate (SSEC) Summary Data Collection form to the State Education Department (SED).

Reporting of Material Incidents to the Commissioner of Education

Each school year, the District will submit to the Commissioner a report of material incidents of harassment, bullying, and/or discrimination that occurred during the school year in accordance with law and regulation. This report will be submitted in a manner prescribed by the Commissioner, on or before the basic educational data system (BEDS) reporting deadline or other date determined by the Commissioner.

Prohibition of Retaliatory Behavior (Whistle-Blower Protection)

Any person who has reasonable cause to suspect that a student has been subjected to harassment, bullying, and/or discrimination by an employee or student, on school grounds or at a school function, and who acts reasonably and in good faith in reporting it to school officials, the Commissioner, or law enforcement authorities, or who otherwise initiates, testifies, participates, or assists in any formal or informal proceedings, will have immunity from any civil liability that may arise from making that report, or from initiating, testifying, participating, or assisting in those proceedings. The District also prohibits any retaliatory behavior directed against any complainant, victim, witness, or any other individual who participated in reporting or investigation of an incident of alleged harassment, bullying, or discrimination.

Publication of District Policy

At least once during each school year, all employees, students, and parents or persons in parental relation will be provided with a written or electronic copy of this policy, or a plain-language summary of it. The policy will include information relating to how students, parents, or persons in parental relation, and employees may report harassment, bullying, and/or discrimination. Additionally, the District will maintain a current version of this policy on its website at all times.

(Continued)

SUBJECT: DIGNITY FOR ALL STUDENTS ACT (Cont'd.)**Application**

Nothing in this policy or its implementing regulations should be interpreted to preclude or limit any right or cause of action provided under any local, state, or federal ordinance, law or regulation, including, but not limited to, any remedies or rights available under the Individuals With Disabilities Education Act, Title VII of the Civil Rights Law of 1964, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

Education Law §§ 10-18 and 2801

8 New York Code of Rules and Regulations (NYCRR) § 100.2

NOTE: Refer also to Policies #1330 -- Appointments and Designations by the Board of Education
#3410 -- Code of Conduct on School Property
#3420 -- Non-Discrimination and Anti-Harassment in the District
#5670 -- Records Management
#6411 -- Use of E-mail in the District
#7551 -- Sexual Harassment of Students
#7552 -- Bullying: Peer Abuse in the Schools
#7553 -- Hazing of Students
#8242 -- Civility, Citizenship and Character Education/ Interpersonal
Violence Prevention Education

Adopted: 10/03/12

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