



NORTH SYRACUSE

EARLY EDUCATION PROGRAM

PARENT HANDBOOK

2024/2025

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North Syracuse Early Education Program

205 South Main Street
North Syracuse, NY 13212
Main Office (315)218-2200
Fax Number (315)218-2285

Dawn Hussein, Principal
Marie Willis, Secretary

Health Office (315)218-2203, (315)218-2213 Gayle Vinette, RN Cathy Deyo, LPN

Pre-K Sign-up Office (315)218-2222 Michelle Amidon

Welcome to the 2024-2025 school year at the North Syracuse Early Education Program! As you may know, we are not your typical preschool program. North Syracuse Early Education Program offers three and four year old disabled and non-disabled students a comprehensive educational, social emotional program in an inclusive setting. For many of you, this is the first time your child will attend school. As a result, you probably have many questions. This handbook is a tool to answer many of your general questions and assist with your child's transition to preschool.

As the year progresses, you can stay up to date on important information, lunch menus and upcoming activities through the Internet. Access us through the District website at www.nscsd.org and click on the North Syracuse Early Education Program link under the "Schools" tab. In addition, when you provide the main office your home and/or work email address, you can receive information through your email accounts. You can also sign up for Parent Square. Please ensure the main office has your current contact information on file.

The staff is very excited to welcome you and your child to the North Syracuse Early Education Program and we hope this is a wonderful experience for all. If you have further questions, please contact your child's teacher or call the main office at (315)218-2200. Have a great year!



Sincerely, *Dawn Hussein*

NON-DISCRIMINATION POLICY

It is the policy of the Board that no student shall be denied educational benefits or subjected to discrimination or harassment on the basis of age, color, race, creed/religion, mental or physical disability, marital status, military status, national origin, ethnic origin, gender/sex, sexual orientation, domestic violence victim status, genetic predisposition and carrier status, weight or any other protected category. The Board also prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in an investigation of a discrimination or harassment complaint.

The North Syracuse Central School District also does not discriminate with respect to employment, including the appointment of employees, employment pay, benefits and opportunities. No person shall be denied employment or employment advancement solely because of any physical, mental or medical impairment, provided the individual is capable of performing, with or without reasonable accommodation, the essential functions of the job applied for or held.

Inquiries regarding the District's Non-Discrimination Policy should be directed to:

Section 504 Compliance Officer:

Julie Darmody-Latham, Catie Reeve, Sara Kees
Directors of Special Education
North Syracuse Central School District
5355 West Taft Road
North Syracuse, New York 13212
(315) 218-2140

**Title IX, Title VI, Title VII, ADA, ADEA
and New York Human Rights Law
Compliance Officer:**

Chris Leahey
Associate Superintendent for Teaching & Learning
North Syracuse Central School District
5355 West Taft Road
North Syracuse, New York 13212
(315) 218-2124

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION AND ADMINISTRATORS

Michael A. Schiedo, Interim Superintendent of Schools 218-2151
Christopher Leahey, Ed.D., Associate Superintendent for Teaching & Learning 218-2148
Michael Baroody, Assistant Superintendent for Human Resources 218-2149
Donald F.X. Keegan, Associate Superintendent for Business Services 218-2143

Board of Education: North Syracuse Central School District
c/o Jillian Herrera, District Clerk
5355 West Taft Rd.
North Syracuse, NY 13212
(315) 218-2131
jherrera@nscsd.org

Michael A. Mirizio, Board President
Xavier Moody-Wusik, Board Vice President
Robert A. Crabtree
Paul Farfaglia
Matthew Hermann
Beth Kramer, Ed.D.
Joshua Ludden
Amanda Sugrue
Mark Thorne

2024/2025 Board of Education Meeting Dates:

July 8, 24
August 7, 21
September 9, 23
October 7, 21
November 4, 18
December 2, 16
January 6, 27
February 10, 24
March 10, 24
April 7, 21
May 5, 12
June 2, 16



NORTH SYRACUSE CENTRAL SCHOOL DISTRICT 2024-2025 SCHOOL CALENDAR

BOE Approved 8/19/2024



	M	T	W	T	F
S - 19	AUG/SEPTEMBER				
T - 21				29	30
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

	M	T	W	T	F
S - 22	OCTOBER				
T - 22		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

	M	T	W	T	F
S - 16	NOVEMBER				
T - 17					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

	M	T	W	T	F
S - 15	DECEMBER				
T - 15	2	3	4	[5]	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

	M	T	W	T	F
S - 18	JANUARY				
T - 18			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

(S - 90) (T - 93)

LEGEND

- No School for Students and 10-Month NSCSD Staff
- Shortened Day for PreK-12 Students / Staff Workshops
- Shortened Day for Pre-K-6 Students / Parent Conferences
- No Students - Superintendent's Conf. Day/Staff Workshops
- Regents Test Days
- + Depending on snowday usage, these days may be shortened for K-7

Totals
"S" Student Days 181
"T" Teacher Days 186

NYS Education Department refers to 1/2 days as "shortened days".
The dismissal times remain the same.

	M	T	W	T	F
	FEBRUARY				
S - 15					
T - 15	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

	M	T	W	T	F
	MARCH				
S - 20					
T - 21	3	4	5	6	7
	10	11	12	<13>	14
	17	18	19	20	21
	24	25	26	27	28
	31				

	M	T	W	T	F
	APRIL				
S - 17					
T - 17	1	2	3	4	
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

	M	T	W	T	F
	MAY				
S - 21					
T - 21		1	2		
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

	M	T	W	T	F
	JUNE				
S - 18					
T - 19	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25+	26+	27

(S - 91) (T - 93)

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Aug. 29 Superintendent's Conference Day Sep. 2 Labor Day Sep. 3 Superintendent's Conference Day Sep. 4 First Day of School Oct. 11 Shortened Day PreK-12 Oct. 14 Columbus/Indigenous Peoples Day Oct. 31 Shortened Day PreK-12 Nov. 5 Supt. Conf. Day/Election Day Nov. 11 Veterans Day Nov. 27-29 Thanksgiving Recess Dec. 5 Shortened Day PreK-6 Parent Conferences Dec. 23-Jan. 3 Holiday Recess Jan. 20 Martin Luther King Day Jan. 21-24 Regents Examination Days Jan. 28 Shortened Day PreK-12 Jan. 29 Lunar New Year | <ul style="list-style-type: none"> Feb. 17-21 President's Day/Winter Recess Mar. 13 Shortened Day PreK-4 Parent Conferences Mar. 19 Shortened Day PreK-12 Mar. 31 Superintendent's Conference Day Apr. 14-18 Spring Recess/Good Friday May 16 Shortened Day PreK-12 May 26 Memorial Day May 30 Shortened Day PreK-12 Jun. 10 Regents Exam Day Jun. 11 Regents Exam Day Jun. 17-25 Regents Exam Days (Except June 19) Jun. 19 Juneteenth (No Regents Exams) Jun. 26 Last Day - Students K-7 Jun. 26 Rating Day Jun. 27 Rating Day/Last Day Staff Jun. 27 C-NS Graduation (Tentative) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Provisions for School Closing

Due to Weather-related Conditions or Other Emergency Situations

The following will apply relative to the 2024-2025 school year calendar to ensure that school closings for emergency situations do not cause the number of days in session to drop below the number required by law.

Contingent School Days

In the event that classes have to be canceled for more than five (5) days, school will be in session for all Pre K-12 grade students beginning with April 18th and then April 17th, April 16th, April 15th and April 14th, as needed. As a result, staff is cautioned not to commit themselves to any irrevocable plans for the spring recess in the event that any or all of these days will be required to make up for lost instructional days.

In the event that there are two (2) or more unused emergency closing days by April 15th one (1) of those days, shall be added to the Memorial Day Holiday (May 27, 2025). In the event that the allotted snow/emergency days are not used, Pre-K-7 days may be shortened accordingly on June 26th, 25th, and 24th based on the number of snow days not used.

*****This year we will be alternating our half day schedule. Please note the following dates where half day students will attend 8:30 -11:00. Full Day students will attend 9-11:30 on the half days.**

October 11th AM students attend, PM students do not attend

October 31st PM students attend, AM student do not attend

December 5th AM students attend, PM students do not attend

January 28th PM students attend, AM students do not attend

March 13th AM students attend, PM students do not attend

March 19th PM students attend, AM students do not attend.

May 16th AM students attend, PM students do not attend

May 30th PM students attend, AM students to not attend

NSEEP PTO 2024-2025 CALENDAR OF EVENTS

Month	Event
September	
9/3	Meet the Staff Night
9/25	PTO Meeting
9/30-10/4	Scholastic Book Fair
October	
10/7	School Pictures
10/16-11/4	Gertrude Hawk Fundraiser
10/18	Fall Harvest Event
10/23	PTO Meeting
November	
11/20	School Picture Retakes
11/20	PTO Meeting
11/21	Parent Conferences
December	
TBD	Toy Drive
12/4 & 12/5	Parent Conferences
12/6	Winter Wonderland Event
12/18	PTO Meeting
January	
1/22	PTO Meeting
February	
2/24-3/6	Gertrude Hawk Fundraiser
2/26	PTO Meeting
2/27	Parent Conferences
March	
TBD	School Spirit Week
3/7	Spring Fling Event
3/12, 3/13	Parent Conferences

3/24-3/28	Scholastic Book Fair
3/26	PTO Meeting
April	
4/23	PTO Meeting
May	
5/21	PTO Meeting
June	
5/31	Family Fun Festival
6/18	PTO Meeting

PTO Officers

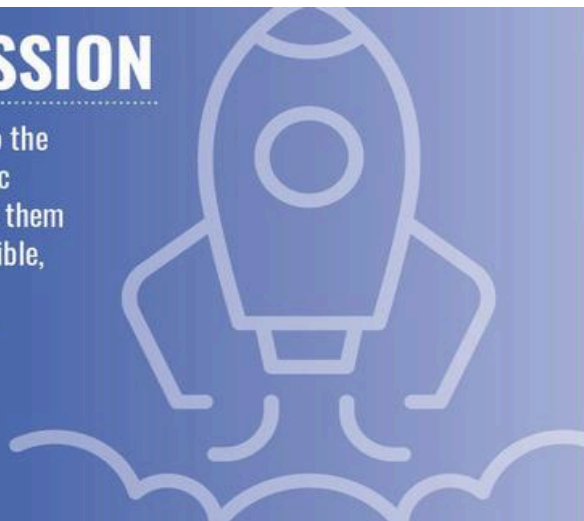
Michelle Banach – President
 Amy Deckard - Vice President
 Jennifer Powell-Varsik – Secretary
 Jessica Spicer – Treasurer

NSEEP MISSION

We, the staff at the North Syracuse Early Education Program, will work collaboratively as multi-disciplinary teams while continuously developing our practice through diverse learning opportunities to meet children at their developmental levels. We will create a safe, nurturing environment with a strong focus on play and language-based learning where all students and their families are valued and supported.

District MISSION

To educate all students to the highest levels of academic achievement and prepare them to be productive, responsible, ethical, creative and compassionate members of society.



District VISION

Our schools and classrooms are safe, welcoming and inclusive where all students are valued and supported. We remove learning barriers by researching and implementing practices that support students academically and emotionally on their path to graduation.



NSEEP has fully implemented the Second Step Social Emotional Curriculum over the past 3 years in all 14 classrooms with grant funding provided by the Health Foundation of Western and Central New York, in partnership with Child Care Solutions, and Community Connections of New York, Inc.

Research shows that Second Step Social Emotional Learning (SEL) is an effective tool for developing and improving preschoolers' executive-functioning skills. Along with its support for other social emotional skills, Second Step creates a strong foundation for Kindergarten. Engaging songs, activities, games, and puppets ensure children have fun while building the skills they need to get ahead.

Teachers will use the e-DECA (electronic Devereux Early Childhood Assessment) to assess all children in the classroom two times per year. This assessment will help us to learn about the way each child gets along with others, shares how they feel, explores, and learns. We will use this information to better plan for all children in the program, building on individual student strengths. **Please notify the school in writing if you do not want your child to participate in this assessment.**

STUDENT PROGRESS

*Special Education Students will receive IEP updates each trimester, based on the North Syracuse School District's elementary report card schedule. (December, March, June)

*General Education Students will receive a progress report each semester, based on the North Syracuse School District's secondary course schedule. (February, June)

Parent Notification Regarding Student Work and Photos

During the school year, your child may have the opportunity to have their photo taken, video image and voice recorded and/or art and written work published in connection with a school district activity or program. Your child's photo (image), school work and/or name may be published in local newspapers, posted (displayed) on the district's internet site or used by the requesting organization (local TV or print media) for programming, i.e., backup and their news stories. If you DO NOT want your child's picture, name or schoolwork to be used in newspaper articles, video and/or district publications including our district's website, please inform your school principal in writing.

SNACK/SPECIAL TREAT GUIDELINES

All children will receive a drink and nutritious snack every day. Our program qualifies for CEP (Community Eligibility Provision) which is breakfast and lunch for every student at no cost. The a.m. students have free breakfast, p.m. students have free lunch, and full day students have free breakfast and lunch. Please help us to continue to obtain and be eligible for additional programs provided by the state and federal government that benefit your child by completing the Alternate Household Income Form. Your child may bring a homemade lunch to school. If your child has a food allergy/intolerance, a physician's note is required. You may provide a substitute for our snack items if your child has an allergy to a particular food. Please be sure the nurse and your child's teacher are aware of these allergies or any other physical or medical concerns.

If your child's classroom is having a special snack/celebration and you wish to contribute food items, we ask that all foods are purchased at stores or bakeries and brought to school in the original packages. We have many children with severe allergies and food sensitivities. We must verify all ingredients in any food given

to the children.

FIELD TRIP PERMISSION

During the school year, our classrooms occasionally walk to visit nearby places such as the fire department, library, post office, police department, or community park. These walking field trips are specifically planned to support the instructional program with actual experiences. Parents/Guardians are notified in advance each time a walking trip is planned. You will also be informed about the instructional purpose of each trip. If you **DO NOT** want your child to go on walks in the community with his/her class, please inform your child's teacher in writing. Nurses will not be accompanying the trip, therefore medical authorization forms must be on file with the health office.

Please note: As a chaperone, parents should not bring siblings with them on field trips.

PROCEDURE FOR SCHOOL DELAY IN OPENING/EMERGENCY CLOSING

The North Syracuse Early Education Program will operate in accordance with the North Syracuse Central School District calendar. In the event of inclement weather or other emergencies, we may need to delay the opening of school, dismiss students early, or close school altogether.

When the North Syracuse School District is closed or delayed, announcements will be made on all stations, but we recommend listening to WSYR (570 AM), Y94 (94 FM), and WHEN (620 AM). The announcement will state that "The North Syracuse School District will be (type of closing)..."

ALL STUDENTS

1. When the North Syracuse Central School District is closed, the Early Education Program will be closed.
2. When your Home School District is closed, your child will not be transported even if the North Syracuse School District is open. *Parents are advised not to transport their children if their district is closed. Roads may not be safe!*
3. When the North Syracuse Central School District is operating on a **one hour** delay, classes for all full day students will start at 10:00 and half day morning students will start at 9:30.

**Parents should not transport children prior to the delayed opening time.
Staff will not be available to receive children.**

4. When the North Syracuse Central School District is operating on a **two hour** delay, classes for all morning half- day students will be canceled. Classes for all full day students will start at 11:00 a.m.
5. When the North Syracuse Central School District cancels afternoon classes, all afternoon half- day classes will be canceled.
6. When the North Syracuse Central School District closes early, the Early Education Program will be closed early and parents will be called to be informed that their child will be transported home early. We will be using the telephone numbers on the emergency contact form we have on file that you filled out. If there are any changes in numbers, emergency people, etc., please make sure you fill out a new card immediately.

THERE MUST BE AN EMERGENCY PERSON ON THE CARD WHO CAN PICK UP YOUR CHILD AT SCHOOL OR WHO CAN RECEIVE YOUR CHILD IF TRANSPORTED BY BUS. WE CAN ONLY RELEASE YOUR CHILD TO PEOPLE DESIGNATED BY YOU IN WRITING.

REMEMBER: WE FOLLOW THE SAME SCHEDULE AS NORTH SYRACUSE ELEMENTARY SCHOOLS.

STUDENT TRANSPORTATION/BUSING INFORMATION

You must call the transporter each time your child is absent or for any reason and will not need transportation to or from school. The transporter has the right to cancel transportation for your child if you do not call when your child will not need transportation.

Please note: Children will be picked up and returned daily in accordance with your written instructions only. Any changes in your regular instructions must be IN WRITING with at least ONE WEEK'S ADVANCE NOTICE. Transporters will accommodate changes if possible. Frequent changes cannot be accommodated.

When your child is dropped off from school, only individuals authorized by you will be allowed to receive your child. If a different person is to receive your child on any day, you must give written instructions in advance. A picture state issued I.D. will be required by the bus drivers to ensure the child is given to the person you designated.

If you (or your designee) are transporting your child to and from school, please adhere to the program starting and ending times. Staff members are not available to look after your child before and after school.

Please note: Children will be released only to people designated by you in writing to pick up your child. Any changes in your regular instructions must be IN WRITING. A state issued picture I.D. will be required if a new person is designated to pick up your child.

BUILDING ENTRANCE/PARKING LOT SAFETY

1. Building Entrance/Security-The Breezeway entrance from the back parking lot is the main entrance for our building. You may not enter through other doorways. Maintaining a single point of entry is critical to building security.

- A valid State issued ID (driver's license) is required to enter NSEEP, as is the procedure throughout the North Syracuse School District. Visitors must report to the main office to sign in/check in. Their State issued ID will be scanned by the "Raptor" system and they will then receive a visitor badge containing their identification information. Minors that do not have a valid State ID will be allowed to visit, as long as they are accompanied by an adult that has provided a state issued ID.

2. Parking Lot

- Please adhere to the stop light and one way arrows in designated areas.
- Hold children's hands in the parking lot.
- Do not leave children in the car unattended.
- Do not walk down the side driveway. It is not a safe walkway.
- Park only in marked parking spaces.
- Please do not park in spaces reserved for individuals with disabilities unless you have authorization. Some families truly need to use these spaces.

3. Exiting the Property

- Right turn only onto Route 11.

***Your cooperation is imperative in maintaining the safety of all children!**

For parent transport, families will enter at the main entrance during the designated time. Please limit entry to one adult for each student. At drop off, adults will need to show their laminated ID card at the door and then will wait with the child at the designated classroom table in the cafeteria until a staff member comes to take the student to the classroom. Adults will exit out the side cafeteria door. At pick up, the children will come down to the cafeteria prior to the parent entering the building. Adults will show their laminated ID upon entry and will proceed to the cafeteria. Adults/students will exit out the side cafeteria door. Visitors entering the building outside of these times will report to the main office. Late arrivals will wait for staff in the cafeteria.

SCHOOL SECURITY NOTICE

In order to better protect our students, visitors and staff, the Early Education Program has a sign-in procedure that includes the use of the Raptor Campus Security Software. Raptor instantly screens out registered sex offenders from campuses with children while managing custody issues, visitors, students, and volunteers.

A valid State issued ID (driver's license) is required to enter the Early Education Program, as is the procedure throughout the North Syracuse School District. Please report to the main office to sign in/check in. Your State issued ID will be scanned by the "Raptor" system and you will then receive a visitor badge containing your identification information. Minors that do not have a valid State ID will be allowed to visit, as long as they are accompanied by an adult that has checked in with our new procedures.

Parents/guardians who drop off/pick up students daily, once registered within our electronic sign-in procedure, may not be required to display your ID each time you visit. However, you will be issued a **YELLOW** laminated ID card and will need to check-in with the staff member assigned to the main entrance. This assigned staff member will be available at the following drop off and pick up times:

A.M. Drop Off 8:25 to 8:35 a.m. A.M. Pick Up 11:00 a.m.

Full Day Drop Off 8:55-9:05 a.m. Full Day Pick Up 2:30 p.m.

P.M. Drop Off 11:55 to 12:05 p.m. P.M. Pick Up 2:30 p.m.

Visitors entering the building outside of these times will have to ring the office for entry and must immediately report to the main office for Raptor scanning. Those visitors will be required to check-out in the main office when leaving the building. If you are a daily drop off/pick up parent/guardian, you will sign out your child with a staff member at the designated classroom table in the cafeteria.

The school day is as follows:

A.M. Students 8:30 a.m. - 11:00 a.m.

P.M. Students 12:00 p.m. - 2:30 p.m.

Full Day Students 9:00 a.m. - 2:30 p.m.

To maintain school security, all people transporting children to our building must adhere to the schedule outlined above. *All classroom visits and observations must be arranged through the Building Principal.

EMERGENCY EVACUATION

We schedule planned drills to practice evacuating the building in case a real emergency should occur. Depending on the type of drill or emergency, children are evacuated to the front and back lawns or to St. Mary and St. Mina Coptic Orthodox Church next door. If prolonged evacuation is necessary, children will be bused to the North Syracuse Jr. High School on Taft Road.

Each drill must be conducted as if it were a real emergency. For the safety of the children, we ask that you please comply with the following procedures:

1. If you are in the building at the time of evacuation, you must evacuate with the students and staff. **NO** vehicles are allowed to enter or leave the premises during evacuation procedures until the building has been cleared for re-entry.
2. If you arrive at the NSEEP during an evacuation, you will see a staff member at the end of the driveway. You must remain off the premises until the building is cleared for re-entry.
3. Please use the main driveway off Route 11 to enter and exit the building at **ALL** times. The back driveway near the playground can be very dangerous if children need to be evacuated.
4. In the event of any real emergency, it may not be safe to take the time to put coats on the children. We will make every effort to get coats whenever possible. The safety of the children is our first concern.
5. Make sure you keep emergency numbers and designated emergency contacts up to date throughout the year.

If an emergency evacuation occurs at the time you are dropping off or picking up your children, **please do not drive onto the school grounds**. If you are already here, **do not drive your car off the school grounds until the building is cleared**. Evacuate with the staff and children. If your child is in your care, keep your child with you until we return to the building and follow drop off or dismissal procedures.

If you arrive at the school during an evacuation, you will find safe parking on side streets or in the municipal parking lots. Parking on Route 11 is generally not as safe and tends to back up traffic.

Children and staff go to St. Mary and St. Mina Coptic Orthodox Church on Church Street for safe shelter.

As always, drive slowly in the parking lot and supervise the children closely. We appreciate your support in ensuring the children's safety. If you have any questions about emergency procedures, please feel free to call 218-2200.

School Health Guidelines

North Syracuse Early Education Program



- In case of an illness or injury in school, emergency first aid will be given, and the school nurse will telephone the home, work, cell phone, or emergency phone numbers which you have provided. Remember to continue to update your emergency contact numbers throughout the school year.
 - Please remember to contact the Health Office with any changes in your child's medical conditions. It is important that we are up to date on any new allergies, conditions, or emergency information, which is required to provide the best care throughout the school year. Also, please notify the Health Office when your child will be absent from school.
 - Please remember that we do have children in our program that may have a compromised immune system, which makes them more susceptible to illnesses. In order to prevent the spread of communicable disease and to ensure a rapid recovery, please keep your child home at least 24 hours if he/she shows any of these symptoms: fever, enlarged glands, red or discharging eyes, cough, headache, stomachache, runny nose, earache, diarrhea, vomiting, sore throat, skin rash.
 - Children who arrive at school or develop the above mentioned symptoms may be sent home. Parents will be contacted to transport their child or send a designated emergency contact person. Remember, it must be in writing that a child may go home with this individual. Sick children cannot be transported home on the buses. All adults removing a child from school during the day must sign the child out in the nurse's office and provide proper identification.
 - If your child has been seen in an Emergency Room or Prompt Care for any stitches, broken or sprained extremities, or head injury, please have a note from the provider releasing the child to school with any limitations noted. If your child is in a cast or requires crutches or a wheelchair, please call the Health Office before they are put on the bus so that we may make appropriate transportation accommodations.
- * Please remember to send your child in secure footwear with rubber soles. Tie or strap sneakers are the safest. If you have any questions or concerns regarding our policy, please feel free to contact our Health Office at 218-2203.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 2160

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Board of Education Members, District Officers, Employees, and Agents Code of Ethics and Conduct

POLICY NO.: 2160

EFFECTIVE DATE: 9/26/2023

DATE OF ORIGINAL POLICY: 7/90

DATE OF NEXT REVIEW: 9/2026

REPLACES POLICY NO.: 2160

DATED: 9/19/2023

I. PHILOSOPHY

The following goals are set for the basis of establishing a Code of Ethics and Conduct for the members of the North Syracuse Central School District Board of Education, District officers, employees, and agents:

- A. ASSURE the opportunity for high quality education for every student and make the well-being of students the fundamental principle in all decisions and actions;
- B. REPRESENT the entire community without fear or favor, while not using these positions for personal gain and accepting all responsibilities as a means of unselfish service;
- C. MAINTAIN high standards and the effectiveness of education through continuing professional development;
- D. PRESERVE the obligation of having all issues considered fairly and without bias; and
- E. INSTILL respect for community, state and nation.

II. POLICY

The Board shall establish the following Code of Ethics and Conduct to govern the conduct of District officers, including members of the Board of Education, employees and agents. The rules of ethical conduct of this Policy shall not conflict with, but be in addition to the prohibitions of Article 18 of the New York State General Municipal Law relating to conflicts of interest of school District officers, employees and agents.

A. DEFINITIONS. The following terms shall have the following meanings in this Policy.

- 1. "Board members, District Officers, Employees or Agents" – All school district officers, including members of the Board of Education, employees, and agents whether paid or unpaid.
- 2. "Interest" -A pecuniary or material benefit accruing to a Board member, district officer, employee or agent.
- 3. "Agent" – A person, company or organization acting on behalf of or representing the District, but is not an employee.

B. STANDARDS OF CONDUCT. Every Board Member, District officer, employee and agent shall be subject to and abide by the following standards of conduct:

- 1. Gifts -A Board member, District officer, employee or agent shall not, directly or indirectly, solicit

any gift, or receive any gift having a value of \$75 or more, whether in the form of money, services, loans, travel, entertainment, hospitality, or promise, or any other form, under circumstances in which it could reasonably be inferred that: the gift was intended to influence the individual, or could reasonably be expected to influence the performance of official duties; or was intended as a reward for any official action on the individual's part. This shall not be construed as prohibiting the traditional exchange of holiday gifts provided discretion is used to insure that gifts of value are not accepted by staff, board members, employees, district officers or agents. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. Confidential Information -A Board member, District officer, employee or agent shall not disclose confidential information acquired in the course of official duties, or use such information to further a personal interest or obtain an advantage for friends or supporters. Confidential information includes information protected by law, and information obtained in Executive Sessions of the board or its committees. To insure the confidentiality of information obtained, executive sessions will not be taped, nor will the information obtained be reduced to any form of writing. Every Board member shall, on an annual basis, sign an Agreement acknowledging his/her promise to abide by these expectations with regard to confidentiality and the general provisions of this Policy.
3. Representation Before the Board -A Board member, District officer, employee, or agent shall not receive, or enter into any agreement, express or implied, for compensation (contingent or otherwise) for services to be rendered in relation to any matter before the Board of Education.
4. Disclosure of Interest
 - (a) Any Board member, District officer, employee, or agent whether paid or unpaid, who has, will have, or later acquires an interest in, or whose spouse has, will have, or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with the district shall publicly disclose the nature and extent of any such direct or indirect financial or other private interest in writing to his/her supervisor and to the Board of Education. The disclosure must be made when the Board member, District officer, employee, or agent first acquires knowledge of such interest and such disclosure will be made part of and included in the official minutes of any relevant Board meeting.
 - (b) Any Board member, District officer, employee, or agent, whether paid or unpaid, who has any direct or indirect financial interest, or other private interest, in any matter or resolution before the Board of Education, shall publicly disclose on the official record the nature and extent of the interest prior to participating in any discussion and/or giving any official opinion to the Board on the matter or resolution.
5. Conflict of Interest -A Board member, District officer, employee, or agent shall not invest or hold any investment directly in any financial, business, commercial or other private transaction, that creates a conflict with his/her/their official responsibilities and duties, unless permitted by law. Education Law §3016 requires a two-thirds vote by the board to employ a teacher who is related by blood or marriage to a school board member. The two-thirds vote requirement does not apply or have an effect on the continued employment of a tenured teacher who is hired before his/her/their relative is elected or appointed to the school board. Except as permitted by law, no school District officer, employee, or agent, including Board members, shall have an interest in any contract with the district when he/she/they, individually, or as a member of the Board, has the power or duty to: negotiate, prepare, authorize, or approve the contract or authorize or approve payment under the contract; audit bills or claims under the contract; or appoint a District officer, employee, or agent who has any of these powers or duties. The provisions of this paragraph should not be construed to preclude the payment of lawful compensation and necessary expenses of any District officer, employee, or agent in one or more positions of public employment, the holding of which is not

prohibited by law.

6. Private Employment -A Board member, District officer, employee, or agent shall not engage in, solicit, negotiate for or promise to accept employment from or service of private interests when that employment or service creates a conflict with or impairs the proper discharge of official school district duties.
7. Future Employment -A Board member, District officer employee, or agent shall not, after the termination of service or employment with the school district, appear before the Board, or any panel, or committee of the Board, in relation to any case, proceeding, or application in which they personally participated during the period of service or employment, or that was under active_ consideration by the Board while he/she/they are_a member. This shall not bar or prevent the timely filing by a present or former member, District officer, employee, or agent of any claim, account, demand or suit against the school district on behalf of the member or District officer, employee, or agent, or any family member arising out of any personal injury or property damage or for any lawful benefit, authorized or permitted by law.
8. General Conduct
 - (a) As part of the educational team, each Board member, District officer, District employee or agent shall act with mutual respect and regard for each other's responsibility and duties, recognizing that the strength of a Board of Education is acting as a board, not as individuals.
 - (b) Board members have authority to act only when acting at a duly called meeting of the Board. A vote of the majority shall determine any action, unless otherwise required by law, and the action then becomes the action of the entire Board. Board members shall not hold themselves out as speaking on behalf of the Board unless directly authorized by appropriate action of the Board. Individually, a Board member's rights are no greater or different than those of any qualified voter of the school district. If speaking in their individual capacity about school district matters, Board members shall directly indicate that they are not speaking on behalf of the Board nor are they acting in their capacity as a Board member.
 - (c) Board members, District officers, employees, or agents shall become familiar with state, federal and local laws affecting the educational goals and objectives of the North Syracuse Central School District and shall abide by all laws and regulations pertaining to education and municipal entities.
 - (d) In order to increase their knowledge of the school district's operations, responsibilities and legal obligations, Board members and District officers, employees, and agents shall take advantage of opportunities to participate in applicable conferences, seminars and lectures.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. DISTRIBUTION OF COPIES OF THIS POLICY

The Superintendent shall see that a copy of this policy is distributed to every current Board member, District officer, employee, or agent. Each school District officer, employee, or agent elected or appointed after adoption of the policy shall also be furnished with a copy.

B. FILING

The North Syracuse Central School District Clerk shall file in the office of the state controller a

copy of the Board's Code of Ethics and Conduct within 30 days of adoption. Any amendments to the Code must also be filed within 30 days of adoption.

C. POSTING OF STATUTE

The Superintendent shall cause a copy of Article 18 of the New York General Municipal Law to be posted in each public building under the jurisdiction of the school district in a place conspicuous to District officer, employee, or agent.

D. PENALTIES

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any provisions of this code may be fined, suspended, or removed from office or employment, in the manner provided by law.

IV. REVIEW

This policy is to be reviewed every three years, or as the Board may consider necessary.

V. LEGAL REFERENCES

General Municipal Law, Article 18 Public Officers Law, Article 7 Education Law, §1701, §1804

VI. SIGNATURE BLOCK

Reviewed and Approved by Board Policy Committee _____	_____
	Chairperson
	Date
Reviewed and Adopted by Board of Education _____	_____
	President
	Date
Received for Implementation _____	_____
	Superintendent
	Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 4201

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Acceptable Technology Device, Account, Internet, E-mail and Telephone Use Policy

POLICY: 4201 EFFECTIVE DATE: 7/10/2023

DATE OF ORIGINAL POLICY: 12/16/96 DATE OF NEXT REVIEW: 6/2026

REPLACES POLICY NO.: N/A DATED: 6/20/2023

I. PHILOSOPHY

The Board of Education of the North Syracuse Central School District recognizes that due to technological advances made in the district's data network used by staff and students, access to devices and accounts, the Internet, E-mail, and telephones has become readily available. Through the use of devices, the Internet, E-mail, and telephones, network users are able to retrieve and share information, and communicate with others. The Internet and E-mail contain some defamatory, inaccurate, abusive, offensive, illegal and/or adult-oriented material. While the North Syracuse Central School District is able and willing to provide staff and student's access to devices and accounts, the Internet, E-mail, and telephone users must understand and agree that with the privilege of access comes the responsibility to act in a lawful, ethical manner, as mandated by a clearly defined Acceptable Use Policy. To this end, it is imperative that the North Syracuse Central School District adopt and consistently apply a policy of Acceptable Device, Account, Internet, E-mail, and Telephone Use Policy.

II. POLICY

In order to effectively implement a comprehensive Acceptable Use Policy, all staff and students will be informed of the policy's guidelines and standard procedures. Furthermore, policy guidelines will be monitored and modified as needed, and include user rights and responsibilities, disciplinary action for inappropriate use and/or actions, parent and student information on the District website. (See Administrative Guidelines for specific details.)

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The Superintendent of Schools or his/her/their designee shall be responsible for developing and revising any administrative guidelines and procedures for this policy.

IV. DELEGATION OF AUTHORITY

The Superintendent of Schools or his/her/their designee has the responsibility for enforcing this policy by communicating it to all relevant administrators and by providing necessary guidelines and instructions to the appropriate personnel.

V. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed And forwarded to the appropriate administrative personnel involved.

VI. REVIEW

This policy is to be reviewed triennially, or as significant legal decisions become available.

VII. LEGAL REFERENCES

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES FOR ACCEPTABLE
TECHNOLOGY, DEVICES, ACCOUNTS,
INTERNET, E-MAIL, AND TELEPHONE USE POLICY

A. PURPOSE

1. To define acceptable use standards as “rights and responsibilities” of the individual user of the North Syracuse Central School District Data Network.
2. To confirm that use of the North Syracuse Central School District Data Network will be for educational/instructional purposes only.
3. To confirm that this access is a privilege, not a right, and may be revoked in cases of unacceptable use.

B. RIGHTS

1. Access to the North Syracuse Central School District Internet connection shall not be denied except as decided by the Superintendent of Schools or his/her/their designee.
2. The privilege to access Devices, Internet, E-mail and telephone includes the right to appropriate training and tools required to effect access.
3. The constitutional concept of freedom of speech applies to all members of the educational community.

C. RESPONSIBILITY

1. It is the responsibility of the North Syracuse Central School District to provide approved users of the district’s Data Network with legally acquired computer resources (hardware, software, networks, accounts, databases, etc.).
2. It shall be each user’s personal responsibility to recognize and honor the intellectual/instructional work of others.
3. To access or disseminate information that is illegal, defamatory, abusive, offensive, and/or adult-oriented is strictly prohibited and may result in denial of access rights.
4. Each user of the North Syracuse Central School District Network is responsible:
 - a. To respect and value the rights of privacy of other users.
 - b. To recognize and respect the diversity of opinions in the educational community.
 - c. To comply with legal/ethical restrictions regarding the use of information resources and electronic databases
 - d. To use the Network access for educational/instructional purposes.
 - e. To maintain, private and secure, the password assigned to each individual, and to access the District’s Internet connection using only the individual’s assigned password.
5. The following uses are examples of uses that are not permitted:
 - Sending or displaying offensive messages or pictures.
 - Using obscene language.
 - Damaging devices, systems, or networks, including uploading or creation of computer viruses.
 - Violating copyright laws.
 - Using others’ passwords-accounts.

- Trespassing in others' accounts, files, directories, or work and harming or destroying data of another user.
 - Intentionally wasting resources.
 - Employing the network for commercial purposes.
 - Posting any information regarding the North Syracuse Central School District, District policies and/or District events without proper authorization.
 - Posting any comments or information about North Syracuse Central School District Board members, staff members or students without proper authorization.
 - Activities deemed to be a security risk to the network.
 - Accessing or dissemination of adult-oriented materials.
 - Unauthorized downloading.
 - Gambling
 - Connecting non-district equipment to the network without prior authorization
 - Use of any school resources, including e-mail, for distributing partisan information relative to political or school board member/budget elections.
7. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications or other files sent and received on the school devices, network or stored in his/her/their directory. The school computer network system operator, or other school employee, may, at any time, review the subject content and appropriateness of electronic communication or other computer files, and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials.
8. Cyberbullying is not permitted within the North Syracuse Central School District's Technology System. Cyberbullying includes but is not limited to the following: harassing, insulting, or attacking others, including racist or sexist comments and derogatory remarks.

D. ENFORCEMENT/VIOLATIONS

This Acceptable Technology Device and Account , Internet, E-Mail and Telephone Use Policy details the rights and privileges of all users regarding the utilization of the district's data network. While the North Syracuse Central School District is able and willing to provide students and community members access to devices, accounts, the internet, e-mail, and telephones users must understand and agree to follow the rules and regulations set forth by the school district to ensure appropriate behavior(s) and actions(s) are demonstrated. With the privilege of accessing resources from the district's data network comes the responsibility to act in a lawful, ethical manner.

In cases where the rule(s) and/or regulation(s) for operating devices, accounts, , the internet, e-mail, or telephones are suspected of being violated, the involved user(s) will face disciplinary action. Instances of rule(s) and/or regulation(s) violations include not being an approved user, accessing information which is illegal, defamatory, abusive, offensive and/or pornographic, sending an excessive amount of non-work related E-mail downloading files and/or programs to a computer's C drive or any attempts at hacking into the network or changing any network or device settings without permission.

Suspected violations must be immediately reported to the school principal or his/her/their designee. The principal, or his/her/their designee, will, in turn, follow the established building guidelines for a discipline/technology referral. In cases involving a serious technology violation, as determined by the school principal or his/her/their designee, the details of the case will be forwarded to the Superintendent or his/her/their designee for final actions. Any electronic communications will be

treated the same as printed communication and is therefore subject to existing Board of Education policy regulations.

It is the responsibility of each building principal to distribute to parents and students each September and include in their building handbook, a communication outlining the district's policy's rules and regulations regarding device, account, internet, e-mail, and telephone use.

In an effort to ensure that all parties understand and agree to the rules and regulations established in this Acceptable Technology Device, Account, Internet, E-mail, and Telephone Use Policy, it is mandated that all students and staff must acknowledge the District's approved Device, Account, Internet, and E-mail policies and procedures each time they log onto the system.



SAMPLE LETTER

Complete Policy Located at <http://www.nscsd.org/aup>

September 2017

Dear Parent/Guardian:

The North Syracuse CSD Computer Services Department is pleased to offer the students access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes.

This network will assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of resources. Access to the digital network will enable students to explore thousands of libraries, databases, web sites, and videoconference locations for purposes of research and exchange of information and ideas with users throughout the world.

To gain access to the North Syracuse Central School District electronic network, students must acknowledge the District's approved, technology, device, account, internet, e-mail and telephone use policy when logging in to the District's systems. For more information on this policy, visit www.nscsd.org/aup.

The district maintains filtering software designed to block access to certain Internet sites. However, no filtering software is entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. Please be confident that North Syracuse Central School district staff will make every effort to ensure proper access and usage of the Internet and the computer network.

The North Syracuse Central School District staff will be offering training classes to assist students on accessing the network. This will include materials educating students about appropriate online behavior, including interacting with other individuals on social networking and websites.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information resources.

Thank you for your time during a very busy part of the school year. Your support in the area of technology makes it possible to give your child the best opportunities for experiencing 21st Century learning!

Sincerely,

Name of Building Principal
School Building

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Dignity for All Students Act Policy (DASA)POLICY: 4201.2 EFFECTIVE DATE: 6/26/2023DATE OF ORIGINAL POLICY: 10/13/2011 DATE OF NEXT REVIEW: 6/2024DATED: 6/20/2023

I. PHILOSOPHY

The North Syracuse Central School District Board of Education is committed to providing a safe and productive learning environment within its schools. Harassment, bullying and discrimination of a student by another student or by a school employee is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off school district property. This prohibition includes, but is not limited to, harassment and bullying based on a person's actual or perceived race, color, family/parental or marital status, socioeconomic status, ancestry, physical attributes, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression), or sex. This policy extends to acts of harassment, bullying and discrimination that occur off school property where such acts actually create or may foreseeably create a risk of substantial disruption within the school environment, or where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The Board of Education mandates that the prohibition against harassment, bullying and discrimination — along with the range of possible Intervention activities and/or sanctions for such misconduct — to be included in the North Syracuse Central School District Board of Education Policy 5311.1 - Student Conduct and Discipline for all grade levels.

II. POLICY DEFINITIONS

"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.

"School bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

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

"Harassment" and "bullying" mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would

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reasonably be expected to cause a student to fear for his/her/their physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates 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. Acts of harassment and bullying shall include, but are not be limited to, those acts based on a person's actual or perceived race, color, family/parental or marital status, socioeconomic status, ancestry, physical attributes ,weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" include verbal and non-verbal actions.

"Cyberbullying" means harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

"Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

"Discrimination" means the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.

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

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

"Employee" means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

"Report of harassment, bullying, and/or discrimination" includes, but is not limited to, the following examples:

- A report regarding the denial of access to school facilities including, but not limited to restrooms, changing rooms, locker rooms, and/or field trips, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex; or

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- A report regarding application of a dress code, specific grooming or appearance standards that is
- based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex; or
- A report regarding the use of name(s) and pronoun(s) or the pronunciation of names that is based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex; or
- A report regarding any other form of harassment, bullying, and/or discrimination, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex.

III. POLICY

A. Reporting of Allegations of Harassment and Bullying/Cyberbullying Behavior and/or other Forms of Harassment or Discrimination

Complaint Procedure Any student or parent who wishes to report an incident of bullying behavior and/or other forms of harassment or discrimination prohibited by this policy, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying and/or other forms of harassment or discrimination, shall report the behavior to any staff member, building principal, or Dignity Act Coordinator (DAC).

The staff member to whom the report is made (or the staff member who witnesses bullying behavior and/or other form of harassment or discrimination), shall inform the building principal, superintendent or Dignity Act Coordinator (DAC) both orally and in writing about the incident(s). The staff member shall provide oral notice within one (1) school day, and written notification within two (2) school days, of witnessing the incident or receiving the complaint or report.

The official designated by the District to investigate allegations of bullying and/or other forms of harassment or discrimination will investigate the allegations or oversee the investigation. The designated official may be the principal, a DAC, or another appropriate person selected by the District. Investigation of allegations of bullying and/or other forms of harassment or discrimination shall follow the procedures utilized for complaints of harassment or discrimination within the School District. Allegations of bullying and/or other forms of harassment or Discrimination shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

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The administrator will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases. If the behavior is found to meet the definition of bullying, harassment, or

discrimination, the administrator must complete appropriate written documentation concerning the incident and the District's response.

Consequences for Violations

The District will take prompt, appropriate actions reasonably designed to end the harassment, bullying, or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent the recurrence of the behavior, and ensure the safety of the student(s) at whom the behavior was directed.

A student who violates this policy will be subject to appropriate disciplinary action consistent with the Student Code of Conduct. Where appropriate, the District will respond with a progressive model of student discipline that is age-appropriate and focused on education and intervention and preventing future incidents. In all cases, the District will take into account the nature and severity of the offense, the developmental age of the student who engaged in the behavior, the student's previous disciplinary record, the impact of the student's behavior on the student victim, and any other special, extenuating or mitigating circumstances, as may be appropriate.

A staff member who violates this policy will be subject to appropriate disciplinary action, consistent with applicable law and collective bargaining agreements.

In addition to the disciplinary consequences set forth in the District's Code of Conduct, the Board and District are committed to implementing remedial responses to harassment and discrimination that are aimed at addressing the root causes of harassment and discrimination and correcting and preventing the recurrence of the problem behavior.

The District will promptly notify local law enforcement if it is believed that any harassment, bullying, or discrimination constitutes criminal conduct.

Remedial Disciplinary Consequences

Appropriate remedial consequences may include, but are not limited to:

- peer support groups;
- corrective instruction or other relevant learning or service experience;
- supportive intervention;
- behavioral assessment/evaluation;
- behavioral management plans, with goals for improvement that are closely monitored;

- student counseling and parent conferences

Environmental Remediation

In addition to imposing appropriate disciplinary consequences and remedial efforts aimed at addressing bullying, harassment or discrimination by particular students, building-wide and/or school-wide environmental remediation can be an important tool to prevent such

incidents. Environmental remediation strategies may include, but are not limited to the following:

- supervisory systems which empower school staff with prevention and intervention tools to address incidents of bullying and harassment;
- school and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
- adoption of research based systemic harassment prevention programs;
- modification of schedules;
- adjustment in hallway traffic and other student routes of travel;
- targeted use of monitors;
- staff professional development;
- parent conferences;
- involvement of parent-teacher organizations; and
- peer support groups.

B. Designation and Training of Dignity Act Coordinators

The Superintendent shall designate one or more staff members in each school building to be thoroughly trained to handle human relations in the areas of race, color, family/parental or marital status, socioeconomic status, ancestry, physical attributes, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The designated individual(s) in each building shall be referred to as the Dignity Act Coordinator(s). The designation of each Dignity Act Coordinator shall be approved by the Board of Education.

The District will provide during each school year, professional development training to raise staff awareness and sensitivity of harassment, bullying and discrimination directed at students that are committed by students or school employees on school property or at a school function. Training will include ways to promote a supportive school environment that is free from discrimination and harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing

and responding to harassment and discrimination, as well as ensuring the safety of victims.

C. Prevention and Intervention

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior and other forms of harassment or discrimination of which they have been made aware at school district sites or activities and/or reporting such behavior to their immediate supervisor. Further, training shall be provided to all staff to raise awareness of the problem of bullying and other harassment and discrimination within the schools and to facilitate staff identification of, and response to, such bullying behavior and other forms of harassment and discrimination of students.

Prevention and intervention techniques within the District to prevent against bullying behavior and other forms of harassment and discrimination and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to those who bully, those who are bullied and their parents to help ensure that the bullying or other harassment and discrimination stops.

D. Non-Discriminatory Instructional and Counseling Methods

The Superintendent is authorized and directed to cause administrative guidelines to be prepared relating to the development of nondiscriminatory instructional and counseling methods for use by District faculty and counseling staff.

The District will post on the District website statements acknowledging that NSCD does not harass or discriminate based upon a student's race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex.

E. Instruction in Civility, Citizenship and Character Education

In addition, the Superintendent or Superintendent's designee(s) shall assure that the District's curriculum provides for instruction in civility, citizenship and character education in accordance with the Education Law and the regulations of the Commissioner of Education. At a minimum this shall include instruction that supports development of a school environment free of harassment, bullying and discrimination, with an emphasis on discouraging acts of harassment, bullying and/or discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

F. Prohibition of Retaliatory Behavior

The Board of Education and the District prohibits any retaliatory behavior directed against complainants, those who are bullied, witnesses, and/or any other individuals who participate in good-faith in the investigation of allegations of bullying or another form of harassment or discrimination covered by this policy. Follow-up inquiries and/or appropriate monitoring of those who allegedly bully and those who are bullied or

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otherwise harassed or discriminated against shall be made to ensure that the behavior has not resumed and that all of those involved in the investigation have not suffered retaliation.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The principal shall provide an annual report on data and trends related to harassment, bullying and discrimination to the superintendent at a time and in a format that the superintendent shall direct.

The District shall provide annual notice to the Commissioner of verified, material incidents of harassment, bullying and/or discrimination.

V. DELEGATION OF RESPONSIBILITY

The Superintendent or his/her/their designee will ensure that this policy and administrative guidelines are reviewed annually with students and staff members.

The District administration will provide the following information annually with the Safe School Report:

- Policy 4201.1 —Internet Safety Policy
- Report of verified incidents of harassment, bullying and discrimination
- Information on the development and implementation of any bullying prevention, intervention or education programs.

Each staff member will be responsible to maintain an educational environment free of bullying, harassment, and discrimination.

Each student will be responsible to respect the rights of his/her/their fellow students and to ensure an atmosphere free from all forms of bullying, harassment and discrimination.

Students will be encouraged to report bullying complaints and/or complaints about other types of harassment or discrimination to any staff member.

The administrator or his/her/their designee will inform the parents or guardians of the student who was bullied or otherwise subjected to harassment or discrimination and also the parents or guardians of the accused.

VI. REVIEW

This policy shall be reviewed annually.

VII. POLICY REFERENCES AND LEGAL REFERENCES

Policy 5311.1 - Student Conduct and Discipline Policy

Policy 9010.2 and 5010.2 - Sexual and Other Forms of Prohibited Discrimination and

POLICY 4201.2

Harassment Policy - 9010.3 - Financial Accountability-Disclosure of Wrongful Conduct
(Whistle Blowing & Protection from Reprisal)

Policy - 9100 - Staff Code of Conduct
Tinker v Des Moines Independent School District, 393, U.S. 503 (1969)

NYS Dignity for All Students Act and implementing regulations: NY Education Law Article 2 –
Sections 2-18; 8 NYCRR §100.2(jj); §100.2(kk).
NY Education Law §801-a and 8 NYCRR §100.2(c)

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and
Adopted by
Board of
Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 4202.3

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Data Security and Privacy Protection of Student, Teacher, and Principal Personal Information

POLICY: 4202.3

EFFECTIVE DATE: 6/26/2023

DATE OF ORIGINAL POLICY: 7/1/2020

DATE OF NEXT REVIEW: 6/2024

REPLACES POLICY NO.: N/A

DATED: 6/20/2023

I PHILOSOPHY

It is the North Syracuse Central School District's responsibility to adopt appropriate administrative, technical, and physical safeguards and controls to protect and maintain the confidentiality, integrity and availability of its data, data systems, and information technology resources. All stakeholders, including students, teachers, and administrators should be aware of their rights and expect their data to be kept private and confidential.

II POLICY

In order to provide a successful educational program, the North Syracuse Central School District receives, creates, archives, and transfers sensitive, private information about students, teachers, and principals protected by both state and federal law. North Syracuse Central Schools takes active measures to protect confidential information in compliance with all state and federal laws. The District expects all employees and partners to maintain the confidentiality of protected information in compliance with state and federal law and applicable board policies.

III PURPOSE OF POLICY

1. to comply with state and federal legal and regulatory requirements governing the collection, retention, dissemination, protection, and destruction of information;
2. to maintain a comprehensive Data Privacy and Security Program designed to satisfy its statutory and regulatory obligations, enable and assure core services, and fully support the District's mission;
3. to protect personally identifiable information from unauthorized use or disclosure;
4. to ensure the adherence of its vendors with federal, state and North Syracuse Central School District requirements in its vendor agreements;

Reviewed by C.Leahey 6/2023

5. to train users to understand their responsibility to protect confidential information
6. to identify required data security and privacy responsibilities and goals, integrate them into relevant processes, and commit the appropriate resources toward the implementation of such goals; and
7. to communicate required data security and privacy responsibilities and goals and the consequences of non-compliance to users.

IV DEFINITIONS

1. Definitions. As used in this section the following terms shall have the following meanings:
 - a. "Building principal" means a building principal subject to annual performance evaluation review under the provisions of educational law section 3012-C.
 - b. "Classroom teacher" means a teacher subject to annual performance evaluation review under the provisions of educational law section 3012-C.
 - c. "Educational agency" means a school district, board of cooperative educational services, school, or the education department.
 - d. "Personally identifiable information," is identifiable information that is maintained in education records and includes direct identifiers, such as a student's name or identification number, indirect identifiers, such as a student's date of birth, or other information which can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information.
 - e. "School" means any public elementary or secondary school, universal pre-kindergarten program, an approved provider of preschool special education, any other publicly funded prekindergarten program, a school serving children in a special act school district, an approved private school for the education of students with disabilities, a state-supported school, or a state-operated school.
 - f. "Student" means any person attending or seeking to enroll in an educational agency.
 - g. "Eligible student" means a student eighteen years or older.
 - h. "Parent" means a parent, legal guardian, or person in parental relation to a student.
 - i. "Student data" means personally identifiable information from student records of an educational agency.
 - j. "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of

section three thousand twelve-c of this chapter.

k. "Third party contractor" shall mean any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of such educational agency, or audit or evaluation of publicly funded programs. Such term shall include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities pursuant to education law section 211-E.

V AMPLIFYING INSTRUCTIONS AND GUIDELINES

1. North Syracuse Central School District will utilize the National Institute of Standards and Cybersecurity Framework v 1.1 as the standard for its Data Privacy and Security Program.
2. This policy encompasses all systems, automated and manual, including systems managed or hosted by third parties on behalf of the educational agency and it addresses all information, regardless of the form or format, which is created or used in support of the activities of an educational agency.
3. This policy shall be published on the North Syracuse Central School District website and notice of its existence shall be provided to all employees and users.
4. The Superintendent, or designee, shall publish a Parents Bill of Rights in an appropriate location on the District's website which shall inform parents:
 - (a) A student's personally identifiable information cannot be sold or released for any commercial purposes;
 - (b) Parents have the right to inspect and review the complete contents of their child's education record, and the process for requesting such review;
 - (c) State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred;
 - (d) A complete list of all student data elements collected by New York State is available for public review on the State's website, including link to that information, or by writing to the address and individual designated by the State including the contact information; and

(e) Parents have the right to have complaints about possible breaches of student data addressed, and the process for making such complaints. Complaints should be directed to the Data Protection Officer, with contact information.

VI COMPLIANCE

1. The Data Protection Officer is responsible for the compliance of North Syracuse Central School District programs and offices with this policy, related policies, and applicable standards, guidelines and procedures. Instances of non-compliance will be addressed on a case-by-case basis. All cases will be documented, and program offices will be directed to adopt corrective practices, as applicable.
2. The Data Protection Officer shall annually report to its Board of Education on data privacy and security activities and progress, the number and disposition of reported breaches, if any, and a summary of any complaint submitted pursuant to Education Law §2-d.

VII DATA PRIVACY

1. Laws such as the Family Educational Rights Privacy Act (FERPA), NYS Education Law §2-d and other state or federal laws establish baseline parameters for what is permissible when sharing student personally identifiable information.
2. Data protected by law must only be used in accordance with law and regulation North Syracuse Central School District policies to ensure it is protected from unauthorized use and/or disclosure.
3. Student data shall not be shared with third parties without a written agreement that complies with state and federal laws and regulations. No student data will be provided to third parties unless it is permitted by state and federal laws and regulations. Third-party contracts must include provisions required by state and federal laws and regulations
4. Any and all contracts between the District and third-party contractors, under which a contractor will receive student data or teacher or principal data, shall include provisions requiring that the contractor maintain the confidentiality of shared student data or teacher or principal data in accordance with law, regulation, and District policy.
In addition, the District will ensure that the contract or written agreement includes a signed copy of the Parents Bill of Rights and the contractor's data privacy and security plan, in compliance with Part 121 of the Commissioner's regulations and that has been accepted by the District. The District will publish on its website a supplement to the Bill of Rights for any contract or other written agreement it has entered with a third-party contractor that will receive PII from the District. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the District's data and/or technology infrastructure. Agreements subject to this policy include any agreement created in electronic form and signed with an electronic or digital signature or a click wrap agreement that is used with software licenses, downloaded and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.

5. North Syracuse Central School District will provide all protections afforded to parents and persons in parental relationships, or students where applicable, required under the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, and the federal regulations implementing such statutes. Therefore, North Syracuse Central School District shall ensure that its contracts require that the confidentiality of student data or teacher or principal Annual Professional Performance and Review (APPR) data be maintained in accordance with federal and state law and this policy.

VIII INCIDENT RESPONSE

1. All breaches by third party contractors of data, data systems, and/or personally identifiable information must be reported to the Chief Privacy Officer appointed by the Commissioner of the New York State Education Department in accordance with Education Law § 2-d, its implementing regulations, and this policy, as soon as reasonably practicable, but in no case later than ten (10) days after the breach is reported to the District by a contractor.. For purposes of this policy, a breach means the unauthorized acquisition, access, use, or disclosure of student, teacher or principal personally identifiable information as defined by Education law §2-d.

2. State and federal laws require that affected individuals must be notified when there has been a breach or unauthorized disclosure of personally identifiable information. Upon receiving a report of a breach or unauthorized disclosure, the Data Protection Officer, legal counsel and other subject matter experts will determine whether notification of affected individuals is required, and where required, effect notification in the most expedient way possible and without unreasonable delay.

2. Users must comply with the Acceptable Use Policy in using District resources. Access privileges will be granted in accordance with the user's job responsibilities and will be limited only to those necessary to accomplish assigned tasks in accordance with North Syracuse Central School District mission and business functions. Accounts will be removed, and access will be denied for all those who have left North Syracuse Central School District or moved to another department.

4. Users must comply with the Password Policy.

IX PARENT COMPLAINTS

Any parent, eligible student, teacher, principal, or eligible staff may file a complaint with the District regarding a breach or unauthorized release of student data and/or teacher or principal data by filing a written complaint with the District's Data Protection Officer. The Data Protection Officer will promptly acknowledge receipt of complaints, commence an investigation, and take the necessary precautions to protect personally identifiable information. Following its investigation of a submitted complaint, the District shall provide the parent or eligible student, teacher, principal or any other staff member who filed a complaint with its findings within a reasonable period but no more than 60 calendar days from the receipt of the complaint by the District. Where the District requires additional time, or where the response may compromise

security or impede a law enforcement investigation, the District shall provide the parent, eligible student, teacher, principal or any other staff member with a written explanation that includes the approximate date when the District anticipates that it will respond to the complaint.

X TRAINING

All staff of North Syracuse Central School District who have access to personally identifiable information shall, on an annual basis, receive security and privacy training offered by the department.

XI DELEGATION OF AUTHORITY

The Superintendent of Schools shall be responsible for administration of this policy.

XII REVIEW

This policy is to be reviewed every year or as the Board of Education may deem necessary.

XIII LEGAL REFERENCES

Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, Education law §2-d, Education Law 3012-c, Education Law 211-e

XIV SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 4531

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Field Trips

POLICY: 4531 EFFECTIVE DATE: 5/21/2018

DATE OF ORIGINAL POLICY: 10/7/71 DATE OF NEXT REVIEW: As needed

DATED: 5/21/2018

I. PHILOSOPHY

The district recognizes the significance and positive impact of field trips particularly as enhancements of regular classroom study. Student visits to museums, concert halls, governmental centers, and theater presentations, sites of famous events, speeches, battlefields, or performances represent instructional supplements to regular classroom study. Accordingly, educators should be encouraged, within financial and safety limitations, to utilize field trips, either during or after the regular school day. Field trips are recognized as important educational components of both the curricular, co-curricular and inter-scholastic programs in our total K-12 educational system. Curricular field trips must directly relate to district instructional standards.

Students should recognize the privileges of participation. It is expected that they will conduct themselves in a manner that will gain the maximum advantage of such experience and show them to be representatives of which their school and community can be proud.

II. POLICY

Field trips will, upon district approval, be provided within the limits of safety constraints and the ability of the district's financial resources to support such undertakings. Procedures will be followed which integrate out-of-district trips with the school district calendar and curricular requirements. All reasonable steps will be taken to protect the health and safety of participants.

The Board of Education and/or the Superintendent of Schools reserve the right to deny and to exercise judgment to cancel field trips which have received prior approval, if they (Board of Education and/or Superintendent) deem that existing conditions could place students in the district in serious physical, mental or emotional jeopardy.

III. EXCEPTIONS TO POLICY

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising the administrative guidelines and procedures for this policy shall reside with the Superintendent of Schools or his/her designee. Present policy guidelines and procedures to implement this policy are attached.

V. DELEGATION OF AUTHORITY

The Superintendent has the responsibility for enforcing this policy by communicating it to all relevant parties and by providing necessary instruction and guidelines to the appropriate administrators.

VI. REPORTS

All necessary or required reports, procedures and forms pertaining to the implementation of this policy will be distributed to and completed by the appropriate administrative personnel. The administration will periodically provide members of the Board of Education with a list of field trips that have been approved in compliance with the guidelines and procedures of this policy.

VII. REVIEW

This policy is to be reviewed and recommended by the Superintendent's designee or as deemed necessary upon review of relevant legal implications.

VIII. LEGAL REFERENCES

New York State Education Law makes the following references supporting educational and extra-curricular trips:

School Bus Use, Sec. 3621, bus use during school-sponsored trips.

Teacher Supervision After Regular School Hours: See "Matter of Halloran Case," Sec. 913

Educational Trips: Sec. 1701, 28 N.Y. Jr. 17

See Vol. 53, N.Y. Jur. Sec. 1108 and 1119

See Vol. 53, N.Y. Jur. Sec. 115

See Akins vs. Glens Falls Case, 1982

See Vol. 53, N.Y. Jr. Sec. 117 and 378

See Pratt vs. Robinsons Case 30 N.Y. 2nd 554, 1983

See Sec. 3023, N.Y. Ed. Law

See Sec. 3604, supervision of students after hours

See Sec. 1502, Ed. Law, on educational and interscholastic trips

Visitor Code of Conduct (1240.1)

Staff Code of Conduct (9100)

Student Code of Conduct (5311.1)

Fund Raising Policy 5561

IX. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Approved
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

**ADMINISTRATIVE GUIDELINES AND PROCEDURES
FOR IMPLEMENTATION OF
POLICY 4531 – CURRICULAR FIELD TRIPS**

I. Curricular Field Trips are:

- A. educational excursions.
- B. curriculum focused, correlated to specific instructional standards.
- C. those providing an opportunity to participate either during or after the regular school day.
- D. limited to a specific instructional group (such as a class or course).
- E. approved by the Assistant Superintendent for Instruction and the Superintendent
- F. considered, in terms of class attendance, as in attendance in another class at another location.
- G. limited to a maximum of three per school year per classroom or curricula activity. (This limitation is exclusive of co-curricular and/or interscholastic field trips.)
- H. limited to students missing no more than 2 class days per school year. (This limitation is exclusive of co-curricular and/or interscholastic field trips.)
- I. not to be scheduled on Professional Development days.

II. Curricular Foreign Trips

- A. provide a recognized educational value to the students
- B. must meet established timelines and procedures
- C. are limited to specific curricular groups
- D. must be recommended by both the Superintendent of Schools and Assistant Superintendent for Instruction and approved by the Board of Education.

III. Responsibility of Students and Chaperones (See Form G)

Orientation of the participating students and chaperones is the responsibility of the sponsoring staff member(s) for each field trip.

IV. Procedures

All trips involving North Syracuse Central School District students and staff must follow these procedures.

A. Curricular Field Trips for Single Day Trips (Field Trip Checklist – Form A and Field Trip Request – Form B)

1. When a classroom teacher wishes to schedule a curricular field trip, he/she must first confer with the appropriate building administrator and if applicable, the appropriate Director.
2. Building administrator and if applicable, the appropriate Director tentatively approves or disapproves the field trip request.
3. Written permission from parents must be obtained for all pupils going on field trips.
(See district permission Form C attached).
4. The school nurse will receive a copy of the Field Trip Request (Form B) from the building administrator or if applicable, the appropriate Director. The school nurse will then discuss any special student medical concern/medication needs with the appropriate staff member(s) and/or student's parent.
5. Chaperone criteria must be followed and Form G submitted to building administrator or if applicable, the appropriate Director.
6. Student-chaperone ratio recommendations also apply.
7. Conditional approval by the building principal or if applicable, the appropriate Director is provided after a list of all students and chaperones attending the field trip with parent name(s) and emergency phone numbers.
8. Field trips cannot be scheduled on Professional Development days.

B. Curricular Field Trips for Domestic or Foreign Overnight

1. The conditional approval process begins once the building principal or if applicable, the appropriate Director and the activity advisor agree that the trip has educational value and is financially practical.
2. Parents may be involved to determine parental support for this type of educational experience.
3. At least four months in advance of the trip, the principal will submit a request, in writing, giving basic details and information to the Assistant Superintendent for Instruction and Superintendent of Schools using Checklist Form D and Field Trip Request Form E.
4. If the trip is approved, the activity advisor will proceed with arrangements for the trip.

5. Chaperone criteria must be followed (Form G). Student-chaperone ratio recommendations also apply. The activity advisor must use discretion regarding which chaperone is placed in charge of a group of students going on a trip. Responsibility here is clearly delegated to the activity advisor, with direct supervision by the building principal.
6. Field trips may not be scheduled on Professional Development days.

C. Manifest Requirements for all Curricular Field Trips

1. In the event of a bus accident involving district students, staff or chaperones, it is imperative that emergency responders have an accurate manifest of passengers. These manifests are not limited to trips on district buses but anytime district students are being transported out of the district by any means.

It shall be the responsibility of the staff member supervising the trip to do the following:

1. Develop an accurate, alphabetized up to date manifest of all personnel, chaperones and students on each bus or coach.
2. During school hours, leave a copy of the manifest in the main office.
3. After School hours, leave a copy in the designated Manifest Drop box at Cicero-North Syracuse High School, North Syracuse Junior High School, Gillette Road Middle School, and Roxboro Road Middle School. For all elementary schools, fax a copy to Transportation (218-2183) the District Office (218-2185) and maintain a copy on the bus or coach.
4. Insure that students, staff, or chaperones do not switch buses once the manifest has been established, especially on return trips.
5. Carry copies of emergency contacts and medical releases for all those listed on the manifest.

V. Chaperones (All chaperones will complete a Travel Authorization Form)

- A. For any trip involving overnight lodging, there must be at least two (2) chaperones for the first ten (10) students, and the ratio of one (1) chaperone for each additional ten (10) students beyond the first ten (10).
- B. The distribution of male and female chaperones shall approximate the distribution of students on any overnight trip.
- C. School members should use discretion regarding which particular parent chaperone should be placed in charge of which particular group of students going on a trip. Responsibility here is clearly delegated to the activity advisor.
- D. School staff and chaperones should be extremely conscious of student safety while on trips, especially overnight trips. Students and chaperones must stay in the same hotel.
- E. If overnight, bed checks must be conducted, announced and unannounced.

- F. If visiting in a country where English is not the native language, at least one (1) chaperone must be fluent in the language of the country.
- G. Follow the Staff Code of Conduct at all times. In the case of a violation of the Staff Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.
- H. Parent chaperones must follow the Visitor Code of Conduct at all times.

VI. Students Requiring Medications or Medical Treatment – Single Day Field Trips:

Students should not be prohibited or prevented from attending field trip due to their need for medication or medical treatment. The School Nurse must be notified at least two weeks in advance of a field trip in order to make a nursing assessment as to the student's medical needs. The School Nurse will determine whether the student can be taught to be self-directed in administering his/her own medication. Where this is not possible, the School Nurse will determine whether the parent/guardian can attend the activity and administer the medication, whether the medication time can be adjusted or the dose eliminated. The building principal will make arrangements for a substitute nurse to attend the field trip to administer the medication or provide the medical treatment.

Over-the-counter medications and prescription medications require nurse's approval. Nurses must notify field trip sponsor of this approval.

VII. Students Requiring Medications or Medical Treatment – Overnight Field Trips:

GRADES 7-12: It is necessary to provide physician orders and provide the medications, as per Form H or I. Student that have an order to "self-carry and self-administer" may take nonprescription and prescription medications in the original pharmacy bottle. All students must have written permission from their physician in their possession with the medication being carried.

GRADES K-6 It is necessary the medication be dropped off to the chaperone before leaving for the trip. **An authorization from a physician must be provided along with the medication in the original container.** All medications and pain relievers must be in their original containers, in a Ziploc bag, labeled with students' full name. The directions for administration must also accompany all medications.

VIII. Funding for Curricular:

- A. Fund-raising for curricular trips must adhere to the guidelines of the Fund Raising Policy 5661:
 - 1. generally be restricted to the area served by the school;
 - 2. involve projects in which value is received (example: dinners, food sales, etc.);
 - 3. not involve direct soliciting of local merchants or citizens, Phone-A-Thons, and other similar projects.

IX. Transportation: For Curricular Field Trips

- A. School vehicles, private carriers approved by the Director of Transportation or private autos driven by certified staff members approved as volunteer drivers as designated by the building principal may be utilized for the specified field trip.
- B. All transportation of students requires parental permission slips.

X. Student Discipline

- A. All students must follow the Student Code of Conduct the entire duration of the field trip.
- B. Students who violate the District Discipline Code for Student Behavior as set forth in the "Administrative Guidelines and Procedures to Implement Policy 5311.1" are subject to discipline including, but not limited to, exclusion from participation in one or more field trips.
- C. Exclusion of a student from participation in a field trip constitutes a suspension. Therefore, consistent with Education Law Section 3214 and Board Policy 5311.1 [Student conduct and Discipline (K-12)], only the Board of Education, the Superintendent of Schools, or a Building Principal may exclude a student from participation in a field trip. In order to exclude a student from field trip participation, the student and the student's parents must be provided a reasonable opportunity for an informal conference to discuss the conduct and the penalty with the teacher and the school official authorized to impose the disciplinary action, and alternative instruction must be provided for students under the compulsory attendance age who are so excluded.
- D. In the case of a violation of the Student Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.

**ADMINISTRATIVE GUIDELINES AND PROCEDURES
FOR IMPLEMENTATION OF
POLICY 4531 – CO-CURRICULAR FIELD TRIPS**

I. Co-Curricular Field Trips:

- A. reflect a district recognized co-curricular program which may or may not be curriculum related.
- B. those providing an opportunity to participate either during or after the regular school day.
- C. may require housing of students.
- D. considered, in terms of class attendance, as in attendance in another class at another location.
- E. not to be scheduled on Professional Development days.
- F. all co-curricular field trips are subject to approval by the Assistant Superintendent for Instruction.

II. Co-Curricular Foreign Trips

- A. provide a recognized value to the students
- B. must meet established timelines and procedures
- C. are limited to specific co-curricular groups
- D. must be recommended by both the Superintendent of Schools and Assistant Superintendent for Instruction and approved by the Board of Education.

III. Responsibility of Students and Chaperones (See Form G)

Orientation of the participating students and chaperones is the responsibility of the sponsoring staff member(s) for each field trip.

IV. Procedures

All trips involving North Syracuse Central School District students and staff must follow these procedures.

- A. Co-Curricular Field Trips for Single Day Trips (Field Trip Checklist – Form A and Field Trip Request – Form B)
 - 1. When a staff member wishes to schedule a co-curricular field trip, he/she must first confer with the appropriate building administrator and if applicable, the appropriate Director.

2. Building administrator and if applicable, the appropriate Director tentatively approves or disapproves the field trip request.
3. Written permission from parents must be obtained for all pupils going on field trips. (See district permission Form C attached).
4. The school nurse will receive a copy of the Field Trip Request (Form B) from the building administrator or if applicable, the appropriate Director. The school nurse will then discuss any special student medical concern/medication needs with the appropriate staff member(s) and/or student's parent.
5. Chaperone criteria must be followed and Form G submitted to building administrator or if applicable, the appropriate Director.
6. Conditional approval by the building principal or if applicable, the appropriate Director is provided after a list of all students and chaperones attending the field trip with parent name(s) and emergency phone numbers.
7. Field trips cannot be scheduled on Professional Development days.

B. Co-Curricular Field Trips for Domestic or Foreign Overnight

1. The conditional approval process begins once the building principal or if applicable, the appropriate Director and the activity advisor agree that the trip has value and is financially practical.
2. Parents may be involved to determine parental support for this type of experience.
3. At least four months in advance of the trip, the principal will submit a request, in writing, giving basic details and information to the Assistant Superintendent for Instruction and Superintendent of Schools using Checklist Form D and Field Trip Request Form E.
4. If the trip is approved, the activity advisor will proceed with arrangements for the trip.
5. Chaperone criteria must be followed (Form G). Student-chaperone ratio recommendations also apply. The activity advisor must use discretion regarding which chaperone is placed in charge of a group of students going on a trip. Responsibility here is clearly delegated to the activity advisor, with direct supervision by the building principal.
6. Field trips may not be scheduled on Professional Development days.

C. Manifest Requirements for all Co-Curricular Field Trips

1. In the event of a bus accident involving district students, staff or chaperones, it is imperative that emergency responders have an accurate manifest of passengers. These manifests are not limited to trips on district buses but anytime district students are being transported out of the district by any means.

It shall be the responsibility of the staff member supervising the trip to do the following:

1. Develop an accurate, alphabetized up to date manifest of all personnel, chaperones and students on each bus or coach.

2. During school hours, leave a copy of the manifest in the main office.
3. After School hours, leave a copy in the designated Manifest Drop box at Cicero-North Syracuse High School, North Syracuse Junior High School, Gillette Road Middle School, and Roxboro Road Middle School. For all elementary schools, fax a copy to Transportation (218-2183) the District Office (218-2185) and maintain a copy on the bus or coach.
4. Insure that students, staff, or chaperones do not switch buses once the manifest has been established, especially on return trips.
5. Carry copies of emergency contacts and medical releases for all those listed on the manifest.

V. Chaperones (All chaperones will complete a Travel Authorization Form)

- A. For any trip involving overnight lodging, there must be at least two (2) chaperones for the first ten (10) students, and the ratio of one (1) chaperone for each additional ten (10) students beyond the first ten (10).
- B. The distribution of male and female chaperones shall approximate the distribution of students on any overnight trip.
- C. School members should use discretion regarding which particular parent chaperone should be placed in charge of which particular group of students going on a trip.
Responsibility here is clearly delegated to the activity advisor.
- D. School staff and chaperones should be extremely conscious of student safety while on trips, especially overnight trips. Students and chaperones must stay in the same hotel.
- E. If overnight, bed checks must be conducted, announced and unannounced.
- F. If visiting in a country where English is not the native language, at least one (1) chaperone must be fluent in the language of the country.
- G. Follow the Staff Code of Conduct at all times. In the case of a violation of the Staff Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.
- H. Parent chaperones must follow the Visitor Code of Conduct at all times.

VI. Students Requiring Medications or Medical Treatment:

Students should not be prohibited or prevented from attending field trip due to their need for medication or medical treatment. The School Nurse must be notified at least two weeks in advance of a field trip in order to make a nursing assessment as to the student's medical needs. The School Nurse will determine whether the student can be taught to be self-directed in administering his/her own medication. Where this is not possible, the School Nurse will determine whether the parent/guardian can attend the activity and

administer the medication, whether the medication time can be adjusted or the dose eliminated. The building principal will make arrangements for a substitute nurse to attend the field trip to administer the medication or provide the medical treatment.

Over-the-counter medications and prescription medications require nurse's approval. Nurses must notify field trip sponsor of this approval.

VII. Funding for Co-Curricular:

- A. Fund-raising for co-curricular trips must adhere to the guidelines of the Fund Raising Policy 5661:
 - 1. generally be restricted to the area served by the school;
 - 2. involve projects in which value is received (example: dinners, food sales, etc.);
 - 3. not involve direct soliciting of local merchants or citizens, Phone-A-Thons, and other similar projects.

VIII. Transportation: For Co-Curricular Field Trips

- A. School vehicles, private carriers approved by the Director of Transportation or private autos driven by certified staff members approved as volunteer drivers as designated by the building principal may be utilized for the specified field trip.
- B. All transportation of students requires parental permission slips.

IX. Student Discipline

- A. All students must follow the Student Code of Conduct the entire duration of the field trip.
- B. Students who violate the District Discipline Code for Student Behavior as set forth in the "Administrative Guidelines and Procedures to Implement Policy 5311.1" are subject to discipline including, but not limited to, exclusion from participation in one or more field trips.
- C. Exclusion of a student from participation in a field trip constitutes a suspension. Therefore, consistent with Education Law Section 3214 and Board Policy 5311.1 [Student conduct and Discipline (K-12)], only the Board of Education, the Superintendent of Schools, or a Building Principal may exclude a student from participation in a field trip. In order to exclude a student from field trip participation, the student and the student's parents must be provided a reasonable opportunity for an informal conference to discuss the conduct and the penalty with the teacher and the school official authorized to impose the disciplinary action, and alternative instruction must be provided for students under the compulsory attendance age who are so excluded.
- D. In the case of a violation of the Student Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.

**ADMINISTRATIVE GUIDELINES AND PROCEDURES
FOR IMPLEMENTATION OF
POLICY 4531 – INTERSCHOLASTIC FIELD TRIPS**

I. Interscholastic Trips:

Interscholastic trips are handled through the guidance and direction of the Director of Physical Education and Athletics, and operate under the rules and regulations of the New York State Public High School Athletic Association. All planning and scheduling of these trips are handled within the framework of the Onondaga High School League rules and are supervised by the Director of Physical Education and Athletics, building administrators and the various coaches of the sports involved.

II. Interscholastic Foreign Trips

- A. provide a recognized value to the students
- B. must meet established timelines and procedures
- C. are limited to specific co-curricular groups
- D. must be recommended by both the Superintendent of Schools and Assistant Superintendent for Instruction and approved by the Board of Education.

III. Responsibility of Students and Chaperones (See Form G)

Orientation of the participating students and chaperones is the responsibility of the sponsoring staff member(s) for each field trip. It should be noted that the North Syracuse Central School District does not sponsor participation in out-of-district sports activities for children in grades K-6, in accordance with New York State Education Law and Commissioner Regulations.

IV. Procedures

A. Interscholastic Field Trips for Domestic or Foreign Overnight

1. The conditional approval process begins once the building principal or if applicable, the appropriate Director and the activity advisor agree that the trip has value and is financially practical.
2. Parents may be involved to determine parental support for this type of experience.
3. At least four months in advance of the trip, the principal will submit a request, in writing, giving basic details and information to the Assistant Superintendent for Instruction and Superintendent of Schools using Checklist Form D and Field Trip Request Form E.
4. If the trip is approved, the coach or advisor will proceed with arrangements for the trip.

5. Chaperone criteria must be followed (Form G). Student-chaperone ratio recommendations also apply. The activity advisor must use discretion regarding which chaperone is placed in charge of a group of students going on a trip. Responsibility here is clearly delegated to the activity advisor, with direct supervision by the building principal.
6. Field trips may not be scheduled on Professional Development days.

B. Manifest Requirements for all Interscholastic Field Trips

1. In the event of a bus accident involving district students, staff or chaperones, it is imperative that emergency responders have an accurate manifest of passengers. These manifests are not limited to trips on district buses but anytime district students are being transported out of the district by any means.

It shall be the responsibility of the staff member supervising the trip to do the following:

1. Develop an accurate, alphabetized up to date manifest of all personnel, chaperones and students on each bus or coach.
2. During school hours, leave a copy of the manifest in the main office.
3. After School hours, leave a copy in the designated Manifest Drop box at Cicero-North Syracuse High School, North Syracuse Junior High School, Gillette Road Middle School, and Roxboro Road Middle School. For all elementary schools, fax a copy to Transportation (218-2183) the District Office (218-2185) and maintain a copy on the bus or coach.
4. Insure that students, staff, or chaperones do not switch buses once the manifest has been established, especially on return trips.
5. Carry copies of emergency contacts and medical releases for all those listed on the manifest.

V. Chaperones (All chaperones will complete a Travel Authorization Form)

- A. For any trip involving overnight lodging, there must be at least two (2) chaperones for the first ten (10) students, and the ratio of one (1) chaperone for each additional ten (10) students beyond the first ten (10).
- B. The distribution of male and female chaperones shall approximate the distribution of students on any overnight trip.
- C. School members should use discretion regarding which particular parent chaperone should be placed in charge of which particular group of students going on a trip. Responsibility here is clearly delegated to the activity advisor.
- D. School staff and chaperones should be extremely conscious of student safety while on trips, especially overnight trips. Students and chaperones must stay in the same hotel.
- E. If overnight, bed checks must be conducted, announced and unannounced.

- F. If visiting in a country where English is not the native language, at least one (1) chaperone must be fluent in the language of the country.
 - G. Follow the Staff Code of Conduct at all times. In the case of a violation of the Staff Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.
 - H. Parent chaperones must follow the Visitor Code of Conduct at all times.
- VI. Students Requiring Medications or Medical Treatment:
- Students should not be prohibited or prevented from attending field trip due to their need for medication or medical treatment. The School Nurse must be notified at least two weeks in advance of a field trip in order to make a nursing assessment as to the student's medical needs. The School Nurse will determine whether the student can be taught to be self-directed in administering his/her own medication. Where this is not possible, the School Nurse will determine whether the parent/guardian can attend the activity and administer the medication, whether the medication time can be adjusted or the dose eliminated. The building principal will make arrangements for a substitute nurse to attend the field trip to administer the medication or provide the medical treatment.
- Over-the-counter medications and prescription medications require nurse's approval. Nurses must notify field trip sponsor of this approval.
- VII. Funding for Interscholastic:
- A. Fund-raising for Interscholastic trips must adhere to the guidelines of the Fund Raising Policy 5661:
 1. generally be restricted to the area served by the school;
 2. involve projects in which value is received (example: dinners, food sales, etc.);
 3. not involve direct soliciting of local merchants or citizens, Phone-A-Thons, and other similar projects.
- VIII. Transportation: For Interscholastic Field Trips
- A. School vehicles, private carriers approved by the Director of Transportation or private autos driven by certified staff members approved as volunteer drivers as designated by the building principal may be utilized for the specified field trip.
 - B. All transportation of students requires parental permission slips.
- IX. Student Discipline
- A. All students must follow the Student Code of Conduct and the Athletic Code of Conduct for the entire duration of the field trip.

- B. Students who violate the District Discipline Code for Student Behavior as set forth in the "Administrative Guidelines and Procedures to Implement Policy 5311.1" or the Athletic Code of Conduct are subject to discipline including, but not limited to, exclusion from participation in one or more field trips.
- C. Exclusion of a student from participation in a field trip constitutes a suspension. Therefore, consistent with Education Law Section 3214 and Board Policy 5311.1 [Student conduct and Discipline (K-12)], only the Board of Education, the Superintendent of Schools, or a Building Principal may exclude a student from participation in a field trip. In order to exclude a student from field trip participation, the student and the student's parents must be provided a reasonable opportunity for an informal conference to discuss the conduct and the penalty with the teacher and the school official authorized to impose the disciplinary action, and alternative instruction must be provided for students under the compulsory attendance age who are so excluded.
- D. In the case of a violation of the Student Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
CHECK LIST FOR PARTIAL OR SINGLE DAY FIELD TRIPS
(FORM A)

Please Note: Approved field trips will be canceled in the event of a National Security “RED Alert” being put into effect during the time of the trip.

Teacher/Advisor/Coach – Date and Initial each step 1-7

- _____ 1) Field Trip Request Form signed by building principal or if applicable, the appropriate Director. (Form B)

Please note: Field Trip Request Form B must be submitted to the principal/director at least 21 days before trip.
- _____ 2) Permission slips (Form C)
- _____ 3) Parent Permissions (Form C)
- _____ 4) Check with Health Office to plan for medication, allergies, other health concerns.
- _____ 5) Check with the building administrator or if applicable, the appropriate Director regarding discipline concerns.
- _____ 6) Notification of others affected by field trip.
 - _____ Specials (art, music, PE)
 - _____ Academic Support, Speech, or Academic Intervention Services teachers
 - _____ Food Service
 - _____ OT/PT/APE, etc.
- _____ 7) Provide the principal, or if applicable, the appropriate Director a list of students traveling with parent names and emergency phone numbers.
- _____ 8) Provide principal, or if applicable, the appropriate Director a list of parent chaperones with copies of signed chaperone Form G.

Signature of Building Principal or if applicable, the appropriate Director indicating checklist is complete.

Signature

Date

Signature

Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
REQUEST FOR PARTIAL OR SINGLE DAY FIELD TRIPS
(FORM B)

To Be Completed by Staff Member.

Date of Trip School
Group/Grade Teacher/Advisor/Coach
Depart From Time a.m. or p.m.
Destination Leave Time a.m. or p.m.

Note: All field trips on student instruction days must arrive back at schools by 1:50 p.m. Arrival time back at school am/pm

Will a substitute be needed? Yes No
If Yes, list all staff needing a substitute:

If Yes, once the field trip is approved, please use established building procedure to arrange substitute.

If District Transportation is needed complete below:

of Passengers # of Buses Attendant
Comments/Special Needs (# of wheelchairs, etc.):

Submitted By

INSTRUCTIONS FOR COMPLETING THIS REQUEST

To Be Completed by Administrator.

- 1. Prepare this request and send to your principal/director at least 21 DAYS before trip
2. Sponsor shall provide adequate supervision for the trip in accordance with Board of Education Policy 4531.
3. Sponsor shall be responsible for the student discipline on the school bus.

CURRICULAR FUNDS CO-CURRICULAR FUNDS
Current Balance Estimate Cost New Balance
Approved Disapproved

Building Principal Date If applicable, the appropriate Director Date

FIELD TRIP APPROVAL

Date: Approved Denied

Assistant Superintendent for Instruction Date Superintendent Date

TRANSPORTATION DEPARTMENT

Daytime and After Hours:
Office: 218-2107 Matt Conti 218-2179
Shannon Owens 218-2180 530-5360 (C)
420-0698 (C)

TRANSPORTATION DEPARTMENT USE ONLY

Request Number Operations Supervisor Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
PARENT PERMISSION FORM FOR FIELD TRIP
(FORM C)

I. To be completed by staff member.

A school sponsored and supervised field trip to _____ is
scheduled on _____, leaving at approximately _____
and returning at approximately _____.
DATE(S) PLACE HOUR/DATE
HOUR/DATE

- _____ Transportation will be provided by school buses.
- _____ Transportation will be provided by approved chartered buses.
- _____ Transportation will be provided by an approved volunteer driver employed by the school district.
- _____ This is a walking field trip.
- _____ Transportation will be provided by commercial airline.
- _____ Transportation will be provided by commercial railroad.

II. To be completed by parent and/or guardian

I give North Syracuse Central School District permission to take my child, _____ on the above field trip.

In case of emergency, I can be reached at the following phone number: _____

Parental Concerns/Comments _____

I agree that my child will follow all rules and instructions by the sponsors and chaperones.

Parent Signature Date

I **DO NOT** give North Syracuse Central School District permission to take my child, _____ on the above field trip.

Parent Signature Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
CHECKLIST FOR DOMESTIC OVERNIGHT FIELD TRIP
(FORM D)

(Form D to be initialed by field trip teacher/advisor/coach and submitted in conjunction with Domestic Overnight Field Trip Request Form E)

- _____ a. applications include statements related to the purposes and/or expected benefits of proposed trip;
- _____ b. trips are planned to avoid or reduce any conflict with the regular school calendar;
- _____ c. trips include at least ten (10) students;
- _____ d. the following signed materials are submitted to the Superintendent and Assistant Superintendent for Instruction by the teacher/advisor/coach of a domestic overnight:
 - 1. Complete list of students participating in given trip including: addresses, telephone numbers, parents' names, medical release forms (Form H), and certificates of health insurance with appropriate coverage for locations being visited.
 - 2. Signed permission slip for each student (See District Permission Form C attachment).
 - 3. Signed Student Rules and Responsibilities Form F.
 - 4. Signed Teacher/Chaperone Guidelines/Responsibilities Form G.
- _____ e. there are two (2) chaperones for the first ten students;
- _____ f. there is one (1) chaperone for every ten (10) students beyond the first ten (10) students (for foreign or overnight travel);
- _____ g. one of these chaperones has had experience in a similar capacity on a former trip;
- _____ h. the distribution of male and female chaperones approximates the distribution of students;
- _____ i. responsibility for chaperones is delegated to the trip sponsor, with supervision by the building principal, or, if applicable, the appropriate Director
- _____ j. students are provided with lists of phone numbers in order to contact regular staff members and/or chaperones in emergency situations;
- _____ k. arrangements have been made for students requiring medication during proposed trip.

Signature of building principal or, if applicable, the appropriate Director indicates the above checklist is complete.

Signature of Principal

Date

Director

Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
 REQUEST FORM FOR
 DOMESTIC OVERNIGHT FIELD TRIPS
 (FORM E)

To be Completed by Staff Member

 SCHOOL

 ACTIVITY TEACHER/ADVISOR/COACH

PHONE (H) _____ (S) _____

ORGANIZATION/TEAM _____

DATES: DEPARTURE _____

DESTINATION _____

RETURN _____

CARRIER _____

TOTAL DAYS _____

Will a substitute be needed? Yes No

If Yes, list all staff needing a substitute: _____

If Yes, once the field trip is approved, please use established building procedure to arrange substitute.

DESCRIPTION OF TRIP* _____

- _____ 1. Classroom teacher, activity advisor, or coach confers with the building principal or if applicable, the appropriate Director.
- _____ 2. Building administrator, or if applicable, the appropriate Director tentatively, approves or disapproves the trip.
- _____ 3. Building administrator, or if applicable, the appropriate Director submits trip plans to Assistant Superintendent for Instruction and Superintendent for approval.
- _____ 4. Superintendent submits trip plans for Board of Education approval no less than four (4) calendar months before trip departure.
- _____ 5. Student field trip checklist is completed by trip sponsor and signed by the building principal, or if applicable, the appropriate Director.

INSTRUCTIONS FOR COMPLETING THIS REQUEST

To Be Completed by Administrator.

- 1. Prepare this request and send to your principal/director at least 21 DAYS before trip
- 2. Sponsor shall provide adequate supervision for the trip in accordance with Board of Education Policy 4531.
- 3. Sponsor shall be responsible for the student discipline on the school bus.

CURRICULAR FUNDS

Current Balance _____
 Estimate Cost _____
 New Balance _____

CO-CURRICULAR FUNDS

Current Balance _____
 Estimate Cost _____
 New Balance _____

Approved
 Disapproved

 Building Principal Date

 If applicable, the appropriate Director Date

* For any overnight travel, a complete trip itinerary must be attached.

Application Date _____ Approved by _____
Building Principal

Approval Date _____ _____
Director

Approval Date _____ _____
Assistant Superintendent for Instruction

Approval Date _____ _____
Superintendent

Special Note: All trip advisors, chaperones and sponsors should be thoroughly familiar with the Administrative Guidelines and Procedures of Board Policy 4531 - Field Trips, Student Code of Conduct, Visitor Code of Conduct, and Staff Code of Conduct. Copies of these Guidelines may be obtained, upon request, from the building principal.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
 STUDENT RULES AND RESPONSIBILITIES
 FOR FIELD TRIPS
 (FORM F)

To be Completed by Student and Parent.

Rules:

1. Every student agrees to comply with the rules, regulations and any request of any chaperone.
2. Every student going on field trip agrees to a search of any and all personal effects by a same-gender North Syracuse Central School District employee at any time.
3. No one will purchase, consume or possess any alcoholic beverages or other controlled substances at any time during the trip.
4. If overnight, all students will be in their assigned rooms at a time set by the activity advisor chaperones.
5. If overnight, there will be bed checks each night, both announced and unannounced.
6. If overnight, should there be any damage to any room, those students assigned to that room will be financially liable.
7. The Board Policy 5311.1 Student Code of Conduct applies on all field trips (24 hours a day).
8. All rules of Public Safety Law apply.

Student's exclusion will occur if:

1. Student is deemed a safety or security risk
2. Student fails to return a signed permission slip prior to the field trip and/or
3. Other disciplinary action warrants exclusion.

Disciplinary Action:

Any student or group of students found consuming, or in possession of any alcoholic beverage, illegal drugs or unauthorized controlled substance, will be sent home as soon as transportation can be arranged and the parent(s)/guardian(s) notified. The cost of this transportation will be paid by the student and/or parent or guardian upon presentation of the receipt for such transportation.

Consequences for student discipline will fit the situation and be handled by the administration upon return.

I understand the above rules and responsibilities.

 Student Signature

 Date

 Parent Signature

 Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
TEACHER/CHAPERONE GUIDELINES AND RESPONSIBILITIES
FOR FIELD TRIPS
(FORM G)

To be Completed by Chaperone.

Guidelines:

1. Appropriate North Syracuse Central School District Field Trip Forms must be completed by the teacher(s) requesting the trip.
2. Chaperones must dress appropriately in a professional manner.
3. Chaperones will exercise reasonable care to keep students in controllable groups and situations.
4. Chaperones will enforce the Board of Education Policies (5311.1 and Staff Code of Conduct, and Visitor Code of Conduct 1240.1) of the North Syracuse Central School District while on the field trip.
5. Consumption or possession of alcoholic beverages or any other controlled substances by a chaperone is prohibited.
6. Chaperones will attend all activities which students are expected to attend.
7. Medical release forms must be with a designated chaperone at all time.
8. Chaperones are on “duty” 24-hours a day on overnight trips.

I have read the above and agree to chaperone this field trip.

Signature of teacher/chaperone

Date

**CICERO-NORTH SYRACUSE HIGH SCHOOL, 6002 ROUTE 31, CICERO, NY 13039
FAX NO. 218-4170 (Cicero-North Syracuse High School Health Office)**

**NORTH SYRACUSE JUNIOR HIGH SCHOOL, 5353 W. TAFT RD., NORTH SYRACUSE, NY 13212
FAX NO. 218-3686 (North Syracuse Junior High School Health Office)**

**Gillette Road Middle School – FAX NO. 218-3085
Roxboro Road Middle School – FAX NO. 218-3385**

(FORM H)

Authorization for Medications for Overnight Field Trip (for Grades 7-12)

If your child will be requiring medications during the course of this field trip, you will need to obtain physician orders and provide the medications. Students that have an order to “self-carry and self-administer” may take nonprescription and prescription medications in the original pharmacy bottle. All students must have written permission from their physician in their possession with the medication being carried. Please complete the following form and return it to the school Health Office. Previously submitted self-carry physician orders for emergency (inhalers, epi-pens, diabetic medication) for this school year will be honored. Please indicate the appropriate field below if an authorization is already on file in the health office.

PHYSICIAN’S REQUEST

Date: _____

Student’s Name: _____

Medication(s): _____

Dosage(s): _____

To Be Given From: _____ To: _____

This student has been determined to be self-directed and may carry and self-medicate.

Physician’s Signature _____

Date _____

PARENT’S REQUEST

My child has my permission to carry and administer their own medication on the field trip. My child is self-directed and has been taught to safely give this medication to themselves as prescribed. In the event of an emergency, I can be reached at the following telephone number _____.

Parent/Guardian Signature _____

Date _____

An authorization is already on file in the health office for the school year. My child will self-carry the following medications:

Allen Road Elementary School – FAX NO. 218-2385
Karl W. Saile Bear Road Elementary School – FAX NO. 218-2485
Cicero Elementary School – FAX NO. 218-2585
Lakeshore Road Elementary School – FAX NO. 218-2685
Roxboro Road Elementary School – FAX NO. 218-2785
Smith Road Elementary School – FAX NO. 218-2885

(FORM J I)

Authorization for Medications for Overnight Field Trip (Grades Pre-K – 6)

If your child will be requiring medications during the course of this field trip, you will need to obtain physician orders and provide the medications. **An authorization from a physician must be provided along with the medication in the original container.** Medication must be dropped off to the chaperone before leaving for the trip. All medications and pain relievers must be in their original containers, in a Ziploc bag, labeled with students' full name. The directions for administration must also accompany all medications. Please only submit the amount of medication needed for the trip. All students must have written permission from their physician in their possession with the medication being carried. Please complete the following form and return it to the school Health Office. Previously submitted physician orders for this school year will be honored. Please indicate the appropriate field below if an authorization is already on file in the health office.

PHYSICIAN'S REQUEST

Date: _____

Student's Name: _____

Medication(s): _____

Dosage(s): _____

To Be Given From: _____ To: _____

Physician's Signature _____ Date _____

PARENT'S REQUEST

My child's chaperone has my permission to carry and store medication on the field trip. My child is instructed to see chaperone for medication and has been taught to take this medication themselves as prescribed. In the event of an emergency, I can be reached at the following telephone number _____.

Parent/Guardian Signature _____ Date _____

An authorization is already on file in the health office for the school year. My child will take the following medications:

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 5010.1/9010.1

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Personal Privacy Policy

POLICY: 5010.1/9010.1 EFFECTIVE DATE: 4/18/2022

DATE OF ORIGINAL POLICY: 6/2015 DATE OF NEXT REVIEW: 4/2025

DATED: 4/5/2022

I. PHILOSOPHY

The Board of Education values civility, respect for the individual and the privacy of students, visitors and staff. These values include safeguarding against inappropriate invasions of personal privacy rights. In addition to the privacy protections provided by applicable laws and regulations, other policies of the Board of Education, and reasonable regulations promulgated by building and District administrators, the following policy shall apply to photographs, video recordings and audio recordings on District premises.

II. POLICY

Except as specifically set forth in this policy, no person shall make, publish or distribute any photograph, video recording, or audio recording (collectively, "Recordings") capturing the image or voice of any other person providing remote instruction or on District premises (a "Recording Subject") without the express prior permission of the Recording Subject. Violations of this policy shall be subject to the following potential consequences:

- A. In the case of violations by staff, disciplinary action as permitted by law and subject to the terms of any applicable collective bargaining agreement;
- B. In the case of violations by students, (i) confiscation of recording equipment until any unauthorized Recording has been erased, and (ii) disciplinary action pursuant to the District's Code of Conduct;
- C. In the case of visitors, ejection from District premises and other appropriate action.

III. EXCEPTIONS

The following Recordings may be made without the prior consent of a Recording Subject, subject to any further privacy protections provided by applicable laws and regulations, and provided, further, that no otherwise-permitted Recording shall be distributed or disseminated for the purpose of annoying, intimidating or harassing any Recording Subject:

- A. Recordings made by or on behalf of the District for inclusion in District publications and newsletters, or for dissemination to the news media for the purpose of publicizing District programs or events.
- B. Recordings made by representatives of news media, parents, and other persons lawfully on District premises to attend District events open to the public, including dramatic productions, athletic events, meetings of the Board of Education and other meetings open to the public on District premises; provided, however, that Recordings may be limited in the case of performances of copyrighted material.

- C. Recordings made in connection with certification and other credentialing processes applicable to teachers and teaching assistants.
- D. Recordings made with the prior approval of the Superintendent of Schools for the purpose of assessing or improving the quality of instruction.
- E. Recordings made by faculty members for educational purposes with the intention of helping a specific student or students, or for dissemination only in the faculty member's classroom or school, including but not limited to recording of remote learning instruction.
- F. Recordings made for use in connection with class photographs, student publications and yearbooks.
- G. Recordings (audio) made by a parent/guardian of their child's Committee on Special Education proceedings.
- H. Recordings made and maintained by the District for security purposes.
- I. Recordings of interior or exterior scenes where the presence of Recording Subjects who have not given consent is merely part of an incidental background.
- J. Such other Recordings as are approved in advance by the Superintendent of Schools.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

None.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall be responsible for administration of this policy.

VI. REPORTS

None.

VII. REVIEW

This policy is to be reviewed every three years or as the Board of Education may deem necessary.

VIII. LEGAL REFERENCES

N.Y. Education Law §§1709(2) & (33); 2801
Appeal of Epstein, 34 Ed Dept. Rep 572 (1995)
Appeal of Canazon, 33 Ed Dept. Rep 124 (1993)
Appeal of Keller, 32 Ed Dept. Rep 47 (1992)
N.Y. Arts & Cultural Affairs Law §61.09
N.Y. Public Officers Law §103(d)

IX. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY: 5010.2

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Sexual and Other Forms of Prohibited Discrimination and Harassment (Student)

POLICY: 5010.2 EFFECTIVE DATE: 5/17/2021

DATE OF ORIGINAL POLICY: 6/21/99 DATE OF NEXT REVIEW: 5/2024

REPLACES POLICY NO.: 9010.2/5010.2 DATED: 5/21/2021

I. PHILOSOPHY

The North Syracuse Central School District Board of Education is committed to a school environment which is free of discrimination and harassment based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, disability, and any other characteristic protected by law. Further, the Board endeavors to increase the awareness of its students and employees to the nature of prohibited discrimination and harassment and to maintain a high-quality educational environment that promotes respect, dignity, and equality. To that end, discrimination or harassment based on any one of the characteristics set forth above (i.e., race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, sexual orientation, and/or disability, and any other characteristic protected by law) will not be tolerated and offenders will be subject to disciplinary action.

II. POLICY

It is the policy of the North Syracuse Central School District that all students be free from prohibited discrimination, including harassment and sexual violence, on school grounds, on school buses, in the classroom, at co-curricular and extra-curricular activities, and at all school-sponsored activities and programs. Furthermore, through the enactment of this policy a grievance procedure exists to deal with any allegations of prohibited discrimination or harassment.

III. EXCEPTIONS TO THE POLICY

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. DEFINITION

For the purpose of this policy, the term “discrimination” means a decision or action which negatively impacts a student and which is based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability, or any other characteristic protected by law.

For the purpose of this policy, the term “harassment” means unwelcome, offensive, abusive or humiliating behavior which is based on a person’s actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, disability, or any other characteristic protected by law. Harassing behavior may take many forms, including but not

limited to, verbal, written, visual, physical, or any other form of communication or conduct.

Sexual harassment merits more precise definition. Sexual harassment means unwelcome conduct of a sexual nature, which can include sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made explicitly or implicitly a term or condition of a student's education;
- (2) submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student; or
- (3) such conduct has the purpose or effect of substantially or unreasonably interfering with a student's education or has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

This policy prohibits sexual harassment, including sexual assault and other forms of sexual violence, against any District students, whether conducted by employees, volunteers, other individuals doing business with the District or participating in District activities (e.g., vendors, visitors, etc.), or other students. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion.

This policy prohibits conduct which would violate equal education opportunity laws. However, the District reserves the right to respond to and discipline behavior which the District deems unacceptable, detrimental, or otherwise inappropriate, even if the conduct is not sufficiently severe or pervasive to violate the law.

B. REPORTING AND FILING OF A COMPLAINT

Anyone who believes she/he has been or is being harassed or discriminated against in any manner in violation of this policy should promptly report the incident. The procedures for students to report discrimination or harassment are attached to this policy and are published and distributed annually to students. To the extent that any discriminatory or harassing conduct which is reported to the District occurs on school grounds and constitutes child sexual abuse, child abuse in an educational setting, or some other crime, it will be reported to local law enforcement agencies in accordance with the law and other District policies.

C. INVESTIGATION AND DISPOSITION

Allegations of prohibited discrimination or harassment will be investigated thoroughly and in a timely manner. If a student reporting harassment indicates that he/she feels unsafe at school due to the nature of the complaint, the District will determine whether interim measures and/or accommodations are needed pending the completion of the investigation. Confidentiality will be maintained to the extent practical and appropriate under the circumstances. The results of the investigation will determine the response to each allegation. Acts of discrimination or harassment will be met with appropriate remedial action.

D. RETALIATION PROHIBITED

Retaliation against any person making a good faith allegation of discrimination or harassment or any person who testifies, assists or participates in good faith in an investigation, proceeding or hearing relating to a complaint under this policy is forbidden. The District shall be responsible for disseminating the above information.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall have overall authority to enforce this policy.

VI. REVIEW

This policy is to be reviewed every three years, or as the Board may deem necessary.

VII. LEGAL REFERENCES

- Americans with Disabilities Act of 1990
- Rehabilitation Act of 1973
- Title IX of the Education Amendments of 1972
- New York Executive Law (Human Rights Law)
- Dignity for All Students Act

VII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

**ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR IMPLEMENTING
POLICY 5010.2 - SEXUAL AND OTHER FORMS OF PROHIBITED DISCRIMINATION
AND HARASSMENT**

Discrimination/Harassment Regulations - Students

The North Syracuse Central School District is committed to maintaining an educational environment free from discrimination or harassment of students based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability or any other characteristic protected by law. This prohibition applies to the behavior of school employees, other students and non-district individuals interacting with students for school-related reasons. Discrimination or harassment based on any of the characteristics listed above is prohibited, and a person who believes he or she has been subject to such harassment is encouraged to use the procedures set forth below.

Definitions:

“Discrimination” means a decision or action which negatively impacts a student and which is based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability, or any other characteristic protected by law. Examples of discrimination may include, but are not limited to, the following:

- a teacher giving a student a lower grade than he deserves because of the student’s ethnicity;
- a coach not selecting a student for an extra-curricular activity because of the student’s sexual orientation; or
- a building principal unfairly disciplining a student because of the student’s race or color.

“Harassment” means unwelcome, offensive, abusive or humiliating behavior which is severe or pervasive and which is based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability, or any other characteristic protected by law. Examples of non-sexual harassment may include, but are not limited to, the following:

- a student or a group of students who tease or play practical jokes on another student because the student is of a different race, religion, or ethnic background or because the student has a disability;
- a student or a group of students who push, shove or physically threaten or intimidate another student because of the student’s race, religion, ethnicity, or disability;
- a teacher referring to a student by a hurtful or embarrassing nickname which is based on the student’s racial, ethnic or religious family heritage; or
- a student who is mimicked or mocked for speaking, dressing or moving differently because of his/her national origin, religious practice, or disability.

“Sexual harassment” is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

- (i) submission to such conduct is made explicitly or implicitly a term or condition of a student's education;
- (ii) submission to or rejection of such conduct by a student is used as the basis for education decisions affecting that student; or
- (ii) such conduct has the purpose or effect of substantially or unreasonably interfering with a student's ability to participate in or benefit from an education program or has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

This policy prohibits sexual harassment, including sexual assault and other forms of sexual violence, against any District students, whether conducted by employees, volunteers, non-employees or other students. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to their age, physical or mental state or where they may be unable to understand what is happening for any reason, including due to alcohol or drugs. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion. Sexual or romantic relationships and/or sexual activity between District employees and students (regardless of the age of the student) are absolutely prohibited.

The District encourages victims of sexual harassment or violence to come forward. The District’s primary concern in such instances is with student safety. Therefore, the District will consider any other rule or policy infractions (such as the underage use of alcohol) separately from the sexual harassment/violence allegation and may choose not to hold students who report acts of sexual harassment/violence responsible for those other acts of misconduct.

Sexual harassment is not always easily recognized and may include, but is not limited to, the following:

- a student subjected to unwelcome touching, assault, uninvited pressures for sexual activity, leering, cornering or blocking the student's movement due to gender, pulling at clothes, or any other behavior that is designed to intimidate because of gender;
- a student who is exposed at school to pornographic graffiti, gestures, jokes, comments, or pictures;
- a student who is subjected to humiliating sexual remarks while participating on a team;
- a teacher conditioning a student's grade upon submission to sexual conduct;
- a student who is raped, sexually assaulted, or subjected to acts of nonconsensual sexual contact; or
- a student who is subjected to sexually suggestive messages via electronic means (e.g., “sexting”)
- a student being subjected to unwelcome and offensive name calling and/or profanity that is sexually suggestive, sexually degrading, or that is intended to mock a student based on sexual stereotypes or one’s sexual orientation or gender identity.

Whether conduct constitutes discrimination or harassment depends on all the facts and circumstances, including the frequency and duration of the conduct, the degree to which the conduct affected a student's educational experience, the context in which it occurred, and the age of the parties involved. The District will consider the effects of off-campus harassment when evaluating whether a student is being subjected to a hostile educational environment. The goal of the District's investigation into reports or complaints is to understand the relevant facts according to each involved person and witness and then to determine whether the conduct violates this or another of the District's policies.

Reporting Procedures:

Any student who believes he or she has been subjected to prohibited discrimination or harassment shall promptly report the incident to the Title IX Compliance Officer (which is the District's Assistant Superintendent for Human Resources) or the building principal, or if the building principal is the alleged harasser, to the school nurse. The building principal or school nurse shall report the allegation to the District's Title IX Compliance Officer and Superintendent, unless the Title IX Compliance Officer is the alleged harasser, in which case the allegation shall be reported only to the Superintendent. If the Superintendent is the alleged harasser, the Title IX Compliance Officer shall inform the Board President who shall apprise the Board of Education. The District's Title IX Compliance Officer is:

Mr. Jason Nephew
Assistant Superintendent for Human Resources
(315) 218-2149
JNephew@nscsd.org

In addition, any of the District's "responsible employees" who believe they have witnessed or become aware of discrimination or harassment (including, but not limited to, acts of sexual violence) against a student of the District must promptly report this information to the District's Title IX Compliance Officer or the appropriate building principal. "Responsible employees" are those District employees who have an obligation to report harassment or other misconduct to the Title IX Coordinator, and also any person a student could reasonably believe has this reporting obligation or the authority to take action to redress the harassment. All District employees who hold certifications or licenses issued by the New York State Education Department are responsible employees for purposes of this policy, except to the limited extent that an employee (such as social workers, physicians, or school psychologists who are licensed separately from their school certification) may hold a professional license explicitly requiring confidentiality. When licensed professionals are required under the law to maintain confidentiality, they should encourage students and parents to file a report with the Title IX Compliance Officer or allow the licensed professional to do so, so that the District can respond to the allegations and take any appropriate steps to ensure a safe educational environment for all students.

It may occur that a reported incident does not violate this particular policy but nevertheless may violate a different policy, such as the Student Code of Conduct or Bullying/Cyberbullying. Similarly, certain behaviors which violate this policy may also violate other District policies in addition to violating this policy. A student need not make complaints pursuant to all of these policies in order to have inappropriate behavior investigated and, if appropriate, addressed. In the event a report made under this policy is more appropriately handled pursuant to a different District policy, the District will so inform the

student and his/her parents, and will redirect the matter to the more appropriate procedure or personnel. This policy is not intended to limit the right of any person to seek assistance from or file a complaint with law enforcement authorities if it is believed that a crime has been committed. The District and all applicable District employees will comply with state and local laws and District policies regarding mandatory reporting obligations in cases of sexual misconduct or abuse.

Investigation:

Upon receipt of a complaint from a student, parent or district employee, or upon receiving notice by some other means that prohibited discrimination or harassment of a student may have occurred or may be occurring, a prompt, thorough and impartial investigation shall be overseen by the Compliance Officer or Superintendent. To assist with the investigation, the complainant will be asked to fill out a complaint form (attached as Exhibit A). The complainant and respondent will be provided with an equal opportunity to present relevant information to the District during the investigation. The District's investigation will, in most cases, include interviews with relevant witnesses. As soon as possible, but not later than ten school days following receipt of the complaint, the Compliance Officer or Superintendent will inform the complainant of the status of the investigation, including a time frame for completion of the process. All information or complaints shall be investigated in a manner which preserves confidentiality to the maximum practical extent, recognizing that the thoroughness of the investigation is not to be compromised. The District will implement appropriate interim measures and/or accommodations (which may include, but are not limited to, counseling, academic support, directives that the complainant and respondent not have contact with one another, providing an escort to and from classes, and/or adjustments to one's class schedule) to ensure that both the person making the complaint and the accused feel safe pending the completion of the investigation.

The District recognizes that students reporting sexual harassment or sexual violence may be particularly sensitive to the confidentiality of the matter. The District will endeavor to comply with a complainant's wishes of confidentiality, but, in some cases, this may not be possible. A request for confidentiality will be balanced with the District's legal obligation to provide due process to the accused and to take necessary action to provide a safe learning environment for all of its students that is free from sexual harassment. The District employee responsible for investigating the sexual harassment complaint will discuss confidentiality with the complainant and/or complainant's parents. In evaluating requests for confidentiality the District will consider a range of factors, including: the severity and impact of the sexual harassment, the respective ages of the students involved, whether there have been other sexual violence or harassment complaints about the alleged harasser, whether the alleged harasser threatened further sexual violence or other violence against the victim or other students. If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint of sexual harassment or sexual violence is made, the District will inform the complainant that the request may limit the District's ability to respond to his/her complaint; that District policy and applicable law prohibit retaliation against complainants and witnesses; and that the District will take strong responsive action if retaliation occurs. If the student still requests confidentiality, the District will take steps to investigate and respond to the complaint consistent with and while honoring the request as long as doing so does not preclude the District from effectively preventing the harassment of other students.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes discrimination or harassment, the District shall use a preponderance of the evidence standard – i.e.,

whether it is more likely than not that a fact is true and/or that a violation of this policy occurred. In making that determination, the District may consider factors such as:

- the degree to which the conduct affected the ability of the student to participate in or benefit from his/her education or altered the conditions of the student's learning environment;
- the nature, frequency and duration of the conduct;
- the identity of and relationship between the alleged harasser and the subject of the harassment (e.g. whether the harassment was alleged to have been conducted by a teacher, coach, visitor or another student);
- the number of individuals involved;
- the age and gender of the alleged harasser and the subject of the harassment; and
- the context in which the alleged conduct occurred.

No later than 60 days following receipt of the complaint, the complainant and respondent shall be notified, in writing, of the outcome of the investigation and action taken, to the extent consistent with FERPA. That time frame may, however, be reasonably adjusted depending on the complexity of the investigation, the parties involved, the pendency of any concurrent criminal investigation, and the time of the school year. If additional time is needed to complete the investigation, the Compliance Officer or Superintendent will notify the parties.

Disposition:

The District will make an effort to ensure that no future acts of discrimination or harassment occur and that the parties and those who participated in the investigation process do not experience any retaliation.

If the investigation reveals that prohibited discrimination or harassment has occurred, appropriate sanctions will be imposed as follows:

4. If the complaint involves conduct by a student, discipline in accordance with policy 5311.1 (Student Conduct and Discipline Policy) will be administered and can include the full range of sanctions all the way up to a temporary or permanent suspension from school.
2. If the complaint involves conduct by a non-tenured employee or civil service employee not entitled to privileges afforded by Civil Service Law Section 75, the complaint shall be presented to the Superintendent for action as he/she deems appropriate in accordance with any applicable negotiated agreement.
3. If the complaint involves conduct by a tenured employee or civil service employee who is entitled to Civil Service Section 75 privileges, the complaint shall be presented to the Superintendent for possible action pursuant to Education Law 3020-a or Civil Service Law Section 75.
4. If the complaint involves conduct of a non-district individual, appropriate action shall be taken up to and including barring the individual from entering school district property.

To the extent the District determines prohibited discrimination or harassment occurred and that the complainant has suffered a detriment as a result, the District will determine the extent to which appropriate remedial action may be necessary or appropriate (e.g., provision of counseling services, opportunity to make up missed course work, etc.).

Retaliation:

Retaliation for good faith reports of prohibited discrimination or harassment, or against any person who testifies, assists, or participates in good faith in an investigation, proceeding, or hearing relating to a discrimination or harassment complaint, is strictly prohibited and any such retaliation shall constitute separate grounds for disciplinary action.

Appeal:

Any party who is not satisfied with the outcome of the investigation and/or imposed sanctions may appeal to the Board of Education. The appeal must be made within 30 days and shall include a copy or description of the original complaint, all relevant reports, the specific action being appealed, and an explanation of the grounds for appeal. An appeal form is attached as Exhibit B.

Questions:

Any questions about Title IX, other state/federal laws implicated under this policy or about the specifics of this policy may be directed to the Title IX Compliance Officer, who can be reached at the office and contact information listed above. Questions may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500; 646-428-3800; or via email at OCR.NewYork@ed.gov.

EXHIBIT A
COMPLAINT FORM*

1. Student Name and Grade _____
2. Date of complaint _____
3. Name of person(s) complained about _____
4. Date and place of incident _____

5. Description of misconduct _____

6. Name of witnesses (if any) _____

7. Has the incident been reported before? _____
8. If yes, when? To whom? _____

9. What was the resolution? _____

*If additional pages are necessary, please attach.

EXHIBIT B
COMPLAINT APPEAL FORM*

1. Student Name and Grade _____
2. Date of appeal _____
3. Date of original complaint _____
4. Have there been any prior appeals? _____
5. If yes, when? To whom? _____
6. Description of decision being appealed _____

7. Why is the decision being appealed? _____

*If additional pages are necessary, please attach.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT POLICY 5200

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Scholastic Eligibility 7-12

POLICY: 5200

EFFECTIVE DATE: 11/20/2023

DATE OF ORIGINAL POLICY: 1/11/80

DATE OF NEXT REVIEW: 11/2026

REPLACES POLICY NO.: IDEA

DATED: 11/14/2023

I. PHILOSOPHY

It is recognized that one of the fundamental reasons for a student's attendance in school is to gain academic competency. It is also recognized that the District is interested in developing the whole individual, particularly in the areas of health, sportsmanship, teamwork, government, and social competencies.

All students involved in interscholastic, co-curricular activities, and clubs will be encouraged to succeed in every subject. High scholastic achievement is and should be the number one goal for all students.

II. POLICY

All students involved in Board appointed/approved district interscholastic, co-curricular activities, and clubs including athletics, band, and other activities, in grades 7-12 are expected to be doing satisfactory work in all subjects.

III. AMPLYFYING INSTRUCTIONS AND GUIDELINES

A. Criteria for Academic Eligibility - Interscholastic and Co-Curricular Activities or Clubs

- In order for students to be academically eligible, they must :
 - Have an average of 70 %
 - Not fail more than one course

Students must meet the eligibility criteria in order to participate in interscholastic, co-curricular activities or club, with the exception of clubs that function as a support group. Students who do not maintain eligibility criteria will be permitted to continue in the seasonal activity until that activity terminates, but would not meet eligibility criteria to enter a new seasonal interscholastic, co-curricular club or activity.

1. Fall/Full-Year Activities (7-12):

Eligibility will be determined using the fourth quarter marking period grades for students in grades 7-11 (Summer School may be used during the Appeal Process only). For activities which continue throughout the year require a second quarter and third quarter report card are required to determine eligibility. The last day to apply for an appeal is the first day of Fall sports tryouts. (See Appeal Process).

2. Beginning of Winter Activities (7-12):

Eligibility will be determined using the first quarter marking period grades. The last day to apply for an appeal is one week after the first quarter marking period grades are posted. (See Appeal Process).

3. Beginning of Spring Activities (7-12):

Eligibility will be determined using the second quarter marking period grades. The last day to apply for an appeal is the first day of Spring sports tryouts. (See Appeal Process)

B. Academic Eligibility Appeal Process

1. A committee to review appeals related to academic eligibility will be created for each case. Academic Eligibility Appeals should be directed to the Athletic Director, who will convene the committee. The committee will conduct an academic eligibility conference and will review the facts, call witnesses, and make a decision. The committee will consist of:

- a. The Athletic Director
- b. Principal
- c. 3rd Administrator

2. The academic eligibility conference for any student must be conducted by the Committee.

3. For students participating in year-long activities, the academic eligibility of any student who fails to meet the academic eligibility requirements as listed above as indicated on a five week report, will have their academic eligibility reviewed by the committee.

4. Typically, appeals will only be granted one time in a student's academic career. Subsequent appeals will only be granted in extraordinary circumstances at the Committee's discretion. If an academic eligibility appeal is granted, a student may be put on academic probation until the end of the five-week mid-marking period. The student may practice and participate in the sport until the committee reviews the student's academic standing at the end of that period.

5. Notification will be made to the coach, parent, and instructional staff.

6. **Parents/guardians must call the Athletic Office to set-up a hearing date. The cut-off dates are:**

- The last day to apply for an appeal for Fall/Yearlong activities is the first day of Fall sports tryouts.
- The last day to apply for an appeal is one week after the first quarter marking period grades are posted.

- The last day to apply for an appeal is the first day of Spring sports tryouts

THERE WILL BE NO EXCPETIONS TO THESE DEADLINES

IV. DELEGATION OF AUTHORITY

The Superintendent, or his/her/their designee, has the responsibility for enforcing this policy by communicating it to all relevant parties and by providing necessary instruction, and guidelines to the appropriate administrators.

V. REPORTS

All necessary and/or required forms developed to implement this policy will be completed and forwarded to the appropriate administrators.

VI. REVIEW

This policy will be reviewed three years after acceptance. A yearly review of relevant legal implications will be conducted.

VII. LEGAL REFERENCES

New York State Education Law, Section 702, items 8:70, 8:72 and Section 703, items 8:68, 11:17, 22:02, 22:04.

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Student Conduct and Discipline (Pre-K - 12)

POLICY: 5311.1 EFFECTIVE DATE: 4/18/2023

DATE OF ORIGINAL POLICY: 1/11/1980 DATE OF NEXT REVIEW: 4/2024

REPLACES POLICY NO.: N/A DATED: 4/18/2023

I. PHILOSOPHY

The Board of Education (the “Board”) 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 and other visitors is essential to achieving this goal.

The North Syracuse Central School District (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 recognizes the need to clearly define these expectations for acceptable conduct on school property and at school functions, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. In addition, the District has the legal authority and reserves the right to discipline students for “off-campus conduct” (i.e., conduct that occurs off school property and not at a school function) which endangers the safety, morals, health or welfare of others within the educational system or which adversely affects the educative process. The District also has the legal authority and reserves the right to discipline students for cyberbullying, and other off-campus speech that actually causes, or is reasonably forecast as being likely to cause, a material and substantial disruption to the work and/or discipline of the school. To this end, the Board adopts this code of conduct.

II. POLICY

The Board establishes a school conduct and student discipline policy which:

1. promotes personal responsibility, accountability, and self-discipline;
2. has clear expectations and consequences for student behavior, which are consistently applied;
3. provides corrective measures to modify inappropriate behavior; and
4. defines the role of the Superintendent, Board members, administrators, staff, parents and students, in a cooperative interrelationship with each of the parties bearing appropriate responsibility.

The Board further establishes student behavioral standards as required by Commissioner’s Regulations:

1. Student Code of Conduct
2. Student Rights and Responsibilities
3. Discipline Code for Student Behavior
4. Disciplinary Actions and Penalties as Consequences of Student Misconduct
5. Alternative Education Program
6. Procedures for Removal of Students from Class
7. Procedures for Disciplining Students with Disabilities

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising the administrative guidelines and procedures for this policy shall reside with the Superintendent and/or his/her/their designee.

These guidelines have been established in collaboration with input from students, parents, teachers, administrators, support services staff, school safety personnel and community members in accordance with the mandates of the Project SAVES legislation (Education Law 2801(3)).

IV. DELEGATION OF AUTHORITY

The Superintendent, or his/her/their designee, has the overall responsibility for enforcing this policy by communicating the policy to all relevant parties and by providing necessary guidelines and instructions to all appropriate administrators.

V. REPORTS

All necessary or required forms pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel. This policy must also be on file in all school buildings as public information.

VII. LEGAL REFERENCES

- Commissioner’s Regulations, Sections 100.2(l)(1); 100.2(jj); 100.2(kk); 200.4; 200.16; and 201.11.
- Education Law, Sections 3214; 3214(3); 2801(3); 3020(a); 3031; 1709; 1709(3); and 3205
- Civil Service Law, Section 75
- Article 200 of the Penal Law Family Court Act, Section 712(a)
- Chapter 280 of the Laws of 1986 Penal Law, Section 240.35
- Drug-Free Schools and Communities Act, 20 U.S.C., Section 1145(g)
- Gun-Free Schools Act, 20 U.S.C. Section 7151
- Board Policy 5010.1/9010.1 – Personal Privacy Policy
- The Dignity for all Students Act, NY Educ Law § 11(7)
- NY Educ Law § 15
- 8 NYCRR § 100.2(kk)

VIII. SIGNATURE BLOCK

Reviewed and Approved
 by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
 by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT ADMINISTRATIVE GUIDELINES AND PROCEDURES TO IMPLEMENT POLICY 5311.1 - STUDENT CONDUCT AND DISCIPLINE (PRE-K-12)

Administrative guidelines for the implementation of the North Syracuse Student Conduct and Discipline policy are adopted pursuant to and in compliance with the requirements of Section 100.2(1) of the Regulations of the Commissioner of Education.

A. Definitions

For purposes of this policy, the following definitions apply.

“Cyberbullying” means harassment or bullying as defined below, where such harassment or bullying occurs through any form of electronic communication.

“Dignity Act Coordinators (DACs)” refers to one or more staff members in each school, appointed by the Board of Education, who are: (i) instructed about the provisions of the District’s Dignity Act, Policy 4201.2, and the Dignity for All Students Act (DASA); (ii) thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex; (iii) 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,(defined to include gender identity or expression) or sex; (iv) provided with training in the identification and mitigation of harassment, bullying and discrimination; and (v) provided with training in strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. The following are the contact information for the District’s DACs:

Allen Road Elementary
Principal (315) 218-2300

KWS Bear Road Elementary
Principal (315) 218-2400

Cicero Elementary
Principal (315) 218-2500

Lakeshore Road Elementary
Principal (315) 218-2600

Roxboro Road Elementary
Principal (315) 218-2700

Smith Road Elementary
Principal (315) 218-2800

Gillette Road Middle School
Principal (315) 218-3000

Roxboro Road Middle School
Principal (315) 218-3300

North Syracuse Junior High School
Principal (315) 218-3600

Cicero-North Syracuse High School
Principal (315) 218-4100

Main Street Early Education Program
Principal (315) 218-2200

*Disability means, for purposes of the definitions of “discrimination” and “harassment and bullying” set forth below, the following:

- A physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or
- A record of such an impairment; or
- A condition regarded by others as such an impairment, provided, however, that in all provisions of Article 15 of the New York Executive Law dealing with employment, the term is limited to

disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

“Discrimination” means discrimination against any student by a student or students and/or an employee or employees on school property or at a school function including, but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender (defined to include gender identity or expression) or sex.

“Disruptive Student” means an elementary or secondary student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Drug Paraphernalia” includes any device or instrument that on its face is used for the production, packaging, distribution, or ingesting of a controlled substance, illegal substance or prohibited substance. This includes but is not limited to vaping devices, pens, e-cigarettes, hash pipes, water pipes, clips, rolling papers, or any other items related to drug use or drug distribution.

“Emotional Harm” that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

“Employee” means, for purposes of the Dignity for All Students Act (“DASA” or “Dignity Act”), any person receiving compensation from a district or employee of a contracted services provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provision of such title for the provision of services to such district, its students or employees directly or through contract, whereby such services performed by such person involve direct student contact.

“Gender” means actual or perceived sex and includes a person’s gender, self-identified or perceived sex, gender expression, and gender identity.

“Harassment or bullying” means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that either: (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (b) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his/her/their physical safety. The foregoing definition includes acts of harassment or bullying that occur: (i) on school property; and/or (ii) at a school function; or (iii) off school property where such acts creates 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. Acts of harassment and bullying include, but are not limited to, acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, *disability, sexual orientation, gender, (defined to include gender identity or expression) or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

“Manifestation Determination” is a meeting to review the relationship between a student’s disability and the behavior subject to disciplinary action. Its purpose is to determine whether the conduct in question was 1) caused by or had a direct and substantial relationship to the student’s disability or 2) the direct result of the school district’s failure to implement the student’s IEP or Section 504 Plan (“504 Plan”). Such determination must be based on a review of all relevant information in the student’s file, including the student’s IEP or 504 Plan, teacher

observations, and relevant information provided by the student’s parents.

“Parent” means parent, guardian or person in parental relation to a student.

“School Bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

“School Function” means any school-sponsored extra-curricular event or activity, no matter where such event or activity occurs, including any such event or activity that takes place in another state.

“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.

“Violent Student” means a student who:

1. Commits an act of violence upon a teacher, administrator or other school employee.
2. Commits, while on school district property or at a school function, an act of violence upon another student or any other person lawfully on school district property or at the school function.
3. Possesses, while on school district property or at a school function, a weapon.
4. Displays, while on school district property or at a school function, what appears to be a weapon.
5. Threatens, while on school district property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of a teacher, administrator or any school district employee or any person lawfully on school district 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, pocket knife brass knuckles, sling shot, metal knuckle knife, box cutter, 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 could cause physical injury or death.

B. Student Rights and Responsibilities

1. Student Rights

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

1. Attend a safe, healthy, orderly, respectful, and civil school environment, including the right to be protected from harassment, bullying and discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex, in accordance with this code and other applicable district policies, including most particularly, district Policy No. 4201.2.
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 rules and, when necessary, receive an explanation of those rules from school personnel.
2. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all 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 control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
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, or sportsmanship.
12. Refrain from engaging in harassment, bullying and/or discrimination and to report and encourage others to report incidents of harassment, bullying and/or discrimination in accordance with this code, DASA and District Policy No. 4201.2.

C. Prohibited Student Conduct

The Board of Education (the “Board”) 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 the students’ ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to 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 penalties 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:
 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.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
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:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
- D. Engage in conduct that is violent. Examples of violent conduct include:
1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) 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. Engaging in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
1. Lying to school personnel.
 2. Stealing 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. Engaging in acts of harassment, bullying and discrimination.
 5. Hazing, which includes committing an act against a student, or coercing a student (typically although not necessarily as part of an induction or initiation process), into committing an act, that humiliates, degrades, abuses or endangers the student, physically or emotionally, regardless of the student's willingness to participate.
 6. Selling, using or possessing obscene material.
 7. Solicitation for or selling items for non-school organizations.

8. Using vulgar or abusive language, cursing or swearing.
9. Smoking a cigarette, electronic cigarette, cigar, pipe or using chewing or smokeless tobacco.
10. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal Substance" include, but are not limited to, inhalants, THC oil, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
11. Possession of drug paraphernalia.
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 in a lewd or indecent manner.
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:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions
6. Utilizing artificial intelligence tools (e.g. ChatGPT) without acknowledgement, teacher direction, fact verification, or editing.

D. NSCSD Student Dress Code

As students grow and develop their identities, they often use clothing as a way to express themselves. NSCSD respects our students' rights to express their individuality in their appearance while in school and at school events. Student dress should contribute towards a safe, comfortable, and inclusive learning environment. This policy is intended to communicate student dress code expectations.

Religious and cultural headwear is allowed and accepted in all settings.

Must Wear: clothing including both a shirt with pants, shorts, or skirt, or the equivalent and shoes appropriate for coursework. Clothing must cover undergarments (waistbands and bra straps excluded).

May Wear:

- athletic attire, yoga pants, jeggings, distressed jeans, cropped shirts, tank tops
- Hats, bandanas, and/or hoods may be worn in the classroom provided they do not interfere with the line of sight for any student or staff and the classroom teacher provides consent

May Not Wear: Hats and hoods may not be worn in hallways, lunchrooms, or the auditorium. Student may not wear clothing, items, or accessories that:

- conceal/disguise a student's identity (except for a religious purpose)
- depict, advertise, or imply profanity
- advocate violence, vulgarity, hate speech
- feature pornographic images

- promote drugs, alcohol, and tobacco
- consist of undergarments or bathing suits as outerwear
- denigrate another person’s race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected status
- are see-through and expose undergarments and/or private parts

Addressing Violations:

- A staff member will have a supportive, private conversation outside of the classroom setting with a student in violation of the dress code.
- If the student modifies their attire to comply with the dress code the child is released to class with no disciplinary consequences.
- If a student fails to adjust their attire to comply with the dress code policy, parents will be contacted to have a solution-oriented conversation with the goal of having the student return to their learning environment.
- If all measures outlined above are not productive, the student will be considered insubordinate and subject to the student code of conduct.

This dress code applies not only to all school instructional programs, but also to **all** co-curricular, athletic, and extra-curricular activities, clubs, teams and events, including any fund-raising events associated with the School district.

E. Student Searches, Seizures and Interrogations

School officials are responsible for maintaining order and discipline at school and at school functions. Towards this end, school officials routinely question students about violations of this code, other school rules and/or the law. School officials also have the legal authority to search students and to seize possessions that violate this code, other school rules and/or the law. The District’s rules regarding these matters are set forth more fully in District Policy No. 5311.7. Students and parents who have questions about the District policies and/or procedures pertaining to Student Searches, Seizures, and Interrogations should review and familiarize themselves with the provisions of Policy No. 5311.7. In addition, students and parents are urged to take particular notice of the following provision which also appears in the administrative guidelines and procedures for implementing District Policy No. 5311.7:

Lockers, Desks, and Other School Storage Spaces

Students do not have a reasonable expectation of privacy with respect to school lockers, desks, or other school storage spaces. Rather, lockers, desks, and other school storage spaces are public spaces and remain the property of the District. Students may use these areas for the limited purpose of temporarily keeping items needed to participate in school instruction and activities.

Lockers, desks, and other storage spaces will be subject to inspection by school officials at any time, without prior notice, for any reason including, but not limited to, safety (e.g., bomb threat), administration (e.g., rotting food), and discipline (e.g., illegal or prohibited items). Two school officials shall conduct the search.

F. Role of Board, Superintendent, Administrators, Teachers, Support Staff and Parents

1. Parents

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
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. Insist their children be 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.
8. Convey to their children a supportive attitude toward education and the District.
9. Build good relationships with teachers, other parents 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.
13. Teach their child self-respect, respect for the law, respect for school property and respect for other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender, (defined to include gender identity or expression) or sex.
14. Encourage their child(ren) to report known or suspected incidents of harassment, bullying and/or discrimination involving themselves or another district student.

2. 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 (defined to include gender identity or expression) or sex, so as to strengthen each student's positive self-image and promote learning.
2. Promptly report incidents of harassment, bullying and/or discrimination in accordance with this code, DASA and District Policy No. 4201.2..
3. Be prepared to teach.
4. Demonstrate interest in teaching and concern for student achievement.
5. Know school policies and rules, and enforce them in a fair and consistent manner.
6. Communicate to students and parents:
 - 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 and other teachers concerning growth and achievement.

3. Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.
6. Maintain and encourage 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 (defined to include gender identity or expression) or sex.
7. Report and/or investigate (as applicable) incidents of harassment, bullying and/or discrimination that are witnessed or otherwise brought to their attention, in accordance with this code, DASA and District Policy No. 4201.2...

4. Principals

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Maintain and encourage 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 (defined to include gender identity or expression) or sex.
7. Report and/or investigate (as applicable) incidents of harassment, bullying and/or discrimination that are witnessed or otherwise brought to their attention, in accordance with this code, DASA and District Policy No. 4201.2.

5. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with district administrators the policies of the Board and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

6. Board of Education

Collaborate with student, teacher, administrator, and parent 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.

G. 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/her/their 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, the building principal, the principal's designee or the superintendent.

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 of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his/her/their 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/their designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made.

The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime

H. DASA Complaint Process

1. All school employees must report harassment, bullying and/or discrimination to the principal, superintendent or DAC when reported (orally or in writing) to them or witnessed. Harassment, bullying and/or discrimination that must be reported includes but is not limited to the following examples:
 - a. a report regarding the denial of access to school facilities, functions, opportunities or programs including, but not limited to, restrooms, changing rooms, locker rooms, and/or field trips, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex; or
 - b. a report regarding application of a dress code, specific grooming or appearance standards that is based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex; or
 - c. a report regarding the use of name(s) and pronoun(s) or the pronunciation of name(s) that is based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression)-or sex; or
 - d. a report regarding any other form of harassment, bullying and/or discrimination, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex.
2. It is important that a student who believes he/she/they have been subjected to discrimination, harassment, bullying, or retaliatory conduct, as well as any individual who is aware of and/or has knowledge of, or witnesses any possible occurrence, immediately report the same to a staff member, administrator, or DAC.
3. The District shall appoint an official to investigate the allegations.
4. If the District determines that a District official, staff member, volunteer, vendor, visitor and/or student has violated the District's Code of Conduct or a material incident of harassment, bullying, discrimination and/or retaliatory conduct has occurred, immediate corrective action will be taken as warranted. The District will take prompt action reasonably calculated to end the violation, 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 such violation was directed.
5. For additional information on DASA reporting requirements, refer to District Policy No. 4201.2.

I. 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. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, 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.

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.

1. Penalties

Students who are found to have violated the District's code of conduct or who are found to have engaged in disciplinary infractions, 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, principal, superintendent
3. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent
4. Detention - teachers, principal, superintendent
5. Suspension from transportation - director of transportation, principal, superintendent
6. Suspension from athletic participation - coaches, principal, superintendent
7. Suspension from social or extracurricular activities - activity director, principal, superintendent
8. Suspension of other privileges - principal, superintendent
9. In-school suspension - principal, superintendent
10. Removal from classroom by teacher - teachers, principal
11. Short-term (five days or less) suspension from school - principal, superintendent, Board of Education
12. Long-term (more than five days) suspension from school - principal, superintendent, Board of Education
13. Permanent suspension from school - superintendent, Board of Education

In addition, as is also set forth in the Article I. of district Policy No. 5311.1, the District has the legal authority and reserves the right to discipline students for "off-campus conduct" (i.e., conduct that occurs off school property and/or not at school function) which endangers the safety, morals, health or welfare of others within the educational system or which adversely affects the educative process. The District also has the legal authority and reserves the right to discipline students for cyberbullying and for other off-campus speech that actually causes, or is reasonably forecast as being likely to cause a material and substantial disruption to the work and/or discipline of the school.

2. 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 in the imposition of the

penalty.

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

a. Detention

Teachers, principals 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 has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

b. Suspension from transportation

If a student does not conduct themselves properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his/her/their 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 will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

c. Suspension from athletic participation, extracurricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent 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.

d. 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 building principals and the superintendent 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 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.

e. 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/her/their 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 administrator's 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 /she/they are being removed and an opportunity to explain his/her/their 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/ she/they were removed from the classroom and give the student a chance to present his/her/their 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/their 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 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 (provided that if such 24-hour period does not end on a school day, it shall be extended to the corresponding time on the next school day), the principal or another district administrator designated by the principal must notify the student's parents that the student has been removed from class, and explain why. The principal or principal's designee also must inform the parents that they and the student have the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

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 parents 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, provided that if such 48-hour period does not end on a school day, it shall be extended to the corresponding time on the second school day next following the pupil's removal. The timing of the informal meeting may be extended by mutual agreement of the parent 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:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the District's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his/ her/their designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. 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/she/they are permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her/their 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/her/their class until he/she/they have 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.

f. 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 building principals.

Any staff member may recommend to the building administrator that a student be suspended. All staff members must immediately report and refer a violent student to the principal for a violation of the code of conduct. Any building administrator may recommend to the Superintendent that a student be suspended for a longer period of time. 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 by the building administrator 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.

g. Short-term (5 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 students' parents 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 parents. 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 parents.

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

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 parents in writing of his/her/their decision. The principal shall advise the parents 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 five 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 parents are not satisfied with the superintendent's decision, they must file a written appeal to the Board with the district clerk within 10 business days of the date of the superintendents' decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

h. Long-term (more than 5 days) suspension from school

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he/she/they shall give reasonable notice to the student and the student's parents 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/her/them and the right to present witnesses and other evidence on his/her/their behalf.

The superintendent shall personally hear and determine the proceeding or may, in his/her/their 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/her/them. 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 that 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 10 business days of the date of the superintendent's decision, unless the parents 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 within 30 days of the decision.

i. 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.

3. Minimum Periods of Suspension

1. Students who bring a firearm or weapon to school or possessing a firearm or weapon at school

Any student, other than a student with a disability, found guilty of bringing a firearm or weapon to school or possessing a firearm or weapon at school 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. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

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

2. Students who commit violent acts other than bringing a weapon to school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a firearm or weapon to school or possessing a firearm or weapon at school, 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 parents 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 parents 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.

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

Any student, other than a student with a disability, who repeatedly is 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, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent 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 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.

4. Referrals

1. Counseling

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

2. PINS Petitions

The District may obtain a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he/she/they require supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the 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.

5. 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 or firearm to school, and
- b. Any student 14 or 15 years old who is found to have brought a weapon or firearm to school if the student does not qualify for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The superintendent is required to refer any student age 16 and older who is found to have brought a weapon or firearm to school and any student 14 or 15 years old who has been found to have brought a weapon or firearm to school and who qualifies for juvenile offender status, to the appropriate law enforcement authorities.

J. 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.

K. Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities have

certain procedural protections whenever school authorities intend to impose discipline upon them. 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.

A student is presumed to have a disability for disciplinary purposes if, prior to the time the behavior occurred:

- 1) The student had an IEP or 504 Plan in place;
- 2) the parent of such student 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, or an oral expression if the parent did not know how to write or had a disability that prevented a written statement;
- 3) the parent of the student requested an evaluation of the student pursuant to 8 NYCRR 200.4 or 8 NYCRR 200.16; or
- 4) a teacher of the student, or other personnel of the District, 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.

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.

1. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the code of conduct, the following definitions apply.

A "suspension" means a suspension pursuant to Education Law § 3214.

A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to themselves or others.

An "IAES" means a temporary educational placement for a period of up to 45 school days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred. A child who is placed in an IAES shall 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. A student placed in an IAES shall receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior which precipitated the IAES placement and that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his/her/their current educational placement as follows:
 - a. The Board, the district superintendent (BOCES), superintendent of schools or a building principal 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 and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

- b. The superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
 - c. The superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
 - d. The superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student:
 - i. has inflicted serious bodily injury upon another person while at school, on school premises or at a school function . For purposes of this subsection, “serious bodily injury” means “bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.”
 - ii. carries or possesses a weapon to or at school, on school premises or at a school function; or
 - iii. the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or a school function.
 - 1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930 (g) (w) 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 [for] a pocket knife with a blade of less than 2 1/2 inches in length."
 - 2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
 - 3) "Illegal drugs" means a 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.
3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his/her/their current educational placement poses a risk of harm to the student or others.
2. Change of Placement Rule
 1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
 - a. for more than 10 consecutive school days; or
 - b. for a period of 10 consecutive school 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 and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the District may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the

behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving infliction of serious bodily injury, weapons, illegal drugs or controlled substances.

3. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The District shall:

- a. Convene a manifestation team to review the relationship between the student's disability and the behavior subject to disciplinary action whenever:
 - (i) a decision is made to place a student with a disability in an IAES for misconduct involving infliction of serious bodily injury, weapons, illegal drugs or controlled substances
 - (ii) an impartial hearing officer determines that the student with a disability must be placed in an IAES because maintaining the student in their current educational setting poses a risk of harm to the student or others; or
 - (iii) a decision is made to impose a suspension that constitutes a disciplinary change in placement on a student with a disability.
 - b. Where a manifestation team has determined that the conduct subject to the disciplinary action was a manifestation of the student's disability, conduct a functional behavioral assessment (unless the District had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred).
 - c. Implement a behavioral intervention plan if one has not already been implemented, or, if a behavioral intervention plan has already been implemented, review the plan and modify it as necessary to address the behavior.
 - d. Hold a manifestation determination immediately, if possible, but no later than ten (10) school days after an authorized school authority decides to either place the student in an interim alternative educational setting or impose a suspension that constitutes a disciplinary change of placement.
 - e. Implement immediate steps to remedy any deficiencies found in a student's IEP or 504 Plan or placement, or their implementation identified during the manifestation determination review process.
2. Students with 504 Plans are also entitled to manifestation determinations when a student is subjected to a "significant change in placement."
 - a. A manifestation determination is to be conducted in the same way, regardless of whether the student has an IEP or a 504 Plan.
 - b. The manifestation determination team must include individuals who are knowledgeable regarding the student's disability and the meaning of his/her/their evaluation results.

3. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the District is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
 - a. The superintendent, building principal or other school official imposing a suspension or removal
 - b. shall be responsible for determining whether the student is a student presumed to have a disability.
 - c. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the District had knowledge the student was a student with a disability and:
 - 1) the parent of the student has not allowed the District to evaluate the student, or
 - 2) the parent has declined special education services; or
 - 3) the District conducted an individual evaluation and determined that the student is not a student with a disability.
 - d. If 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 non-disabled student who engaged in comparable behaviors.
 - e. However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the District, which can include suspension. If as a result of an expedited evaluation, the student is determined to be a student with a disability, the District shall provide special education services student, and the student shall be entitled to all the protections of a student with a disability.
4. The District shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her/their current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguard notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

- a. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
- b. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase In accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.

- c. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
- d. During a period of suspension or removal that does not constitute a disciplinary change of placement, students with disabilities shall receive alternate instruction on the same basis as nondisabled students.
- e. During suspensions or other disciplinary removals for periods in excess of ten school days in a school year that constitute a disciplinary change of placement where a manifestation team has determined that the conduct was not a manifestation of the student's disability, the student shall be provided with the services that are necessary for the student to continue to participate in the general education curriculum, to progress towards meeting the goals set out in the student's IEP, and to receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so it does not recur. The services shall be determined by the CSE.

4. Expedited Due Process Hearings

- 1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations [8 NYCRR 201.11](#) incorporated into this code.
 - a. The District requests such a hearing 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/her/their current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his/her/their current educational placement during such proceedings.
 - b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
 - 1) During the pending of an expedited due process hearing, or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the District agree otherwise.
 - 2) If school personnel propose to change the student's placement after expiration of an IAES placement during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.
- 2. An expedited due process hearing shall occur within 20 school days of the date the request for a hearing is filed. The impartial hearing office must mail a written decision to the District and the parents within ten school days after the last hearing date.

5. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The District may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

L. Specially Treated Infractions

Disciplinary actions and penalties Pre-K - 4 will be at the discretion of the building administrator and may or may not include the following range of consequences.

M. Disciplinary Actions and Penalties Grades 5-12

Discipline shall be progressive but highly serious infractions may warrant more serious penalties even absent prior discipline. **A formal hearing administrative review meeting may be provided for any disciplinary infraction.**

Any student who files a false report by making, either verbally or in writing, a bomb threat, threat of fire, and/or causing the evacuation of a school district building or district vehicle due to inappropriate behavior, will be subject to the maximum disciplinary consequence possible in accordance to Education Law 3214 (3) following a Superintendent's hearing.

Prohibited Behaviors Subject to Disciplinary Penalties

1. Possession/sale/abuse of Drugs & or Alcohol
2. Weapons/Explosives
 - a. Possession of a Firearms (Gun-Free Schools Act) (See Board Policy 5312)
 - b. Possession/Use/Sale of other weapons, fireworks, BBS, bullets, ordinance, or other dangerous instruments or contraband.
 - c. Detonation
3. Possession/Use/Sale of Pepper Spray or Other Chemical Propellants
4. Making a False Alarm Fire/Bomb/Arson, Staff Assault or any physical contact resulting in injury to staff
5. Fighting
6. Student Assault
7. Reckless Endangerment (acts which endanger the safety of self/others)
8. Threatening/Menacing/Harassment/Verbal Abuse
9. Insubordination
10. Academic Misconduct
11. Obscenity to Staff/Disrespect to Staff
12. Sexual Harassment
13. Indecent Exposure
14. Theft/Vandalism/Destruction of School Property
15. Truancy
16. Forgery
17. Use of Obscenity
18. Misuse of Computers/Technology

19. Possession of tobacco, tobacco products electronic cigarettes, or vaping
20. Smoking (inside/outside of building)
21. Disruptive Behavior/Generally Inappropriate Behavior (not covered above)
22. Leaving School Building or Grounds without Permission
23. Cutting Assigned Classes
24. Being Unprepared for Physical Education Class
25. Possession of Drug Paraphernalia
26. Possession of inappropriate materials (including but not limited to pornography, bomb bags, grip tape, laser pens/pointers, etc.)
27. Students present on school district property, including buses, shall not make, publish or distribute any photograph, video recording, or audio recording (collectively, "Recordings) capturing the image or voice of any other person on District premises (a "Recording Subject") without the express prior permission of the Recording Subject (students, teachers, etc.)
28. Misuse of Student Planner/ Misuse of Student ID Card

N. Athletic Code of Conduct

In addition to complying with the Student Code of Conduct, all students who participate in any athletic program are required to comply with the standards and behavioral expectations detailed in the Athletic Code of Conduct (Appendix A).

O. Public Conduct -- Regulations Pertaining to the Conduct of Visitors on School Grounds

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. The purpose of this code is to maintain public order and prevent abuse of the rights of others. The following rules apply to all visitors to the schools:

A. General Rules/Expectations for Conduct

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the reception desk, sign in to the visitors' register, and present appropriate identification to security staff. A visitor's identification badge will be issued and must be worn at all times while in the school or on school grounds. Visitors reporting to building destinations other than school offices will be escorted by school personnel. Upon leaving the building, visitors need to sign out in the visitors' register and return the identification badge.
3. Visitors attending after-school, evening, or weekend school functions that are open to the public, such as concerts or public gatherings, are not required to register.
4. Teachers are expected not to take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the building administrator. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
7. Nothing in this code shall be deemed to give parents or other visitors to the District's schools a legal right to visit classrooms during instructional time.

B. Prohibited Conduct

No person, either alone or with others, shall:

1. intentionally injure any person or threaten to do so.
2. damage or remove district property.
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, 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 race, color, nationality, religion, age, sex, sexual orientation, disability or other legally protected classification or characteristic.
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, tobacco products, electronic cigarettes, or be under the influence of such substances on school property or at a school function.
10. possess or use firearms or other weapons including but not limited to air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious spray while 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 District.
11. loiter on or about school property.
12. gamble on school property or at school functions, except as authorized by law and in accordance with district policy (e.g. authorized raffles and/or games of chance conducted by charitable organizations during non-school hours) .
13. refuse to comply with any lawful order of identifiable 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.

C. Penalties

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

1. Visitors' authorization, if any, to enter or 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 comply, they shall be subject to ejection and arrest.
2. Students shall be subject to immediate ejection and to disciplinary action as the facts may warrant, including any of the penalties listed in this code.
3. Tenured faculty members shall be subject to disciplinary action as the facts may warrant in accordance with Education Law Section 3020-a and 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 section 75 shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law section 75 and any other legal rights that they may have.
5. Staff members other than those described above shall be subject to immediate ejection and to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

P. Dissemination and Review

1. Dissemination of Code of Conduct

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

1. Posting the complete code of conduct, including any annual updates and/or amendments to the code, on the District's internet website.
2. Providing copies of a summary of the code to all students, in an age-appropriate version, written in plain-language, at a general school assembly held at the beginning of each school year.
3. Making copies of the code available to all parents at the beginning of the school year.
4. Mailing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
5. Providing all current teachers and new teachers, upon employment, with a complete copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
6. Making complete copies of the code available for review by students, parents, non-teaching staff, 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.

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, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Child Abuse Prevention and Reporting

POLICY NO.: 5461 EFFECTIVE DATE: 11/01/2021

DATE OF ORIGINAL POLICY: 6/9/80 DATE OF NEXT REVIEW: As needed

REPLACES POLICY NO.: JGCE DATED: 11/01/2021

I. PHILOSOPHY

In recognition of the irreparable damage that child abuse inflicts on the health, education and welfare of children, and pursuant to the mandate contained in New York Education Law Sections 3208-b and 3209-a, the Board of Education is charged with the responsibility of developing, maintaining and disseminating written policies, procedures, and information regarding reporting procedures and obligations designed to safeguard the life and health of children. The State Legislature has stated that more complete reporting of suspected child abuse will prevent children from suffering further injury and impairment. Pursuant to Education Law Section 3209-a and Title 6 of Article 6 of the Social Services Law, the Board of Education has developed a policy and procedures to inform its employees of (i) their obligation to report suspected child abuse, (ii) the procedures by which they may do so, and (iii) the availability of training programs regarding these obligations and procedures.

II. POLICY

In order to more effectively implement a comprehensive program of child abuse prevention, all school officials, including all members of the district's staff, shall be informed of their legal duty to report suspected child abuse, the required reporting procedures, penalties for failure to report, immunity from liability, and the responsibilities and organization of the Child Protective Service. Training will be available regarding the recognition of child abuse and maltreatment, the obligation to report such, and the required reporting procedures.

III. EXCEPTIONS TO POLICY

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising the administrative guidelines and procedures shall reside with the Superintendent of Schools or his/her designee and shall reflect all procedures established by New York State Social Services Law, Family Court Act, and Child Protective Service.

V. DELEGATION OF AUTHORITY

The Superintendent or his/her designee has the responsibility for enforcing this policy by communicating it to all relevant personnel, and by providing necessary instructions and guidelines to the school personnel required to report cases of suspected child abuse.

VI. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the Superintendent or the Superintendent's designee.

VII. REVIEW

This policy is to be reviewed and amended by the Superintendent as required by any changes in the law, promulgation of regulations by the Department of Social Services, or changes necessitated by the needs of the children residing in the district.

VIII. LEGAL REFERENCES

- N.Y. Education Law, Sections 3028-b and 3209-a
- N.Y. Education Law, Sections 3003, 3004, 3007, 5003, and 6507(3)(a)
- Kempster v. Child Protective Services of Department of Social Services of Suffolk County, 130 A.D. 2d 623 (2d Dept. 1987).
- N.Y. Social Services Law, Sections 411 through 428
- N.Y. Family Court Action Section 1012
- N.Y. Family Court Act, Section 1021 et seq. and Section 1031 et seq.
- 18 NYCRR Section 432.2 (Child Protective Service: Responsibilities and Organization).
- Labor Law Section 1012
- Social Services Law Sections 411-428

IX. SIGNATURE BLOCK

Reviewed and Adopted
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
PROCEDURES REGARDING CHILD ABUSE AND NEGLECT

It is the responsibility of the administration and staff to adhere to procedures which provide district-wide consistency. The following procedures have been clearly defined by the Board of Education.

1. Mandatory Reporting

All indicators of suspected child abuse or maltreatment must be reported immediately to the Central Registry of Child Abuse and Maltreatment in Onondaga County. This Registry is maintained by the New York State Department of Social Services and, as the "Hot Line," receives reports twenty-four hours a day, seven days a week; 1-800-342-3720.

2. Reportable Conditions Under New York State Law

Section 412 of the Social Services Law and Department of Social Service regulations define the conditions subject to mandatory reporting as follows:

- (a) "Abused child" means a child, less than 18 years of age, whose parent or other person legally responsible for his/her care:
 - 1. Inflicts, or allows to be inflicted upon such child, physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ; or
 - 2. Creates, or allows to be created, a substantial risk of physical injury to such a child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss of impairment of the function of any bodily organ; or
 - 3. Commits, or allows to be committed, a sex offense against such child as defined in the Penal Law... provided, however, that the corroboration requirements contained therein shall not apply to proceedings under this article.

- (b) "Maltreated" child means a child, less than 18 years of age:
 - a. Whose physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of his/her parent or other person legally responsible for his/her care to exercise a minimum degree of care:
 - (i) in supplying the child with adequate food, clothing, shelter or education in accordance with provisions of part 1 of article 65 of the Education Law, or medical, dental, optometrical or surgical care though financially able to do so or offered financial or other reasonable means to do so; or
 - (ii) in providing the child with proper supervision or guardianship, by unreasonably inflicting, or allowing to be inflicted harm, or a substantial risk thereof, including the infliction of excessive corporal punishment; or by using a drug or drugs; or by using alcoholic beverages to the extent that he/she loses control of his/her actions; or by any other acts of a similarly serious nature requiring the aid of the court; or
 - (iii) who has been abandoned by his/her parents or other person legally responsible for his/her care.

3. Persons Required to Report Cases of Suspected Child Abuse or Maltreatment

The definition of a "school official" who is mandated to report cases of child abuse or neglect/maltreatment to the State Central Register (SCR) pursuant to Social Services Law Section 413(1) includes, but is not limited

to school teachers, school guidance counselors, school psychologists, school social workers, school nurses, school administrators or other school personnel required to hold a teaching or administrative license or certificate.

All mandated reporters shall make the report themselves and then immediately notify the Building Principal or his/her designee. The Building Principal or his/her designee shall be responsible for all subsequent administration necessitated by the report.

Any report shall include the name, title and contact information for every staff member who is believed to have direct knowledge of the allegations in the report.

4. Report Form

The Revised October 2008 New York State Office of Children and Family Services “Report of Suspected Child Abuse or Maltreatment” Form LDSS-2221A may be accessed at :
<http://www.ofcs.state.ny.us/main/cps>.

The school nurse and school social worker are available to assist the staff member in assessing any suspicions regarding abuse and/or neglect. The school nurse may examine the student and will document any signs of physical abuse on the student’s health record. Together, the staff member and school nurse or school social worker may compile all the information required to complete the Report of Suspected Child Abuse or Maltreatment (DSS-221 A). The completed form is to be mailed to:

Office of Child Welfare
 John H. Mulroy Civic Center
 421 Montgomery Street
 Syracuse, NY 13202

5. Reporting Procedures:

- a. Section 413 mandates that whenever an individual is required to report suspected abuse or maltreatment in his/her capacity as a member of the school staff, he/she shall immediately notify the building principal, or his/her designated agent.
- b. Under no circumstances will a parent be contacted for an explanation prior to making a report.
- c. The primary source of information will complete (in conjunction with the building principal or school nurse) the Report of Suspected Child Abuse or Maltreatment (DSS-221 A). Within 48 hours of the oral report, this form must be filed with the Department of Social Services Child Protective Service Unit. All copies of this report will be secured in the school Health Office.
- d. Any staff member reporting suspected child abuse, maltreatment or neglect will immediately notify the Building Principal that such a report has been made.
- e. The building principal or school nurse will verbally notify the district Office of the Executive Director for Data, Accountability, Social Studies and Music of the report. Upon notification of verification from the Department of Social Services (within 90 days), the Executive Director for Data, Accountability, Social Studies and Music will be informed of the status of the report.
- f. The school nurse will document all bumps, bruises, scrapes, etc. on the cumulative health record. Additionally, the filing of a DSS report must be charted and the disposition of an unfounded or ongoing case must be noted.

6. Legal Implications for Mandated Reports

Immunity:

To encourage prompt and complete reporting of suspected child abuse and maltreatment, Section 419 of the Social Services Law, affords the mandated reporter protection against personal liability for making a report.

Any person, official, or institution that acts in good faith in the making of a report, the taking of photographs, or the removal or keeping of a child pursuant to the law, has immunity from any liability, civil or criminal, that might be a result of such actions. Furthermore, the good faith of any person required to report cases of child abuse or maltreatment is presumed.

Prohibition of Retaliatory Personnel Action

Social Services Law Section 413(1) also prohibits a school from taking any retaliatory personnel action against an employee because such employee believes that he/she has reasonable cause to suspect that a child is an abused or neglected/maltreated child and that employee makes a report to SCR pursuant to Social Services Law. Further, no school or school official shall impose any conditions, including prior approval or prior notification, upon any staff member specifically designated a mandated reporter.

Pursuant to Labor Law Section 740(1)(e), “retaliatory personnel action” means the discharge, suspension or demotion of an employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Confidentiality of Reports:

Reports made of suspected child abuse or maltreatment, pursuant to the law, as well as any other information obtained, reports written, or photographs taken concerning such reports, which are in the possession of the state or local department of social services, are confidential and can only be made available to the groups and individuals specified by law, (SSL, Section 422.4).

The subject of a report may receive, upon request, a copy of all information contained in the central register. However, the commissioner is not permitted to release data to the subject, which would identify the person who made the report unless such person has given written permission for the central register to do so. (SSL, Section 422.4)

All information maintained by a mandated reporter concerning a report of suspected child abuse or maltreatment should be kept confidential and in a secure area.

Penalties for Failure to Report:

Any person, official, or institution required by the law to report a case of suspected child abuse or maltreatment, who willfully fails to do so, may be guilty of a Class A misdemeanor and also may be civilly liable for the damages proximately caused by such failure. (SSL, Section 420)

The purpose of the mandatory reporting statute is to identify abused or maltreated children as soon as possible, so that Child Protective Service can protect the children from further suffering and offer services to the family. The Social Services Law requires penalties to be imposed on mandated reporters who fail to report suspected cases of child abuse and maltreatment because the protective service process cannot begin until a report is made. Consequently, a child may continue to suffer from abuse or maltreatment.

7. Child Protective Services: Interviews on School Property

Investigative procedures will be carried out by the appropriate County or State agency personnel.

- a. School principals will assist the staff of the Child Protective Services to fulfill their responsibilities. In those cases where a report of suspected abuse or maltreatment has been filed, it is recommended that the school permit the child to be interviewed, on school property, by the Child Protective Services Worker. Such interviews should be conducted in the presence of a school official. However, the school official may be absent during the interview if it is determined that his/her presence would be detrimental to the interview.

- b. In those cases where Child Protective Services determines that the child is in imminent danger, the Department of Social Services worker, in conjunction with a law enforcement officer, has the authority to take the child into protective custody without the consent of the child's parent or guardian. A law enforcement agency release form will be signed at this time.
- c. In cases where the child is taken into protective custody, the building administrator will notify the Superintendent and/or Executive Director for Data, Accountability, Social Studies and Music.

8. Access to School Records

The school may disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals per The Federal Family Education Rights and Privacy Act of 1974 Part 99.36(a).

The following factors must be considered in determining whether an emergency exists:

- a. the seriousness of the threat to the health and/or safety of the student or other individual;
- b. the need for the information to meet the emergency;
- c. if time is of the essence in the reporting of the suspected abuse and/or neglect because delay may create the threat of future harm or result in the family leaving the jurisdiction involved.

9. Mandated Training in Identification and Reporting Child Abuse and Maltreatment

Pursuant to the Education Law, the Commissioner of Education requires that any person applying for any of the certificates, licenses, registrations and/or limited permits listed below, shall be required to have two hours of coursework or training in the identification and reporting of child abuse and maltreatment:

- a. Superintendent's Certificate
- b. Teaching Certificate or License
- c. Endorsement of a Certificate or Diploma from other than New York State
- d. Initial or Renewed License of a registered nurse, or psychologist.

10. Ongoing Information Dissemination and Training

Additionally, an ongoing training program for all current and new administrators and staff is available within the district regarding the policies and procedures established by the district pertaining to Child Abuse Prevention.

- a. an annual review of procedures and mandates will be conducted by the Executive Director for Data, Accountability, and School Improvement for all administrators.
- b. procedures and mandates for reporting suspected child abuse will be printed in all staff handbooks.
- c. building administrators will review the procedures and mandates with staff at the beginning of each school year.
- d. procedures and mandates for reporting suspected child abuse will be disseminated to all substitute employees through the Office of Human Resources at the time of the employee's appointment.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
**REPORT OF SUSPECTED
CHILD ABUSE OR MALTREATMENT**

REPORT DATE / /	CASE ID	CALL ID
TIME : <input type="checkbox"/> AM : <input type="checkbox"/> PM	LOCAL CASE #	LOCAL DIST./AGENCY

SUBJECTS OF REPORT										
List all children in household, adults responsible and alleged subjects.										
Line #	Last name	First name	Aliases	Sex (m, f, unk)	Birthday or Age mo/day/yr	Race code	Ethnicity (Ck only if hispanic/latino)	Relation code	Role code	Lang. code
1.							<input type="checkbox"/>			
2.							<input type="checkbox"/>			
3.							<input type="checkbox"/>			
4.							<input type="checkbox"/>			
5.							<input type="checkbox"/>			
6.							<input type="checkbox"/>			
7.							<input type="checkbox"/>			

MORE

List addresses and telephone numbers (using line numbers from above)	(Area code) Telephone No. () -
	() -
	() -

BASIS OF SUSPICIONS

Alleged suspicions of abuse or maltreatment. Give child(ren)'s line number(s). If all children, write "ALL".

<input type="checkbox"/> DOA/fatality	<input type="checkbox"/> Poisoning/toxic substances	<input type="checkbox"/> Swelling/dislocation/sprains
<input type="checkbox"/> Fractures	<input type="checkbox"/> Choking/twisting/shaking	<input type="checkbox"/> Educational neglect
<input type="checkbox"/> Internal injuries (e.g., subdural hematoma)	<input type="checkbox"/> Lack of medical care	<input type="checkbox"/> Emotional neglect
<input type="checkbox"/> Lacerations/bruises/welts	<input type="checkbox"/> Malnutrition/failure to thrive	<input type="checkbox"/> Inadequate food/clothing/shelter
<input type="checkbox"/> Burns/scalding	<input type="checkbox"/> Sexual abuse	<input type="checkbox"/> Lack of supervision
<input type="checkbox"/> Excessive corporal punishment	<input type="checkbox"/> Inadequate guardianship	<input type="checkbox"/> Abandonment
<input type="checkbox"/> Child's drug/alcohol use	<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Parent's drug/alcohol misuse
<input type="checkbox"/> Sex Trafficking		

State reasons for suspicion, including the nature and extent of each child's injuries, abuse or maltreatment, past and present, and any evidence or suspicions of "Parental" behavior contributing to the problem. (If known, give time/date of alleged incident)

MO _____ DAY _____ YR _____

Time : AM PM

Additional sheet attached with more explanation. | The Mandated Reporter Requests Finding of Investigation Yes No

CONFIDENTIAL		SOURCE(S) OF REPORT		CONFIDENTIAL	
NAME	(Area Code) TELEPHONE No. () -	NAME	(Area Code) TELEPHONE No. () -		
ADDRESS		ADDRESS			
EMAIL ADDRESS:		EMAIL ADDRESS:			
AGENCY/INSTITUTION		AGENCY/INSTITUTION			
RELATIONSHIP					
<input type="checkbox"/> Med. exam/coroner	<input type="checkbox"/> Physician	<input type="checkbox"/> Hosp. staff	<input type="checkbox"/> Law enforcement	<input type="checkbox"/> Neighbor	<input type="checkbox"/> Relative
<input type="checkbox"/> Social services	<input type="checkbox"/> Public health	<input type="checkbox"/> Mental health	<input type="checkbox"/> School staff	<input type="checkbox"/> Other (specify) _____	
For use by Physicians only	MEDICAL DIAGNOSIS ON CHILD		SIGNATURE OF PHYSICIAN WHO EXAMINED/TREATED CHILD		(AREA CODE) TELEPHONE NO. () -
	Hospitalization required: <input type="checkbox"/> None <input type="checkbox"/> Under 1 week <input type="checkbox"/> 1-2 weeks <input type="checkbox"/> Over 2 weeks		X		
Actions taken or About to be taken		<input type="checkbox"/> Medical exam	<input type="checkbox"/> X-ray	<input type="checkbox"/> Removal/keeping	<input type="checkbox"/> Notify medical examiner/coroner
		<input type="checkbox"/> Photographs	<input type="checkbox"/> Hospitalization	<input type="checkbox"/> Returning home	<input type="checkbox"/> Notified DA
SIGNATURE OF PERSON MAKING THIS REPORT: X			TITLE		DATE SUBMITTED mo. day yr. / /

TO ACCESS A COPY OF THE LDSS-2221A FORM: Via Internet: https://ocfs.ny.gov/main/documents/forms_keyword.asp OR

TO ORDER A SUPPLY OF FORMS ACCESS FORM (OCFS-4627) Request for Forms and Publications, from the site above, fill it out and send to: **OFFICE OF CHILDREN AND FAMILY SERVICES, FORMS AND PUBLICATIONS UNIT, 52 WASHINGTON ST. ROOM 134 NORTH, RENSSELAER, NY 12144-2834**. If you have difficulty accessing this form from either site, you can call **the Forms Order Line at 518-473-0971**. Leave a detailed message including your name, address, city, state, the form number you need, the quantity and a phone number in case we need to contact you.

NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES

RACE CODE	ETHNICITY CODE	RELATION CODES FAMILIAL REPORTS (Choose One)		ROLE CODE (Choose One)	LANGUAGE CODE (Choose One)	
AA: Black or African-American	<i>(Check Only If Hispanic/ Latino)</i>	AU: Aunt/Uncle	XX: Other	AB: Abused child	CH: Chinese	KR: Korean
AL: Alaskan Native		CH: Child	PA: Parent	MA: Maltreated child	CR: Creole	MU: Multiple
AS: Asian		GP: Grandparent	PS: Parent substitute	AS: Alleged subject (perpetrator)	EN: English	PL: Polish
NA: Native American		FM: Other family member	UH: Unrelated home member	NO: No role	FR: French	RS: Russian
PI: Native Hawaiian/Pacific Islander		FP: Foster parent	UK: Unknown	UK: Unknown	GR: German	SI: Sign
WH: White		DC: Daycare provider	IAB REPORTS ONLY		HI: Hindi	SP: Spanish
XX: Other		AR: Administrator	IN: Instit. non-prof		HW: Hebrew	VT: Vietnamese
UNK: Unknown		CW: Child care worker	IP: Instit. pers/vol.		IT: Italian	XX: Other
		DO: Director/operator	PI: Psychiatric staff		JP: Japanese	

Abstract of Sections from Article 6, Title 6, Social Services Law

Section 412. Definitions

- Definition of Child Abuse.** (see also N.Y.S. Family Court Act Section 1012(e))
An "abused child" is a child less than eighteen years of age whose parent or other person legally responsible for his care:
 - inflicts or allows to be inflicted upon the child serious physical injury, or
 - creates or allows to be created a substantial risk of physical injury, or
 - commits sexual abuse against the child or allows sexual abuse to be committed.
- Definition of Child Maltreatment.** (see also N.Y.S. Family Court Act, Section 1012(f))
A "maltreated child" is a child under eighteen years of age whose physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of his parent or other person legally responsible for his care to exercise a minimum degree of care:
 - in supplying the child with adequate food, clothing, shelter, education, medical or surgical care, though financially able to do so or offered financial or other reasonable means to do so; or
 - in providing the child with proper supervision or guardianship; or
 - by unreasonably inflicting, or allowing to be inflicted, harm or a substantial risk thereof, including the infliction of excessive corporal punishment; or
 - by misusing a drug or drugs; or
 - by misusing alcoholic beverages to the extent that he loses self-control of his actions; or
 - by any other acts of a similarly serious nature requiring the aid of the Family Court; or
 - by abandoning the child.

Section 415. Reporting Procedure. Reports of suspected child abuse or maltreatment shall be made immediately by telephone and in writing within 48 hours after such oral report.

Submit the written paper copy of the LDSS-2221A form originally signed to: the Local County Department of Social Services (LDSS) where the abused/maltreated child resides.

To locate your Local Department of Social Services, visit this site <https://ocfs.state.ny.us/main/localdss.asp>.

Residential institutional abuse reports: Call 1-855-373-2122 or go online to: <https://www.justicecenter.ny.gov/>

**NYS CHILD ABUSE AND MALTREATMENT REGISTER: 1-800-635-1522 (FOR MANDATED REPORTERS ONLY)
1-800-342-3720 (FOR PUBLIC CALLERS)**

Section 419. Immunity from Liability. Pursuant to section 419 of the Social Services Law, any person, official, or institution participating in good faith in the making of a report of suspected child abuse or maltreatment, the taking of photographs, or the removal or keeping of a child pursuant to the relevant provisions of the Social Services Law shall have immunity from any liability, civil or criminal, that might otherwise result by reason of such actions. For the purpose of any proceeding, civil or criminal, the good faith of any such person, official, or institution required to report cases of child abuse or maltreatment shall be presumed, provided such person, official or institution was acting in discharge of their duties and within the scope of their employment, and that such liability did not result from the willful misconduct or gross negligence of such person, official or institution.

Section 420. Penalties for Failure to Report.

- Any person, official, or institution required by this title to report a case of suspected child abuse or maltreatment who willfully fails to do so shall be guilty of a class A misdemeanor.
- Any person, official, or institution required by this title to report a case of suspected child abuse or maltreatment who knowingly and willfully fails to do so shall be civilly liable for the damages proximately caused by such failure.

STAPLE TO LDSS-2221A (IF NEEDED)

**REPORT OF SUSPECTED
CHILD ABUSE OR MALTREATMENT**

(Use only if the space on the LDSS-2221A under "Reasons for Suspicion" is not enough to accommodate your information)

REPORT DATE / /	CASE ID	CALL ID
TIME : <input type="checkbox"/> AM <input type="checkbox"/> PM	LOCAL CASE #	LOCAL DIST/AGENCY

PERSON MAKING
THIS REPORT: _____

Print clearly if filling out hard copy.

<p><i>Continued:</i> State reasons for suspicion, including the nature and extent of each child's injuries, abuse or maltreatment, past and present, and any evidence or suspicions of "Parental" behavior contributing to the problem.</p>	<p>(If known, give time/date of alleged incident)</p> <p>MO DAY YR</p> <p>Time : <input type="checkbox"/> AM <input type="checkbox"/> PM</p>
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BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Fundraising

POLICY: 5661 EFFECTIVE DATE: 1/17/2023

DATE OF ORIGINAL POLICY: 7/22/02 DATE OF NEXT REVIEW: 1/2026

REPLACES POLICY NO.: N/A DATED: 1/17/2023

I. PHILOSOPHY

The Board of Education recognizes that co-curricular and interscholastic athletic groups, as well as Parent/Teacher Groups and Booster Clubs, and the North Syracuse Education Foundation provide important support to district schools and can be a valuable means of raising funds for specific activities (e.g., academic programs, athletics, speech and debate, and/or musical groups, etc.).

II. POLICY

Curricular, co-curricular and interscholastic athletic groups, as well as Parent/Teacher Groups and Booster Clubs, and the North Syracuse Education Foundation who wish to raise funds for the purpose of supporting a specific school program or a pre-approved charitable purpose are authorized to do so, as long as the activities of such organizations do not interfere unduly and comply with other district instructional, co-curricular and interscholastic programs, or do not disrupt district operations in any way.

A. Definition

Monies raised by curricular, co-curricular and interscholastic athletic groups as well as Parent/Teacher Groups and Booster Clubs and the North Syracuse Education Foundation are funds raised OTHER than by taxation or through charges of a Board of Education, for, by or in the name of the school, student body, or any subdivision thereof.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

Curricular, co-curricular and interscholastic athletic groups must follow these guidelines:

1. Be voluntary and support a specific school activity or an IRS approved Section 501(c)(3) charitable organization;
2. Submit a Fundraising Request Form for fundraising in advance to the Superintendent of Schools or his/her designee for prior approval. (Any use of the name of the school district, or any language suggesting that the district has endorsed, sponsored or otherwise approved of the activities, must have prior written approval by the Superintendent of Schools or his/her designee);
3. Seek advance approval for any use of school facilities and/or equipment, following procedures outlined in Board of Education Policy 1500 (Use of School Facilities for Non-school District Sponsored Activities) and Policy 1500.1 (Use of Michael J. Bragman Athletic Complex for Non-school District Sponsored Activities);
4. Avoid interference of previously scheduled approved student activities;
5. Comply fully with the Administrative Guidelines on Fundraising Activities Pursuant to Board Policy 5661 – Fundraising.
6. Understand and respect the authority of district employees in the administration of their duties;
7. Assume all financial responsibility for their activity, including, but not limited to, the provision of adequate insurance coverage, as appropriate;
8. Must follow provisions of Board of Education Policy 5252 (Extra-Classroom Activity Funds).

If curricular, co-curricular or interscholastic athletic groups, as well as Parent/Teacher Groups and Booster Clubs and the North Syracuse Education Foundation wish to make a contribution of money, service time, or tangible property (e.g., equipment or supplies) to the school district, a representative of the organization must request that intent in writing to the Superintendent. The Superintendent must identify the district's terms and conditions of accepting such gifts, and seek the Board's official approval before accepting or publicly announcing any contribution.

Curricular, co-curricular and interscholastic athletic groups' proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the curricular, co-curricular and interscholastic athletic school programs.

In addition, to the extent that authorized curricular, co-curricular and interscholastic athletic groups wish to engage in fundraising activities off school premises during non-school hours, it is imperative that the Superintendent be aware of the nature and extent of such fundraising activities to facilitate monitoring students' participation in such activities and also to assure that such fundraising activities in the community do not become excessive. Therefore, when these school sponsored groups wish to engage in fundraising activities off school hours, they must obtain the prior approval of the Superintendent or the Superintendent's designee.

The Board retains final responsibility and authority on all activities that have an impact on students, the schools, school programs, and/or school-owned property.

IV. DELEGATION OF AUTHORITY

The Superintendent or his/her/their designee has the responsibility for enforcing this policy by communicating it to all applicable administrators and by providing necessary guidelines and instructions to the appropriate personnel. Amplifying guidelines and procedures to implement this policy are attached.

V. REPORTS

All necessary and/or required forms developed to implement this policy will be completed and forwarded to the appropriate administrators.

VI. REVIEW

This policy is ongoing, but is to be reviewed every three years, or as the Board of Education may consider necessary. It shall continue until it is terminated or revised by the Board of Education.

VII. LEGAL REFERENCES

Board of Education Policy 1221 – Affiliated Organizations

Board of Education Policy 1500: Use of School Facilities for Non-school District Sponsored Activities

Board of Education Policy 1500.1: Use of Michael J. Bragman Athletic Complex for Non-school District Sponsored Activities

Board Policy 1800 – Gifts to Schools

Board of Education Policy 5252: Extra-Classroom Activity Funds

Board of Education Policy 5662 - Crowdfunding

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES AND PROCEDURES TO
IMPLEMENT POLICY 5661 – FUNDRAISING

New York State Board of Regents’ Rule 19.6 prohibits anyone from directly soliciting charitable donations from children on school property, during school hours. Moreover, Rule 19.6 empowers the Commissioner of Education to disseminate guidance interpreting Rule 19.6. Such interpretive guidance has, in fact, been provided by the Commissioner, in the form of a Memorandum issued by Deputy Commissioner and General Counsel, Kathy A. Ahearn, entitled “Guidelines Relating to Solicitation of Charitable Donations from School Children (January 1994).” Inasmuch as the Regents enjoy “legislative power” pursuant to section 207 of the New York Education law, the Commissioner’s guidance on Charitable Fundraising, issued at the behest of the Regents carries the force of the law.

As articulated in the Commissioner’s guidance document, “the purpose of Rule 19.6 is to protect public school children from exposure to coercive charitable fundraising activities while they attend school. Public school children are compelled by law to attend school from age 6 to 16, and thus constitute a captive audience. However worthwhile the charitable cause in question, the direct solicitation of charitable donations from this captive audience of children is problematic. Parents send their children to school with the expectation that they will receive an education, not that their children may be pressured to make charitable donations simply because they are conveniently gathered in one place with their parents absent. Moreover, whenever charitable donations are solicited from children in their classrooms directly, there will inevitably be children who are unable to contribute because they are economically disadvantaged. Asking such children to contribute money or goods to charity when they cannot do so creates the unnecessary risk that they will be embarrassed or subject to ridicule by their peers.”

Therefore, in accordance with the express and implicit commands of Regents’ Rule 19.6 and the Commissioner’s guidance document, the following guidelines shall apply with equal force and effect to all fundraising activities that occur on school premises, during school hours, by those persons or groups authorized to engage in such fundraising activities pursuant to Board Policy 5661. Persons or groups not authorized by Board Policy 5661 may not engage in fundraising activities on school premises, during school hours, but may be permitted to use school facilities during non-school hours pursuant to Board Policies 1500 and 1500.1.

I. Definition of School Hours

For the purpose of this regulation only, “school hours” include homeroom, and lunchroom periods and do not end until after the compulsory school day has ended.

II. Direct Solicitation Prohibited

The “direct” solicitation of charitable donations from students is strictly prohibited on school property, during school hours.

III. Limitations on Otherwise Permissible “Indirect” Fundraising

The “indirect” collection of food, clothing, other goods, or funds from students is permissible under the limited circumstances set forth below, but such collections are strictly prohibited during homeroom and at all times in school classrooms.

IV. Permissible Forms of Charitable Solicitation

A. Off Premises or During School Hours

Regents’ Rule 19.6 does not apply to fundraising activities that occur off school premises or during non-school hours.

B. Recruitment Activities

School children may be recruited by authorized fundraising groups during school hours to participate in

fundraising activities, as long as the activities themselves occur off school premises or after school hours. For example, posters may be displayed in the school building in an effort to recruit students to engage in fundraising activities. Similarly, flyers or other forms of literature may be distributed on school grounds in an effort to recruit students to participate in out-of-school fundraising activities.

C. Arms-Length Transactions where Students Receive Value for Donations

Transactions between students and authorized fundraising groups, where the student receives something of value for his/her/their donation, are permissible. For example, tickets for a concert or other social event may be sold to students during school hours by fundraising organizations authorized under Board Policy 5661, where the proceeds go to charity, because the students receive something of value in exchange for the funds expended. Similarly, bake sale or sale of other goods by an authorized fundraising organization is permissible where students receive valuable consideration. However, pursuant to Education Law 915, no sweetened soda water, no chewing gum, no candy including hard candy, jellies, gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn, and no water ices except those which contain fruit or fruit juices, shall be sold until the end of the last scheduled meal period.

D. Passive Fundraising

Passive forms of charitable solicitation are permissible, for example, where the person or group engaged in the fundraising activity does not approach students directly, but rather, students can choose to make a donation by depositing food, money or clothing in a collection box or bin in a common area of the school. However, collection of food, clothing or other goods or funds from students in either a classroom or homeroom is strictly prohibited.

References: Regents Rule 19.6; Guidelines Relating to Solicitation of Charitable Donations from School Children (January 1994); Appeal of Ponte, 38 Education Department Rep. 280 (1998)

FUNDRAISING REQUEST FORM

CONTACT PERSON: _____ BUILDING LOCATION: _____
(LAST) (FIRST)

CLASS/CLUB/ORGANIZATION MAKING REQUEST: _____

NAME OF FUNDRAISING EVENT: _____

BRIEF DESCRIPTION OF EVENT: _____

ACTIVITY/SALE DATE (S):

Begin _____ End _____ Time of Day of the Fundraising Activity _____

Location of Fundraising Activity: Off-School Premises In-School

If in-school, be specific as to location of fundraising activity _____

How will funds/items be collected? _____

Who will receive/benefit from the funds or items collected? _____

PROPOSED EXPENSES \$ _____ Daily Revenue Deposited In: _____

PROJECTED REVENUE \$ _____

AUTHORIZATION FOR FUNDRAISING EVENT

(Must be signed at the location and forwarded to District Office four (4) weeks prior to the fundraising event)

Staff Member/Advisor _____ Date _____

Building Administrator* _____ Date _____

Assistant Superintendent** _____ Date _____

Superintendent _____ Date _____

* **Building Principal approval only required signature for PTO, PTG, HSG, HSO Fundraisers**

**Assistant Superintendent for Instruction – Approves Instructional Program Requests

Assistant Superintendent/Management – Approves Support Staff/Athletic Program Requests

Superintendent – Approves Athletic Program Requests

Copy to: Advisor Copy to: Building Principal Financial – Fundraising Request Form
(11/09)

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Crowdfunding Policy

POLICY: 5662 EFFECTIVE DATE: 3/1/2021

DATE OF ORIGINAL POLICY: 9/25/17 DATE OF NEXT REVIEW: 3/2024

REPLACES POLICY NO.: N/A DATED: 3/1/2021

I. PHILOSOPHY

The Board of Education (the “Board”) relies primarily on state and federal aid, plus funding through the local school tax levy, to finance the school district’s operations, programs and activities. However, in this era of declining state and federal assistance, together with the added fiscal stress wrought by the limitations imposed by New York’s “Tax Cap” law on school districts’ ability to raise revenue through the tax levy, the Board finds it necessary to identify revenues from other nontraditional sources, as for example through “crowdfunding,” to supplement the district’s traditional revenues.

The Board understands that New York law does not authorize school district officers and/or employees to engage in fundraising activities in their official capacity as representatives of the school district. However, crowdfunding solicitations, unlike direct fundraising initiatives, do not involve direct solicitation of funding from private donors. Instead, crowdfunding solicitations are comparable to other circumstances in which school officials write grant proposals to secure funding from both public and private funding sources. Accordingly, the Board authorizes and encourages the school district’s faculty and staff to utilize and participate in crowdfunding opportunities in accordance with this policy and applicable law.

II. POLICY

For purposes of this policy, *crowdfunding* is defined as the act of submitting or otherwise providing a “wants” or “needs” list or a specific proposal to a third-party fund raising organization that then seeks to identify a donor or donors to provide funding to fulfill the specified wants, needs or proposal.

School district employees’ participation in crowdfunding initiatives **shall be completely voluntary**. No teacher or any other school district employee shall be required to participate in crowdfunding initiatives. Further, no teacher shall utilize instructional time to prepare crowdfunding proposals. Teachers and other school district employees are expected to focus first and foremost on their employment responsibilities. Additionally, crowdfunding for staff attendance at conferences and workshops is prohibited.

Central administrative coordination, approval and monitoring of crowdfunding solicitations is critical. If individual teachers and/or other school employees were to solicit donations for their pet projects through crowdfunding initiatives, without oversight by the district’s central administration and Board of Education, disparities could easily develop within the district’s educational program at the same age and/or grade level and even within the same building, depending on the industriousness and skill of the individual teacher or employee who solicits crowdfunding for their classroom or pet project. The quality of students’ public school education should not vary in any substantial respect within the same school district based on their teachers’ industriousness and/or skill in obtaining charitable donations.

Accordingly, prior to seeking any grant or donation to the school district through crowdfunding, the applicant must obtain prior approval from the district. Teachers seeking crowdfunding grants or donations for their

classroom must obtain approval from the Building Principal prior to submitting the application. Other staff or administrators seeking grants or donations to benefit an entire school, or the district as a whole, must obtain approval from the Superintendent or his/her designee. Crowdfunding applications for funding of more than \$50,000 require prior approval by the Board of Education.

All gifts and donations provided through “crowdfunding” initiatives for any of the school district’s operations, programs and/or activities shall be made to the district in accordance with district Policy No. 1800 and shall be accepted or rejected by the Board of Education in the Board’s sole discretion. In addition, all cash gifts shall be provided in the form of a check made payable To the Order of the “North Syracuse Central School District,” not to any individual school district officer or employee. All such checks shall be mailed or delivered to the Superintendent for inclusion on the Board of Education’s meeting agenda during the week prior to the date of the Board meeting at which the Board shall vote to accept or reject the check. If a check is accepted by the Board, thereafter it shall be promptly surrendered to the custody of the district Treasurer or Extraclassroom Activity Fund Treasurer (as applicable). If a check is rejected by the Board, the Superintendent shall arrange for its return to the donor.

The Board reserves the right to deny or rescind approval of any crowdfunding application by a school district officer or employee, and likewise reserves the right to reject and/or rescind approval for any crowdfunded gift or donation which the Board deems not to be in the best interests of the district.

Only the Board may approve crowdfunding applications that require a match of district funds or resources, and such approval shall only be granted when such funds or resources are planned as part of the district budget process or can be accommodated within the current budget.

A link may be provided on the district’s website to any outside organization that engages in fund raising activities for the benefit of the North Syracuse Central School District and any of the district’s authorized programs and/or activities, with the prior approval of the Board, the Superintendent or the Superintendent’s designee(s).

The Superintendent and/or Superintendent’s designee(s) shall monitor crowdfunding activities by school personnel. The Superintendent may suspend and/or revoke the general permission granted by this policy for any individual officer or employee to engage in crowdfunding initiatives on behalf of their school or school district, if in the discretion of the Superintendent such action is necessary to promote the best interests of the district. Additionally, due consideration shall be given by each individual school district employee to whether devoting time and resources to crowdfunding initiatives that could otherwise be devoted to the individual’s employment responsibilities, is a prudent, practical and effective use of the employee’s time.

Students may voluntarily participate in acknowledging gifts and donations provided to their classroom or to their school program or activity by writing thank-you notes and/or by providing other acknowledgments and expressions of thanks. Under no circumstances, however, shall any student ever be required to write thank-you notes or otherwise be required to participate in crowdfunding solicitations and/or expressions of gratitude to donors. Further, no student shall be deprived of the ability to participate fully in school-sponsored curricular or extracurricular activities because of the student’s neglect or refusal to participate in activities designed to acknowledge crowdfunding donors.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising additional administrative guidelines and procedures, as needed, for the purpose of implementing this policy, shall reside with the Superintendent and/or his/her designee.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES AND PROCEDURES TO
IMPLEMENT POLICY 5662 - Crowdfunding

The following Administrative Guidelines are adopted in accordance with the North Syracuse Crowdfunding policy:

I. Approval of Crowdfunding Applications

Prior to seeking any grant or donation to the school district through crowdfunding, the applicant must obtain prior approval, in accordance with the criteria* stated below, as follows:

Teachers: Teachers seeking crowdfunding grants or donations for their classroom must obtain approval from the Building Principal prior to submitting the application. If approved by the Building Principal, the Building Principal forwards the request to the Superintendent, or his/her designee, for approval.

School Staff & Administrators: Other staff or administrators seeking grants or donations to benefit an entire school, or the district as a whole, must obtain approval from the Superintendent or his/her designee.

Crowdfunding Applications for More Than \$50,000 and/or Matching Funds Applications: Crowdfunding applications for funding of more than \$50,000 require prior approval by the Board of Education. Additionally, only the Board is authorized to approve crowdfunding applications that require a match of district funds or resources.

The Building Principal, Superintendent, or Board of Education (as applicable) shall determine whether or not to authorize an applicant to proceed with the crowdfunding application, in accordance with the following criteria:

*All crowdfunding applications for grants and donations must benefit the district and must be congruent with the following criteria:

1. The district's mission, vision, core values and beliefs.
2. The district and school goals that positively impact student performance.
3. The district's instructional priorities and strategies, including coordination by and between Building Principals to avoid the submission of crowdfunding applications that may result in the faculty and/or staff working at cross-purposes within and/or between school buildings by competing for the same limited resources.
4. Equity in funding.
5. Conformity to district governance and decision-making procedures of the Board, central office and building-level staff.
6. Provide a value or benefit that is greater than the obligation under the grant award.
7. Not be utilized to fund staff attendance at conferences and workshops.
8. Not violate management and/or bargaining unit rights and responsibilities.
9. Not carry any conditions that would divert school or district efforts away from the district's primary mission.

II. Protecting Students from Coercive and Exploitive Pressures

Crowdfunding organizations sometimes request or even seek to require students to write thank-you notes to donors to acknowledge the gift or donation received by the students' classroom or school activity. This detracts from time for classroom instruction, unless the "thank-you" note-writing exercise can be integrated into the curriculum, which potentially presents other problems. If some students in the classroom voluntarily (with parental

permission) write thank-you notes, then the other students need to be similarly engaged in another type of writing activity, or other appropriate instructional activity, so that instruction is not suspended.

In addition, requiring or even just asking students to write such thank-you notes during instructional time, while they are captives of their school and classroom under New York's compulsory school attendance law, may be construed by students' parents and/or by state and federal education authorities as being unduly coercive or exploitive of children. No school teacher (or any other school official) should assume that just because a particular student is willing to write a thank-you note at the behest of their classroom teacher, that this activity will meet with the approval of the student's parents. Some parents may strenuously object to having their children participate in this kind of activity. Accordingly, before asking students to participate in such activities, if at all, written parental permission must be sought and obtained.

Crowdfunding organizations also may request or even seek to require the teacher (or other school official) who is soliciting the crowdfunded gift or donation, to provide photos or videos of the students who are actual or intended beneficiaries of the gift or donation. This can potentially violate students' rights under FERPA if photos, videos and/or voice recordings have not been designated as "directory information," or if a particular student's parent has instructed the district not to disclose their child's directory information. Such practices also can subject students, who are a captive audience, to inappropriate coercive pressures to support fund raising initiatives at school, as a veritable condition of attending public school.

Accordingly, students' photos, video images, voice recordings, artwork, written work, school science projects and the like, cannot be provided to crowding funding organizations (or anyone else), except as authorized by the District's "Directory Information" notice, or with the signed, dated, written consent of a student's parent(s) (or the consent of an "eligible student"), in accordance with the Family Educational Rights and Privacy Act (FERPA). This applies to disclosure and/or posting of personally identifiable information about students on the school district's own website, as well on social media.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 6255

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Grant Writing

POLICY: 6255 EFFECTIVE DATE: 9/26/2023

DATE OF ORIGINAL POLICY: 7/22/02 DATE OF NEXT REVIEW: 9/2026

DATED: 9/19/2023

I. PHILOSOPHY

The Board of Education recognizes that grants can provide important support for district goals.

II. POLICY

Staff who wish to apply for grants for the purpose of supporting a specific school program or goal are encouraged to do so, as long as the grant is consistent with district goals.

A. Definition

Grants are monies provided to the district from sources that are not typically included in the District’s general fund budget. These monies are used for specific programs, services or equipment that support the district’s goals.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

Staff who wish to apply for grants must follow these guidelines:

1. The grant must be used for district goals;
2. A copy of the grant (application / description) must be submitted to the Superintendent of Schools or his/her/their designee for approval prior to submission.
3. Any use of the name of the school district, or any language suggesting that the district has endorsed, sponsored or otherwise approved of the grant, must have prior written approval by the Superintendent of Schools or his/her/their designee;
4. Advance approval for any use of school facilities and/or equipment, following procedures outlined in Board of Education Policy 1500 (Use of School Facilities for Non-school District Sponsored Activities);
5. Grant related activities should not conflict or interfere with other district approved activities;
6. Grant recipients should understand and respect the authority of district employees in the administration of their duties;
7. There will be no commitment on the part of the Board of Education for continuation of program upon termination of grant funding source;
8. The Superintendent must clearly communicate the district’s terms and conditions of accepting grant monies, and seek the Board’s official approval before accepting or publicly announcing any contribution.
9. Grant checks must be made payable to Treasurer, North Syracuse Central School District.

IV. DELEGATION OF AUTHORITY

The Superintendent or his/her/their designee has the responsibility for enforcing this policy by communicating it to all relevant administrators and by providing necessary guidelines and instructions to the appropriate personnel.

V. REPORTS

All necessary and/or required forms developed to implement this policy will be completed and forwarded to the appropriate administrators.

VI. REVIEW

This policy is ongoing, but is to be reviewed every three years, or as the Board of Education may consider necessary. It shall continue until it is terminated or revised by the Board of Education.

VII. LEGAL REFERENCES

Board of Education Policy 5661 – Fundraising
Board of Education Policy 5662 - Crowdfunding

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Sexual Harassment Prevention PolicyPOLICY: 9010.02EFFECTIVE DATE: 1/18/2022DATE OF ORIGINAL POLICY: NewDATE OF NEXT REVIEW: 1/2025DATED: 1/18/2022

I. PHILOSOPHY

North Syracuse Central School District (“the District”) is committed to maintaining a work environment free from sexual harassment, which is one form of employment discrimination. This Policy is one component of the District’s commitment to a discrimination-free work environment.

II. POLICY

This Policy applies to all employees. It also applies to individuals who are not employees of the District but are employees of contractors, subcontractors, vendors, consultants, volunteers and other persons who provide services in the workplace, such as interns and temporary employees.

Sexual harassment is not tolerated by the District and is prohibited by this Policy. This Policy prohibits not only behavior that constitutes unlawful harassment, but also other inappropriate or unprofessional behavior that may reasonably be considered offensive or otherwise inappropriate. Employees and other individuals covered under this Policy will be subject to disciplinary or other corrective action for any violations of this Policy.

No person covered by this Policy shall be subject to adverse employment action because he/she/they makes a good faith report of an incident of sexual harassment, or provides information, or otherwise assists in any investigation of a sexual harassment complaint. Any person covered by this Policy, who retaliates against anyone involved in a sexual harassment investigation, is in violation of this Policy and subject to remedial or disciplinary action.

The District will conduct a prompt, thorough, fair, and confidential investigation, consistent with this Policy, in response to any complaint about sexual harassment. The District may also investigate other circumstances of inappropriate conduct occurring in its workplace or affecting the terms and conditions of employment for its employees or other individuals working in its workplace. The District will take effective corrective action whenever sexual harassment or other inappropriate conduct is found to have occurred. All employees, including administrators, directors, principals and supervisors, are required to cooperate with any internal investigation of sexual harassment.

1. Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile work environment, even if the complaining

individual is not the intended target of the sexual harassment;

- Such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment can consist of threats, derogatory comments, signs, jokes, pranks, intimidation, physical contact, violence, or other conduct which is of a sexual nature, or which is directed at an individual because of that individual's sex, where the conduct is so severe and pervasive as to alter the terms of employment for the individual subject to the harassment or is beyond petty slights or trivial inconveniences so as to violate the law.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

2. Examples of Sexual Harassment

The following is a list of some of the types of acts that may constitute sexual harassment:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employees' body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions.
- Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Written conduct such as authoring threatening, derogatory or offensive letters, e-mails, text messages, or social media posts.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes sexual displays on workplace computers or cell phones in the workplace.
 - Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look
 - Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or the status of being transgender.

3. Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender.

Harassers can be a superior, a subordinate, a coworker or anyone else in the workplace, including

an independent contractor, contract worker, vendor, client, customer, or visitor.

4. Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, at employer-sponsored events, or other occasions outside work. Calls, texts, emails, and social media usage by employees containing inappropriate messages, language, or graphics may also constitute or contribute to unlawful workplace harassment, even if they occur away from the workplace, on personal devices, or during non-work hours.

5. What is retaliation?

Retaliation includes any conduct, whether or not in the workplace or employment-related, which might deter a reasonable person from making or supporting a charge of discrimination or harassment and is directed at someone who engages in protected activity. Protected activity includes opposing a discriminatory practice, making a good faith report of a suspected violation of this policy, filing a harassment complaint, participating in an investigation or proceeding of such a report or complaint, or encouraging a fellow employee to make a report.

6. Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment unless it knows about it. Any employee or other person covered by this Policy, who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to an administrator or supervisor. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to an administrator, or supervisor. If an employee makes a report to his/her building administrator or supervisor and believes the administrator or supervisor is not taking appropriate action, the employee should report this inaction to the Assistant Superintendent for Human Resources. If an employee believes that his/her building principal or supervisor violated this Policy, then the employee should report the matter to the Assistant Superintendent for Human Resources.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is included in this Policy, and all employees are encouraged to use this complaint form, but using the form is not required. Employees who report sexual harassment on behalf of another person should state clearly that the complaint is made on another person's behalf.

The availability of this reporting procedure does not preclude individuals who believe they are being harassed from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

7. Administrator/Supervisory Responsibilities

Any administrator or supervisor who receives a complaint or information about suspected sexual harassment, or observes conduct that may be sexually harassing behavior is required to take appropriate steps to address the conduct and to report such suspected sexual harassment to the Assistant Superintendent for Human Resources.

8. Investigation of Sexual Harassment

All reports, complaints or other information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely and thorough manner commensurate with the nature of the complaint, and will be confidential to the extent possible.

In conducting a fair and impartial investigation, the District’s procedures will include these “due process” protections:

- The District will provide appropriate notice of the allegations to anyone who is the subject of a harassment complaint and an opportunity to provide a response to the allegations.
- Complainants and witnesses will be provided with an appropriate opportunity to present relevant information including documents relevant to the investigation.
- The District may adapt and modify the investigatory procedure, at its discretion, based on the nature of the complaint and the conduct at issue.

All employees and other individuals covered under this Policy are required to cooperate, as needed, in an investigation of suspected sexual harassment. Employees and other individuals who participate in any investigation are protected from retaliation.

All persons involved in the reporting and investigation of harassment are obligated to keep the information pertaining to the investigation confidential to the maximum extent possible, to protect the privacy of those involved in the investigation and to allow the District to conduct an objective and fair investigation.

If the District determines that this Policy has been violated, it will take effective remedial action commensurate with the circumstances. Any employee who has been found by the District to have harassed another employee will be subject to corrective action, up to and including discharge where appropriate. If it is concluded that a non-employee has subjected an employee or other person protected by this Policy to conduct in violation of this Policy, prompt and effective action will be taken to stop the harassment and deter any future harassment.

The District will notify the individual who was subject to the reported conduct and the person who filed the complaint, if different, of the conclusion of its investigation, and will follow up with that individual as appropriate under the circumstances.

9. Legal Protections and External Remedies

Sexual harassment is not only prohibited by the District but is also prohibited by state, federal, and, where applicable, local law. In addition to the procedures described in this Policy, individuals may choose to pursue legal remedies with the following governmental entities:

- The New York State Division of Human Rights (DHR) enforces the Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., which prohibits sexual harassment in employment in New York State, and protects employees, and other individuals working in an employer’s workplace. A complaint alleging a violation of the Human Rights Law may be filed either with the DHR, subject to a one-year statute of limitations, except for sexual harassment complaints, which are subject to a three-year statute of limitations, or in New York State Supreme Court, subject to a three-year statute of limitations.

If unlawful discrimination is found after a hearing, the DHR or the court may award relief, which may include requiring the employer to take action to stop the harassment, to redress the damage caused, including reversing an unlawful employment action, and paying monetary damages, attorneys’ fees, and civil fines. The DHR can be contacted at (888) 392-3644 or at www.dhr.ny.gov.

- The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An employee must file a complaint with the EEOC within 300 days from the

conduct giving rise to the complaint. The EEOC investigates complaints, and may pursue a claim in federal court on behalf of the complaining party, or issue a Right to Sue Letter that allows an individual to pursue his/her claims in federal court. Federal courts may award remedies if discrimination is found to have occurred. The EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY)), or at their website: www.eeoc.gov or via email at info@eeoc.gov. If an individual files an administrative complaint with the DHR, the DHR will file the complaint with the EEOC to preserve the individual's right to proceed in federal court.

10. Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime, and it may be appropriate to report such conduct to the local police department.

11. Other Types of Harassment

The District also prohibits discrimination or harassment on the basis of race, color, creed, ethnicity, disability, religion, national origin, military status, age, gender, arrest record, veteran status, sexual orientation, marital status, familial status, domestic violence victim status, criminal history, citizenship, predisposing genetic characteristics, genetic information, or any other category protected by law. For more information, see Board of Education Policy 9010.2 – Sexual and Other Forms of Prohibited Discrimination and Harassment (Employee).

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

Sexual Harassment Reporting Form

This form is designed to assist individuals making a report under The North Syracuse Central School District’s Policy 9010.02 - Sexual Harassment Prevention Policy. If you believe you are, or have been, subject to conduct in violation of the Sexual Harassment Prevention Policy, or witness or otherwise become aware of such conduct, you are expected to report that information either verbally or in writing. It is the policy of the North Syracuse Central School District to promptly and thoroughly investigate such reports.

If you wish to make a written report, you may use this form to do so. After completing this form, please submit it to your building administrator or supervisor. If you are more comfortable reporting verbally or in another manner, you are welcome to do so.

North Syracuse Central School District prohibits retaliation against any individual because he/she or they oppose a discrimination practice, makes a good faith report of discrimination or harassment, or who participates in an investigation of such reports. Your cooperation in truthfully completing this form and providing as much accurate information as possible will enable us to investigate and respond to these matters.

YOUR INFORMATION

Name: _____

Home Address: _____

Work Address: _____

Personal Phone: _____

Work Phone: _____

Job Title: _____

Email: _____

Preferred Communication Method: _____

ADMINISTRATOR/SUPERVISOR’S INFORMATION

Immediate Supervisor’s Name: _____ Title: _____

Work Phone: _____

Work Address: _____

INFORMATION CONCERNING SUSPECTED HARASSMENT

1. The name of the person(s) involved in your complaint

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Other identifying information: _____

Relationship to you: Supervisor Subordinate Co-Worker Other: _____

2. Please describe the conduct or incident(s) that are the basis of this report and your reasons for believing the conduct is harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment occurred: _____

Is the harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint. Please use additional sheets of paper if necessary.

5. Have you previously complained or provided information (verbal or written) about harassment? If yes, when and to whom did you complain or provide information?

Upon receipt of this report, the Assistant Superintendent for Human Resources will contact you. Every effort will be made to assure that confidentiality will be maintained throughout the investigatory process to the extent consistent with the need to investigate your report and to take appropriate corrective action. For additional information, read Policy 9010.02 – Sexual Harassment Prevention Policy.

The information provided in this report is true and complete and I request that North Syracuse Central School District investigate this complaint and advise me of the outcome of the investigation.

Signature: _____

Date: _____

III. DELEGATION OF AUTHORITY

The Superintendent of Schools shall have the overall authority to enforce this policy.

IV. REVIEW

This policy is to be reviewed every three years, or as the Board or Legislation may deem necessary.

V. LEGAL REFERENCES

Equal Employment Opportunity Commission Guidelines (1980)
Title VII - United States Civil Rights Act (1964) (amended 1980)
New York Executive Law (Human Rights Law)
Board of Education Policy 9010.2 – Sexual and Other Forms of Prohibited Discrimination and Harassment (Employee)

VI. SIGNATURE BLOCK

Reviewed and Approved by Board Policy Committee	_____	_____
	Chairperson	Date
Reviewed and Adopted by Board of Education	_____	_____
	President	Date
Received for Implementation	_____	_____
	Superintendent	Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY: 9010.2

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Sexual and Other Forms of Prohibited Discrimination and Harassment (Employee)

POLICY: 9010.2

EFFECTIVE DATE: 11/20/2023

DATE OF ORIGINAL POLICY: 6/21/99

DATE OF NEXT REVIEW: 11/2026

REPLACES POLICY NO.: 9010.2/5010.2

DATED: 11/14/20123

I. PHILOSOPHY

The North Syracuse Central School District Board of Education is committed to a work environment which is free of discrimination and harassment based on race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing genetic characteristic, military status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law. Further, the Board endeavors to increase the awareness of its students and employees to the nature of prohibited discrimination and harassment and to maintain a high-quality work environment that promotes respect, dignity, and equality. Discrimination or harassment based on any one of the characteristics set forth above (i.e., race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing genetic characteristic, military status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law) will not be tolerated and offenders will be subject to disciplinary action.

The District prohibits all types of harassment on the basis of any protected characteristic, including sexual harassment. The District maintains a separate Sexual Harassment Prevention Policy (Policy 9010.02) and any individual who believes he/she/they have been subjected to sexual harassment should refer to that policy.

II. POLICY

It is the policy of the North Syracuse Central School District that all employees be free from prohibited discrimination, including harassment, in all work environments. Furthermore, through the enactment of this policy a grievance procedure exists to deal with any allegations of prohibited discrimination or harassment.

III. EXCEPTIONS TO THE POLICY

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. DEFINITIONS

For the purpose of this policy, the term “discrimination” means a decision or action which negatively impacts an employee or applicant and which is based on the employee’s or applicant’s race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing

Reviewd By J.Nephew – 11/2023

genetic characteristic, military status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law.

For the purpose of this policy, the term “harassment” means unwelcome, offensive, abusive or humiliating behavior which is based on a person’s race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing genetic characteristic, military

status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law. Harassing behavior may take many forms, including but not limited to, verbal, written, visual, physical, or any other form of communication or conduct.

Sexual harassment merits more precise definition. Sexual harassment means conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or
- (3) such conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

This policy prohibits sexual harassment, including sexual assault and other forms of sexual violence, against any District employees, whether conducted by students, volunteers, other individuals doing business with the District or participating in District activities (e.g., vendors, visitors, etc.), or other employees. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion.

This policy prohibits conduct which would violate equal employment opportunity laws. However, the District reserves the right to respond to and discipline behavior which the District deems unacceptable, detrimental, or otherwise inappropriate, even if the conduct is not sufficiently severe or pervasive **or** beyond petty slights or trivial inconveniences so as to violate the law.

B. REPORTING AND FILING OF A COMPLAINT

Anyone who believes she/he/they have been or is being harassed or discriminated against in any manner in violation of this policy should promptly report the incident. The procedures for employees to report discrimination or harassment are attached to this policy and are published and distributed annually to employees.

C. INVESTIGATION AND DISPOSITION

Allegations of prohibited discrimination or harassment will be investigated thoroughly and in a timely manner. If an employee reporting harassment indicates that he/she/they feel unsafe at work due to the nature of the complaint, the District will determine whether interim measures and/or accommodations are needed pending the completion of the investigation. Confidentiality will be maintained to the extent practical and appropriate under the circumstances. The results of the investigation will determine the response to each allegation. Acts of discrimination or harassment will be met with appropriate remedial action.

D. RETALIATION PROHIBITED

Retaliation against any person making a good faith allegation of discrimination or harassment or any person who testifies, assists or participates in good faith in an investigation, proceeding or hearing relating to a complaint under this policy is forbidden. The District shall be responsible for disseminating the above information.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall have overall authority to enforce this policy.

VI. REVIEW

This policy is to be reviewed every three years, or as the Board may deem necessary.

VII. LEGAL REFERENCES

- Age Discrimination in Employment Act of 1967
- Americans with Disabilities Act of 1990
- Rehabilitation Act of 1973
- Equal Employment Opportunity Commission Guidelines (1980)
- Title VII - United States Civil Rights Act (1964) (amended 1980)
- New York Executive Law (Human Rights Law)

VII. SIGNATURE BLOCK

Reviewed and Approved
 by Board Policy Committee _____
Chairperson _____
Date

Reviewed and Adopted
 by Board of Education _____
President _____
Date

Received for Implementation _____
Superintendent _____
Date

**ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR IMPLEMENTING
POLICY 9010.2 - SEXUAL AND OTHER FORMS OF
PROHIBITED DISCRIMINATION AND HARASSMENT**

Discrimination/Harassment Regulations - Employees

The North Syracuse Central School District is committed to maintaining a work environment free from discrimination or harassment based on race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing genetic characteristics, military status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law. This prohibition applies to the behavior of other employees, students and non-district individuals interacting with employees for school-related reasons. Discrimination or harassment based on any of the characteristics listed above is prohibited, and a person who believes he/ she/they have been subject to such harassment is encouraged to use the procedures set forth below.

The District maintains a separate Sexual Harassment Prevention Policy (Policy 9010.02) and any individual who believes he/ she/they have been subjected to sexual harassment should refer to that policy.

Definitions:

“Discrimination” means a decision or action which negatively impacts an employee or applicant and which is based on the employee’s or applicant’s race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing genetic characteristic, military status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law. Examples of discrimination include, but are not limited to,

- refusing to hire an applicant because of the person’s ethnicity;
- assigning disproportionately harder or less desirable work to an employee because of the employee’s religion; or
- terminating an individual because of his age or race.

“Harassment” means unwelcome, offensive, abusive or humiliating behavior which is severe or pervasive and which is based on a person’s race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing genetic characteristic, military status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law.

Examples of non-sexual harassment may include, but are not limited to, the following:

- teasing, slurs or comments that demean a person on the basis of race, color, religion, national origin, sexual orientation, age or disability;
- mimicking or mocking another’s race, color, religion, ethnicity, national origin, sexual orientation, age or disability;
- exposing another to racially or religiously offensive pictures, symbols, cartoons, or graffiti; or

- practical jokes targeted at a person because of his or her race, color, religion, ethnicity, national origin, sexual orientation, age or disability.

“Sexual harassment” requires further explanation. Sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

- (i) submission to such conduct is made explicitly or implicitly a term or condition of an employee’s employment;
- (ii) submission to or rejection of such conduct by an employee is used as the basis for employment decisions (e.g. hiring, evaluation, promotion) affecting that employee; or
- (iii) such conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

This policy prohibits sexual harassment, including sexual assault and other forms of sexual violence, against any District employees, whether conducted by students, volunteers, non-employees or other employees. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to their age, physical or mental state or where they may be unable to understand what is happening for any reason, including due to alcohol or drugs. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion. Sexual or romantic relationships and/or sexual activity between District employees and students (regardless of the age of the student) are absolutely prohibited. The District expects that any sexual activity between District employees will be based on mutual consent. Consent is free and informed permission. Sexual activity as a result of coercion is non-consensual. Coercion is a threat, undue pressure, or intimidation to engage in sexual activity. Certain conditions prevent a person from being able to consent. These conditions include being asleep, unconscious, physically or mentally helpless, disoriented or unable to understand what is happening for any reason, including due to alcohol or drugs.

Unlawful harassment is not limited to the physical workplace itself. Harassment can occur on school grounds, school buses or District vehicles, and at school-sponsored events, programs, or activities, including those that take place at locations off school premises. It can also occur while employees are traveling for District business. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from school grounds, on personal devices, or during non-work hours.

The District encourages victims of sexual harassment or violence to come forward. The District’s primary concern in such instances is with employee safety. Therefore, the District will consider any other rule or policy infractions separately from the sexual harassment/violence allegation and may choose not to hold employees who report such acts of sexual harassment/violence responsible for those other acts of misconduct.

Examples of sexual harassment may include, but are not limited to:

- unwanted sexual advances, propositions, or touching;

- demands for sexual favors in exchange for favorable treatment;
- unwelcome sexual jokes or innuendo;
- verbal abuse of a sexual nature;
- graphic comments about a person's body or sexuality;
- rape, attempted rape, sexual assault;
- unwelcome, offensive or disparaging remarks, slurs or jokes about an individual based on sexual stereotypes or the individual's sexual orientation; or
- leering, touching, or suggestive, insulting, obscene, or demeaning comments or gestures of a sexual nature.

Whether conduct constitutes discrimination or harassment depends on all the facts and circumstances, including the frequency and duration of the conduct, the degree to which the conduct affected the employee's work environment, the context in which it occurred, and the status of the parties involved. The District will consider the effects of off-campus harassment when evaluating whether an employee is being subjected to a hostile work environment. The goal of the District's investigation into reports or complaints is to understand the relevant facts according to each involved person and witness and then to determine whether the conduct violates this or another of the District's policies.

Reporting Procedures:

Any employee who believes he/she/they have been subjected to prohibited discrimination or harassment should report the alleged harassment to his/her/their supervisor or to the District's Assistant Superintendent for Human Resources (who is also the District's Title IX Compliance Officer). When the allegation is reported to the supervisor, the supervisor will inform the District's Assistant Superintendent for Human Resources/Title IX Compliance Officer and the Superintendent, unless one of those individuals is the alleged harasser, in which case, only to the other administrator. The District's Assistant Superintendent for Human Resources / Title IX Compliance Officer is: Mr. Jason Nephew, (315) 218-2149, JNephew@nscsd.org.

It may occur that a reported incident does not violate this particular policy but nevertheless may violate a different policy, such as the Staff Code of Conduct. Similarly, certain behaviors which violate this policy may also violate other District policies in addition to violating this policy. An employee need not make complaints pursuant to all of these policies in order to have inappropriate behavior investigated and, if appropriate, addressed. In the event a report made under this policy is more appropriately handled pursuant to a different District policy, the District will so inform the employee, and will redirect the matter to the more appropriate procedure or personnel. This policy is not intended to limit the right of any person to seek assistance from or file a complaint with law enforcement authorities if it is believed that a crime has been committed.

Investigation:

Upon receipt of a complaint or upon receiving notice by some other means that prohibited discrimination or harassment of an employee may have occurred or may be occurring, a prompt, thorough and impartial investigation shall be overseen by the Assistant Superintendent for Human Resources. To assist with the investigation, the complainant will be asked to fill out a complaint form (attached as Exhibit A). The complainant and respondent will be provided with an equal opportunity to present relevant information to the District during the investigation. The District's investigation will, in most cases, include interviews

with relevant witnesses. As soon as possible, but generally no later than ten work days following receipt of the complaint, the Assistant Superintendent for Human Resources will inform the complainant of the status of the investigation, including, when possible, an estimated time frame for completion of the process. All information or complaints

shall be investigated in a manner which preserves confidentiality to the maximum practical extent, recognizing that the thoroughness of the investigation is not to be compromised. The District will implement appropriate interim measures and/or accommodations (which may include, but are not limited to, counseling, directives that the complainant and respondent not have contact with one another, and/or adjustment's to one's assignments/schedule) to ensure that both the person making the complaint and the accused feel safe pending the completion of the investigation.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes discrimination or harassment, the District shall use a preponderance of the evidence standard – i.e., whether it is more likely than not that a fact is true and/or that a violation of this policy occurred. In making that determination, the District may consider factors such as:

- the degree to which the conduct altered the conditions of the employee's work environment;
- the nature, frequency and duration of the conduct;
- the identity of and relationship between the alleged harasser and the subject of the harassment (e.g. whether the harassment was alleged to have been conducted by a teacher, coach, visitor or student);
- the number of individuals involved;
- the age of the alleged harasser and the subject of the harassment; and
- the context in which the alleged conduct occurred;

Generally, within 60 days following receipt of the complaint, the complainant and respondent shall be notified of the outcome of the investigation and action taken. That time frame may, however, be reasonably adjusted depending on the complexity of the investigation, the parties involved, the pendency of any concurrent criminal investigation, and the time of the school year. If additional time is needed to complete the investigation, the Assistant Superintendent for Human Resources will provide notice to the parties.

Disposition:

The District will make an effort to ensure that no future acts of discrimination or harassment occur and that the parties and those who participated in the investigation process do not experience any retaliation.

If the investigation reveals that prohibited discrimination or harassment has occurred, appropriate sanctions will be imposed as follows:

1. If the complaint involves conduct by a student, discipline in accordance with policy 5311.1 (Discipline Policy) will be administered and can include the full range of sanctions all the way up to a temporary or permanent suspension from school.
2. If the complaint involves conduct by a non-tenured employee or civil service employee not entitled to privileges afforded by Civil Service Law Section 75, the complaint shall be presented

to the Superintendent for action as he/she/they deems appropriate in accordance with the terms of any applicable collective bargaining agreement.

3. If the complaint involves conduct by a tenured employee or civil service employee who is entitled to Civil Service Section 75 privileges, the complaint shall be presented to the Superintendent for possible action pursuant to Education Law 3020-a or Civil Service Law Section 75 and in accordance with the terms of any applicable collective bargaining agreement.
4. If the complaint involves conduct of a non-district individual, appropriate action shall be taken up to and including barring the individual from entering school district property.

To the extent the District determines prohibited discrimination or harassment occurred and that the complainant has suffered a detriment as a result, the District will determine the extent to which remedial action may be necessary or appropriate (e.g., provision of counseling services, removal of any derogatory material from the personnel file that was a result of the alleged harassment, etc.).

Retaliation:

Retaliation for good faith reports of prohibited discrimination or harassment, or against any person who testifies, assists, or participates in good faith in an investigation, proceeding, or hearing relating to a discrimination or harassment complaint, is strictly prohibited and any such retaliation shall constitute separate grounds for disciplinary action.

Appeal:

Any party who is not satisfied with the outcome of the investigation and/or imposed sanctions may appeal to the Board of Education. The appeal must be made within 30 days and shall include a copy or description of the original complaint, all relevant reports, the specific action being appealed, and an explanation of the grounds for appeal. An appeal form is attached as Exhibit B.

EXHIBIT A
COMPLAINT FORM*

1. Name and job title _____
2. Date of complaint _____
3. Name of person(s) complained about _____
4. Date and place of incident _____

5. Description of misconduct _____

6. Name of witnesses (if any) _____

7. Has the incident been reported before? _____
8. If yes, when? To whom? _____

9. What was the resolution? _____

*If additional pages are necessary, please attach.

EXHIBIT B

COMPLAINT APPEAL FORM*

1. Name and job title _____
2. Date of appeal _____
3. Date of original complaint _____
4. Have there been any prior appeals? _____
5. If yes, when? To whom? _____
6. Description of decision being appealed _____

7. Why is the decision being appealed? _____

*If additional pages are necessary, please attach.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 9100

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Staff Code of Conduct

POLICY: 9100

EFFECTIVE DATE: 11/20/2023

DATE OF ORIGINAL POLICY: 6/4/01

DATE OF NEXT REVIEW: 11/2024

REPLACES POLICY NO.: N/A

DATED: 11/14/2023

I. PHILOSOPHY

The Board of Education acknowledges the requirement for a Code of Conduct for staff as mandated by the Safe Schools Against Violence in Education legislation.

II. POLICY

The staff of the North Syracuse Central School District, including all bargaining units, non-affiliated staff, Board of Education Members, and substitutes is committed to ensuring a safe and orderly school environment where students receive and district personnel deliver quality education without disruption or interference. Therefore, a set of expectations have been defined, which are based on civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The amplifying instructions and guidelines for the Staff Code of Conduct have been developed with input from representatives of student, teacher, administrator, school safety personnel, support services, community and parent organizations and/or bargaining units.

IV. DELEGATION OF AUTHORITY

The Superintendent has the ultimate authority of enforcing Board of Education policy among district personnel by communicating this policy to all appropriate parties and by providing the necessary instructions and guidelines.

V. REPORTS

All necessary or required reports and forms pertaining to the implementation of this policy will be distributed to the appropriate administrative personnel for completion.

As mandated by Education Law 2801(5)(b), this Code of Conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

VI. REVIEW

As required by Education Law 2801(5), the Board of Education will review this policy annually and update it as necessary.

VII. LEGAL REFERENCES

Safe Schools Against Violence in Education Act, 2000.
Education Law 2801
Education Law 3020-a
Civil Service Law 75
Board Policy 9000.1 - Volunteer Coaches and Volunteer Co-curricular Advisors

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

FOR POLICY 9100 - STAFF CODE OF CONDUCT

A. Staff Code of Conduct

All staff members of the North Syracuse Central School District will:

1. Recognize that the education of children is a joint responsibility of all segments of the school community.
2. Know school rules, policies and procedures and enforce them consistently.
3. Convey a supportive attitude toward education and the district.
4. Build good relationships with colleagues and students.
5. Maintain a climate of mutual respect and dignity.
6. Demonstrate interest in teaching and learning and concern for student achievement.
7. Be prepared to do the job with diligence, and demonstrate a willingness to work as a team.
8. Keep lines of communication open.
9. Provide a safe, orderly and stimulating school environment, supportive of active teaching and learning.
10. Portray a mature, professional demeanor by dress, actions and speech.

B. Prohibited Conduct

No staff member 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 student, teacher, administrator, other district employee or any person lawfully on school property, including engaging in 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 any characteristic protected by applicable law, including race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
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. Gamble on school property or at school functions.
12. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
13. Willfully incite others to commit any of the acts prohibited by this code.
14. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

C. Penalties

1. Certificated staff members shall be subject to disciplinary action as the facts may warrant in accordance with Education Law 3020-a or any other legal and/or bargaining rights that they may have.
2. Civil Service staff members shall be subject to disciplinary action as the facts may warrant in

Policy 9100

accordance with Civil Service Law 75 or any other legal and/or bargaining unit rights that they may have.

3. Staff members, other than those described above, shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal and/or contractual rights they may have.

D. Enforcement

The Superintendent, administrators, and building principals shall be responsible for enforcing the conduct required by this code.

E. Dissemination of Code of Conduct

The Board of Education will work to ensure that all staff are aware of this Code of Conduct by:

1. providing all 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;
2. including a copy of the code in all teacher and staff handbooks;
3. providing all new employees with a copy of the current Code of Conduct when they are first hired.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION POLICY STATEMENT

Policy 9110.4

SUBJECT: Reasonable Accommodation of an Employee's Religious Observance

POLICY: 9110.4 EFFECTIVE DATE: 11/20/2023

DATE OF ORIGINAL POLICY: 6/2/2008 DATE OF NEXT REVIEW: 11/2026

REPLACES POLICY NO: N/A DATED: 11/14/2023

I. PHILOSOPHY

The North Syracuse Central School District is committed to assuring equal employment opportunity for all employees, and thus prohibits discrimination based on an employee's creed or sincerely-held religious belief.

II. POLICY

It is the policy of the North Syracuse Central School District to make a bona fide effort to reasonably accommodate an employee's request to observe a religious holiday or other holy day or to wear any attire, clothing, or facial hair in accordance with the requirements of his or her religion.

The District's responsibility to make a particular reasonable accommodation, however, is limited where doing so would impose an undue hardship upon its operations.. If a particular accommodation does impose an undue hardship, the District will consider whether there are alternative accommodations that would not impose such hardship.

III. APPLICATION

This policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, job application procedure, hiring, training, advancement, classification, transfer and reassignment, and promotions.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. DEFINITIONS:

A "reasonable accommodation" is the modification or adjustment to a job, or to a related policy, practice, or procedure, that enables an employee practice the employee's religion, to observe a religious holiday or other holy day or to wear any attire, clothing, or facial hair in accordance with the requirements of his or her religion without imposing an undue hardship on the District.

An "undue hardship" is a modification or adjustment to a job, or to a related policy, practice, or procedure, which would result in substantial increased costs in relation to the conduct of its particular business.

B. REQUEST FOR ACCOMMODATION:

An employee must request a reasonable accommodation by completing a Request for Reasonable Accommodation form and submitting it to his/her/their supervisor. If the supervisor cannot approve the accommodation, the request will be forwarded to the Assistant Superintendent for Human Resources. The Assistant Superintendent for Human Resources will then make a determination of the reasonableness and appropriateness of the requested accommodation.

All such requests must be submitted with sufficient notice so as to enable the District to adequately consider the applicant's request and to make arrangements that may be necessary in order to provide an accommodation.

If the request must be denied because of undue hardship, the employee will be notified of the decision by the Assistant Superintendent for Human Resources.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall have overall authority to enforce this policy.

VI. REVIEW

This policy is to be reviewed every three years, or as the Board may deem necessary.

VII. LEGAL REFERENCES

This policy is based on Title VII of the Civil Rights Act of 1964, as amended, and the New York State Human Rights Law, as amended.

VIII. SIGNATURE BLOCK

Reviewed and Approved by
Board Policy Committee

_____ Date
Chairperson

Reviewed and Adopted by
Board of Education

_____ Date
President

Received for Implementation

_____ Date
Superintendent

ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR
IMPLEMENTING POLICY 9110.4
REASONABLE ACCOMMODATION OF AN EMPLOYEE'S RELIGIOUS OBSERVANCES

The North Syracuse Central School District is committed to assuring equal employment opportunity for all employees, and thus prohibits discrimination based on an employee's creed or sincerely-held religious belief. It is the policy of the District to make a good faith effort to reasonably accommodate an employee's request to practice the employee's religion, observe a religious holiday or other holy day or to wear any attire, clothing, or facial hair in accordance with the requirements of his/her/their religion.

This policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, job application procedure, hiring, training, advancement, classification, transfer and reassignment, and promotions.

Definitions

- *Reasonable Accommodation*: Modification or adjustment to a job, or to a related policy, practice, or procedure, that enables an employee to practice the employee's religion, observe a religious holiday or other holy day or to wear any attire, clothing, or facial hair in accordance with the requirements of his/her/their religion without imposing an undue hardship on the District.
- *Undue Hardship*: Modification or adjustment to a job, or to a related policy, practice, or procedure, which would result in substantial increased costs in relation to the conduct of its particular business.

Employee Responsibilities

- (a) It is the obligation of the employee seeking a reasonable accommodation to notify his/her/their supervisor. This request must state the nature of the religious observance and the specific accommodation desired.
- (b) It is the obligation of the employee seeking a reasonable accommodation to cooperate with the District in assessing the feasibility of the accommodation, and in determining whether an alternate reasonable accommodation may be suitable to the employee's particular circumstances.
- (c) All reasonable accommodation requests must be submitted with sufficient notice so as to enable the District to adequately consider the applicant's request and to make arrangements that may be necessary in order to provide an accommodation.
- (d) Employees who fail to make the necessary request to their respective supervisor, or who fail to assist in the accommodation process, or who fail to provide the District with sufficient notice, may be denied accommodation.

District's Policies

- (a) The District will make a bona fide effort to reasonably accommodate an employee's request to observe a religious holiday or other holy day.

- (b) A request for a reasonable accommodation pursuant to this Policy shall not adversely affect the consideration of an individual for employment, training, promotion or opportunity to avail themselves of equal benefits, privileges and conditions of employment.

Reasonable Accommodation Request Process

- (a) An employee must request a reasonable accommodation by completing a Request for Reasonable Accommodation form (See Exhibit A) and submitting it to his/her/their Supervisor. Where possible, the Supervisor will propose a reasonable accommodation to the employee. The accommodation may include, but is not limited to,

1. Requiring the employee to charge any absence due to a religious observance against paid vacation time or other paid leave, except for sick leave; or
2. Requiring the employee to charge any absence due to a religious observance as an excused absence without pay.

In the event that the Supervisor is unable to accommodate the employee, the Supervisor will then forward the corresponding request to the Assistant Superintendent for Human Resources for a determination of the reasonableness and appropriateness of the requested accommodation.

- (b) Where possible, the Assistant Superintendent for Human Resources will propose a reasonable accommodation to the employee. The accommodation may include, but is not limited to,
 1. Requiring the employee to charge any absence due to a religious observance against paid vacation time or other paid leave, except for sick leave; or
 2. Requiring the employee to charge any absence due to a religious observance as an excused absence without pay.

- (c) If a request must be denied because of undue hardship, the respective employee will be notified of the decision by the Assistant Superintendent for Human Resources.

The Undue Hardship Limitation

- (a) The District's responsibility to make a particular reasonable accommodation is limited where doing so would impose an undue hardship to the District. If a particular accommodation does impose an undue hardship, the District will consider whether there are alternative accommodations that would not impose such hardship.

Policy Dissemination

Information regarding this Policy shall be: (1) widely disseminated throughout the District through reference in District employment applications and inclusion in employee handbooks; (2) given to an employee at the time of a request for accommodation; (3) given to employees upon request; and (4)

disseminated by other means as appropriate in an effort to inform all employees and applicants for employment of the Policy and related procedures.

Grievance Procedure

- (a) Existing Employees - Any employee who feels that they have been unfairly denied reasonable accommodation may file a complaint. Such a complaint shall be filed either through existing grievance procedures or directly with the Assistant Superintendent for Human Resources.
- (b) Applicants for Employment - Any applicant who feels that they have been unfairly denied reasonable accommodation and who initiates a complaint with the Assistant Superintendent for Human Resources will have their complaint investigated in a timely manner, so that they can participate in the application process with all other applicants for the position.

**EXHIBIT A
REQUEST FOR REASONABLE ACCOMMODATION**

Application shall be made to your supervisor.

**Section A
(To be completed by applicant and returned to supervisor)**

Name	Title
_____	_____
Work Location	Telephone
_____	_____

I am requesting the following reasonable accommodation(s):

It is necessary for me to have this accommodation for the following reasons:

Employee Signature	Date
_____	_____

If your supervisor is unable to approve this request, it will be forwarded to the Assistant Superintendent for Human Resources for further action.

Section B

Supervisor's Response to Request for Accommodation
(To be completed by Supervisor and returned to applicant)

_____ Approved

Comments:

_____ No decision has been made at this time. We will continue to assess your request.

Comments:

Signature (Supervisor)

Date

Section C

Notification of Granting of Accommodation Request

(To be completed by the Assistant Superintendent for Human Resources and returned to applicant)

Based on the information you provided and with the approval of your supervisor, the District is able to provide you with the accommodation you requested on _____. This accommodation consists of:

Please discuss this with your supervisor. If you have any questions please call me at _____.

Signature Assistant Superintendent for Human Resources

Date

Section D

Notification of Denial of Accommodation Request

(To be completed by the Assistant Superintendent for Human Resources and returned to applicant)

Based on the information provided, the District is unable to approve your request for accommodation which you made on _____. We are denying this request for the following reasons:

Signature Assistant Superintendent for Human Resources

Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

Policy 9530

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Prohibition of Vaping, Electronic Cigarettes, Smoking and Tobacco Use

POLICY: 9530 EFFECTIVE DATE: 4/18/2022

DATE OF ORIGINAL POLICY: 4/16/90 DATE OF NEXT REVIEW: 4/2025

REPLACES POLICY NO.: 9530 DATED: 4/18/2022

I. PHILOSOPHY

The Board of Education acknowledges the health hazards associated with smoking and recognizes its responsibility to provide its staff and students with a smoke-free environment. Therefore, in compliance with the federal Pro-Children Act of 1994, the New York State Clean Indoor Air Act of 1989, as amended, and the Pro-Kids Act of 1994, the Board of Education prohibits smoking and tobacco use, including vaping and the use of electronic cigarettes, at all times in indoor District facilities used to provide educational and library services for children. In addition, the Board of Education prohibits smoking and tobacco use, including vaping and the use of electronic cigarettes, at all times in all other District buildings, structures, and surroundings outdoor grounds, as well as in any District vehicles used to transport children or school personnel.

II. POLICY

In accordance with the Pro-Children Act of 1994, the Clean Indoor Air Act of 1989 as amended, the North Syracuse Board of Education is dedicated to providing its students, visitors and employees a smoke-free environment. This includes protecting non-smokers from involuntary exposure to the tobacco or cannabis smoke of others in the work environment. The Board of Education prohibits smoking and tobacco use, including vaping and the use of electronic cigarettes, at all times in indoor District facilities owned, or leased, or contracted for and utilized by the District to provide educational and library services for children. Smoking and tobacco use, including vaping and the use of electronic cigarettes, is also prohibited at all times in all other buildings, structures, and surrounding outdoor grounds owned, leased, or contracted for and utilized by the District, as well as in any District vehicles used to transport children or school personnel. Smoking or tobacco use is also prohibited within 100 feet of all school entrances, exits, and outdoor areas, except where that is a residence or residential property. Additionally, smoking, vaping, or ingesting cannabis or concentrated cannabis products is prohibited on school grounds and on school buses.

For the purpose of this policy, school grounds are defined as any buildings, structures and the surrounding outdoor areas within the school's legally defined property boundaries. The prohibition of smoking and tobacco use, including vaping and the use of electronic cigarettes, applies to any person, not just school district employees.

III. EXCEPTIONS TO THE POLICY

There are no exceptions to this policy.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The Superintendent of Schools or his/her designee has responsibility for the development of administrative guidelines and procedures for this policy.

The successful implementation of this policy will depend upon the thoughtful consideration and cooperation of smokers and non-smokers. All employees share the responsibility for adhering to and enforcing this policy. Any conflicts should be brought to the attention of the appropriate supervisory personnel.

V. DELEGATION OF AUTHORITY

The Superintendent or his/her designee has the overall responsibility of enforcing this policy by communicating it to all relevant parties, and by providing the necessary guidelines and instructions to all appropriate administrators.

VI. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel. This policy must be posted in all school buildings as public information.

VII. EXPIRATION

This policy is to be reviewed annually, or as required by court decisions or changes in the applicable statutes or regulations.

VIII. LEGAL REFERENCES

Federal Goals 2000: Educate America Act of 1994, Title X, Part C.
New York State Public Health Law Article 13-E as amended.
New York State Education Law Article 9.
Pro-Children Act of 1994, 20 U.S.C §7181.
New York Penal Law § 222.10
10 NYCRR § 1004.18

IX. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES AND PROCEDURES TO IMPLEMENT
POLICY 9530 – PROHIBITION OF SMOKING AND TOBACCO USE

The following steps will be taken to enforce this policy:

1. The policy will be reviewed and revised on an as needed basis to comply with any changes in Federal, State or local laws.
2. “Smoke Free” signs will be posted at the front entrance of District buildings, indicating that smoking is prohibited in school buildings, on school grounds, at events and in District vehicles.
3. The Visitor Code of Conduct, which includes the statement that smoking and tobacco use, including vaping and the use of electronic cigarettes, is prohibited, shall be posted in each District building.
4. Principals, Directors and all individuals in a supervisory role will be designated as responsible agents for informing those individuals who are smoking or using tobacco, including vaping and the use of electronic cigarettes, in prohibited areas that they are in violation of the law. Individuals who witness violations of this policy should be encouraged to report such violations to Principals, Directors, or individuals in a supervisory role.
5. This policy will be included in all employee handbooks and a copy of this policy will be distributed to employees on an annual basis and will be reviewed at the opening staff meeting each school year. A statement regarding the District’s policy on smoking and tobacco use will be included in student handbooks.
6. If the violator of this policy is a student, discipline in accordance with policy 5311.1 (Discipline Policy) will be administered and records will be kept in accordance with student discipline procedures at the building level.
7. If the violator of this policy is an employee, action will be taken in accordance with the applicable negotiated agreement, Civil Service Law Section 75, and Education Law 3020-a; and records will be kept accordingly.
8. If the violator of this policy is a visitor, appropriate action shall be taken in accordance with Policy 1240.1 (Visitor Code of Conduct).

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION POLICY STATEMENT POLICY 9600

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY

POLICY: 9600

EFFECTIVE DATE: 2/5/2024

DATE OF ORIGINAL POLICY: NEW

DATE OF NEXT REVIEW: 2/2025

DATED: 1/22/2024

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT

Overview

The District is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard. The goal of this policy is to promote the safety and well-being of all people in the workplace.

Acts of violence against any employee where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for: helping to create an environment of mutual respect for each other, as well as students, parents, and other visitors; following all applicable documents; and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Authorized employee representative" means an employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law, the Public Employees' Fair Employment Act.
- b) "Imminent danger" means any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of the danger can be eliminated through the enforcement procedures.
- c) "Retaliatory action" means the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.
- d) "Serious physical harm" means physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health,

or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Penal Law.

- e) "Serious violation" means a serious violation of the public employer workplace violence prevention program is the failure to:
 - 1. Develop and implement a program;

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

2. Address situations which could result in serious physical harm.
 - f) "Supervisor" means any person within the District who has the authority to direct and control the work performance of an employee or who has the authority to take corrective action regarding the violation of a law, rule, or regulation to which an employee submits written notice.
 - g) "Workplace" means any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of their employment by the District.

What is Workplace Violence

Workplace violence is any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

- a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b) Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- c) Intentional and wrongful physical contact with an employee without their consent that entails some injury;
- d) Stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

Workplace violence may be committed by:

- a) Other employees;
- b) Former employees;
- c) Students;
- d) Parents;
- e) Visitors;
- f) Individuals who have no connection to the workplace, but enter to commit a robbery or other crime; or

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

- g) An individual who has a personal relationship with an employee.

Prohibited Conduct

The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace.

Workplace Violence Prevention Advisory Committee

The District will establish a Workplace Violence Prevention Advisory Committee that will meet periodically throughout the year. The purpose of the Workplace Violence Prevention Advisory Committee is to assist the District in coordinating its efforts to comply with its responsibilities related to workplace violence prevention, including overseeing the development and maintenance of the District's Workplace Violence Prevention Program (WVPP).

The Workplace Violence Prevention Advisory Committee will include:

- a) The Workplace Violence Prevention Coordinator;
- b) All authorized employee representatives;
- c) The Chief Emergency Officer.

It may also include one or more representatives from the following groups:

- a) District-wide school safety team;
- b) The building level emergency response team(s);
- c) District/building administrators;
- d) Teachers, including at least one special education teacher; and
- e) Other District staff.

Workplace Violence Prevention Coordinator

The District will designate the following District employee to serve as its Workplace Violence Prevention Coordinator: Assistant Superintendent of Human Resources

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

The Workplace Violence Prevention Coordinator convenes and coordinates the activities and plans of the Workplace Violence Prevention Advisory Committee. The Workplace Violence Prevention Coordinator is also responsible for answering employee questions about this policy and related materials, as well as receiving workplace violence incident reports.

Authorized Employee Representatives

Authorized employee representatives will participate on the Workplace Violence Prevention Advisory Committee. Other responsibilities of the authorized employee representatives include, but are not limited to:

- a) Participating in the development and implementation of this policy.
- b) Evaluating the physical environment.
- c) Developing the WVPP.
- d) Reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any.
- e) Reviewing the effectiveness of the mitigating actions taken.
- f) Reporting violations of the District's WVPP.

Reporting Workplace Violence

The District has established and implemented a reporting system for incidents of workplace violence. If there is a developing pattern of workplace violence incidents which may involve criminal conduct or a serious injury, the District will attempt to develop a protocol with the District Attorney or police to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted. The District will provide information on these protocols and contact information to employees who wish to file a criminal complaint after a workplace violence incident.

All employees and authorized employee representatives are responsible for providing written notice to a supervisor or Workplace Violence Prevention Coordinator of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. Reports of workplace violence must be made in writing. All reports must be immediately forwarded to the Workplace Violence Prevention Coordinator.

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

Written notice is not required where imminent danger exists to the safety of a specific employee and the employee reasonably believes in good faith that reporting to a supervisor or the Workplace Violence Prevention Coordinator would not result in corrective action.

After the District receives notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice. The District will immediately respond to all reported incidents of violence or threatening behavior upon notification.

In addition to complying with the reporting requirements in this policy, District employees must comply with all other applicable reporting requirements contained in any District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Inspections by the Commissioner of Labor

At the Request of an Employee or Authorized Employee Representative

If the District has been given notice and opportunity to resolve the activity, policy, or practice and the employee or authorized employee representative still believes that a serious violation of the WVPP remains, or that an imminent danger exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor of the alleged violation or danger. The notice and request will be in writing, describing with reasonable particularity the grounds for the notice, and be signed by the employee or authorized employee representative. A copy of the written notice will be provided by the Commissioner of Labor to the District or the person in charge no later than the time of inspection, except that on the request of the person giving the notice, the person's name and the names of individual employees or authorized employee representative will be withheld.

A District representative and an authorized employee representative will be given the opportunity to accompany the Commissioner of Labor during an inspection for the purpose of aiding the inspection. Where there is no authorized employee representative, the Commissioner of Labor will consult with a reasonable number of employees concerning matters of safety in the workplace.

The authority of the Commissioner of Labor to inspect a premises pursuant to an employee complaint will not be limited to the alleged violation contained in the complaint. The Commissioner of Labor may inspect any other area of the premises in which they have reason to believe that a serious violation of the workplace violence prevention law exists.

Initiated by the Commissioner of Labor

The Commissioner of Labor may inspect any premises occupied by the District if they have reason to believe that a violation of the workplace violence prevention law has occurred. The current Public Employee Safety and Health (PESH) administrative plan will be used for the enforcement of the workplace violence prevention law, including a general schedule of inspection, which provides a rational administrative basis for the inspection.

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

Workplace Risk Evaluation and Developing a Workplace Violence Prevention Program (WVPP)

The District will engage in a process of workplace evaluation designed to identify the risks of workplace violence to which employees could be exposed.

The District will then develop and implement a written WVPP to prevent, minimize, and respond to any workplace violence. The Workplace Violence Advisory Committee, which includes all authorized employee representatives, will oversee and participate in the development of the WVPP. During the development process, the authorized employee representative(s) will provide input on those situations in the workplace that pose a threat of workplace violence.

The WVPP will include the following:

- a) A list of the risk factors identified in the workplace evaluation.
- b) The methods the District will use to prevent incidents of workplace violence. Examples include, but are not limited to:
 1. Making high-risk areas more visible to more people;
 2. Installing good external lighting;
 3. Using drop safes or other methods to minimize cash on hand;
 4. Providing training in conflict resolution and nonviolent self-defense responses; and
 5. Establishing and implementing reporting systems for incidents of aggressive behavior.
- c) A hierarchy of controls to which the program will adhere as follows: engineering controls, work practice controls, and personal protective equipment (PPE).
- d) The methods and means by which the District will address each specific hazard identified in the workplace evaluation.
- e) A system designed and implemented by the District to report any workplace violence incidents that occur in the workplace. The reports must be in writing and maintained for the annual program review.
- f) A written outline or lesson plan for employee program training.

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

- g) A plan for program review and update on at least an annual basis. This review and update will detail any mitigating steps taken in response to any incident of workplace violence.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The District will not take retaliatory action against any employee because the employee exercises any right accorded to them under this policy.

Training

All employees will participate in the District's workplace violence prevention training program annually.

Notification

This policy will be posted where notices to employees are typically posted. The District will make its WVPP available to employees, authorizes employee representatives, and the Commissioner of Labor upon request and in the work area.

Whenever significant changes are made to the WVPP, the District will provide relevant information to affected employees.

X. DELEGATION OF AUTHORITY

The Superintendent of Schools or his/her designee will be responsible for implementation and oversight of this Policy.

XI. REVIEW

This Policy will be reviewed every year.

XII. LEGAL REFERENCES

Labor Law Section 27-b

12 NYCRR Section 800.6

XIII. SIGNATURE BLOCK

Reviewed and Approved

by Board Policy Committee _____

Chairperson

Date

Reviewed and Adopted

by Board of Education _____

President

Date

Received for Implementation _____

Superintendent

Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 2160

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Board of Education Members, District Officers, Employees, and Agents Code of Ethics and Conduct

POLICY NO.: 2160

EFFECTIVE DATE: 9/26/2023

DATE OF ORIGINAL POLICY: 7/90

DATE OF NEXT REVIEW: 9/2026

REPLACES POLICY NO.: 2160

DATED: 9/19/2023

I. PHILOSOPHY

The following goals are set for the basis of establishing a Code of Ethics and Conduct for the members of the North Syracuse Central School District Board of Education, District officers, employees, and agents:

- A. ASSURE the opportunity for high quality education for every student and make the well-being of students the fundamental principle in all decisions and actions;
- B. REPRESENT the entire community without fear or favor, while not using these positions for personal gain and accepting all responsibilities as a means of unselfish service;
- C. MAINTAIN high standards and the effectiveness of education through continuing professional development;
- D. PRESERVE the obligation of having all issues considered fairly and without bias; and
- E. INSTILL respect for community, state and nation.

II. POLICY

The Board shall establish the following Code of Ethics and Conduct to govern the conduct of District officers, including members of the Board of Education, employees and agents. The rules of ethical conduct of this Policy shall not conflict with, but be in addition to the prohibitions of Article 18 of the New York State General Municipal Law relating to conflicts of interest of school District officers, employees and agents.

A. DEFINITIONS. The following terms shall have the following meanings in this Policy.

1. "Board members, District Officers, Employees or Agents" – All school district officers, including members of the Board of Education, employees, and agents whether paid or unpaid.
2. "Interest" -A pecuniary or material benefit accruing to a Board member, district officer, employee or agent.
3. "Agent" – A person, company or organization acting on behalf of or representing the District, but is not an employee.

B. STANDARDS OF CONDUCT. Every Board Member, District officer, employee and agent shall be subject to and abide by the following standards of conduct:

1. Gifts -A Board member, District officer, employee or agent shall not, directly or indirectly, solicit

any gift, or receive any gift having a value of \$75 or more, whether in the form of money, services, loans, travel, entertainment, hospitality, or promise, or any other form, under circumstances in which it could reasonably be inferred that: the gift was intended to influence the individual, or could reasonably be expected to influence the performance of official duties; or was intended as a reward for any official action on the individual's part. This shall not be construed as prohibiting the traditional exchange of holiday gifts provided discretion is used to insure that gifts of value are not accepted by staff, board members, employees, district officers or agents. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. Confidential Information -A Board member, District officer, employee or agent shall not disclose confidential information acquired in the course of official duties, or use such information to further a personal interest or obtain an advantage for friends or supporters. Confidential information includes information protected by law, and information obtained in Executive Sessions of the board or its committees. To insure the confidentiality of information obtained, executive sessions will not be taped, nor will the information obtained be reduced to any form of writing. Every Board member shall, on an annual basis, sign an Agreement acknowledging his/her promise to abide by these expectations with regard to confidentiality and the general provisions of this Policy.
3. Representation Before the Board -A Board member, District officer, employee, or agent shall not receive, or enter into any agreement, express or implied, for compensation (contingent or otherwise) for services to be rendered in relation to any matter before the Board of Education.
4. Disclosure of Interest
 - (a) Any Board member, District officer, employee, or agent whether paid or unpaid, who has, will have, or later acquires an interest in, or whose spouse has, will have, or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with the district shall publicly disclose the nature and extent of any such direct or indirect financial or other private interest in writing to his/her supervisor and to the Board of Education. The disclosure must be made when the Board member, District officer, employee, or agent first acquires knowledge of such interest and such disclosure will be made part of and included in the official minutes of any relevant Board meeting.
 - (b) Any Board member, District officer, employee, or agent, whether paid or unpaid, who has any direct or indirect financial interest, or other private interest, in any matter or resolution before the Board of Education, shall publicly disclose on the official record the nature and extent of the interest prior to participating in any discussion and/or giving any official opinion to the Board on the matter or resolution.
5. Conflict of Interest -A Board member, District officer, employee, or agent shall not invest or hold any investment directly in any financial, business, commercial or other private transaction, that creates a conflict with his/her/their official responsibilities and duties, unless permitted by law. Education Law §3016 requires a two-thirds vote by the board to employ a teacher who is related by blood or marriage to a school board member. The two-thirds vote requirement does not apply or have an effect on the continued employment of a tenured teacher who is hired before his/her/their relative is elected or appointed to the school board. Except as permitted by law, no school District officer, employee, or agent, including Board members, shall have an interest in any contract with the district when he/she/they, individually, or as a member of the Board, has the power or duty to: negotiate, prepare, authorize, or approve the contract or authorize or approve payment under the contract; audit bills or claims under the contract; or appoint a District officer, employee, or agent who has any of these powers or duties. The provisions of this paragraph should not be construed to preclude the payment of lawful compensation and necessary expenses of any District officer, employee, or agent in one or more positions of public employment, the holding of which is not

prohibited by law.

6. Private Employment -A Board member, District officer, employee, or agent shall not engage in, solicit, negotiate for or promise to accept employment from or service of private interests when that employment or service creates a conflict with or impairs the proper discharge of official school district duties.
7. Future Employment -A Board member, District officer employee, or agent shall not, after the termination of service or employment with the school district, appear before the Board, or any panel, or committee of the Board, in relation to any case, proceeding, or application in which they personally participated during the period of service or employment, or that was under active_ consideration by the Board while he/she/they are_a member. This shall not bar or prevent the timely filing by a present or former member, District officer, employee, or agent of any claim, account, demand or suit against the school district on behalf of the member or District officer, employee, or agent, or any family member arising out of any personal injury or property damage or for any lawful benefit, authorized or permitted by law.
8. General Conduct
 - (a) As part of the educational team, each Board member, District officer, District employee or agent shall act with mutual respect and regard for each other's responsibility and duties, recognizing that the strength of a Board of Education is acting as a board, not as individuals.
 - (b) Board members have authority to act only when acting at a duly called meeting of the Board. A vote of the majority shall determine any action, unless otherwise required by law, and the action then becomes the action of the entire Board. Board members shall not hold themselves out as speaking on behalf of the Board unless directly authorized by appropriate action of the Board. Individually, a Board member's rights are no greater or different than those of any qualified voter of the school district. If speaking in their individual capacity about school district matters, Board members shall directly indicate that they are not speaking on behalf of the Board nor are they acting in their capacity as a Board member.
 - (c) Board members, District officers, employees, or agents shall become familiar with state, federal and local laws affecting the educational goals and objectives of the North Syracuse Central School District and shall abide by all laws and regulations pertaining to education and municipal entities.
 - (d) In order to increase their knowledge of the school district's operations, responsibilities and legal obligations, Board members and District officers, employees, and agents shall take advantage of opportunities to participate in applicable conferences, seminars and lectures.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. DISTRIBUTION OF COPIES OF THIS POLICY

The Superintendent shall see that a copy of this policy is distributed to every current Board member, District officer, employee, or agent. Each school District officer, employee, or agent elected or appointed after adoption of the policy shall also be furnished with a copy.

B. FILING

The North Syracuse Central School District Clerk shall file in the office of the state controller a

copy of the Board's Code of Ethics and Conduct within 30 days of adoption. Any amendments to the Code must also be filed within 30 days of adoption.

C. POSTING OF STATUTE

The Superintendent shall cause a copy of Article 18 of the New York General Municipal Law to be posted in each public building under the jurisdiction of the school district in a place conspicuous to District officer, employee, or agent.

D. PENALTIES

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any provisions of this code may be fined, suspended, or removed from office or employment, in the manner provided by law.

IV. REVIEW

This policy is to be reviewed every three years, or as the Board may consider necessary.

V. LEGAL REFERENCES

General Municipal Law, Article 18 Public Officers Law, Article 7 Education Law, §1701, §1804

VI. SIGNATURE BLOCK

Reviewed and Approved by Board Policy Committee _____	_____	_____
	Chairperson	Date
Reviewed and Adopted by Board of Education _____	_____	_____
	President	Date
Received for Implementation _____	_____	_____
	Superintendent	Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 4201

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Acceptable Technology Device, Account, Internet, E-mail and Telephone Use Policy

POLICY: 4201 EFFECTIVE DATE: 7/10/2023

DATE OF ORIGINAL POLICY: 12/16/96 DATE OF NEXT REVIEW: 6/2026

REPLACES POLICY NO.: N/A DATED: 6/20/2023

I. PHILOSOPHY

The Board of Education of the North Syracuse Central School District recognizes that due to technological advances made in the district's data network used by staff and students, access to devices and accounts, the Internet, E-mail, and telephones has become readily available. Through the use of devices, the Internet, E-mail, and telephones, network users are able to retrieve and share information, and communicate with others. The Internet and E-mail contain some defamatory, inaccurate, abusive, offensive, illegal and/or adult-oriented material. While the North Syracuse Central School District is able and willing to provide staff and student's access to devices and accounts, the Internet, E-mail, and telephone users must understand and agree that with the privilege of access comes the responsibility to act in a lawful, ethical manner, as mandated by a clearly defined Acceptable Use Policy. To this end, it is imperative that the North Syracuse Central School District adopt and consistently apply a policy of Acceptable Device, Account, Internet, E-mail, and Telephone Use Policy.

II. POLICY

In order to effectively implement a comprehensive Acceptable Use Policy, all staff and students will be informed of the policy's guidelines and standard procedures. Furthermore, policy guidelines will be monitored and modified as needed, and include user rights and responsibilities, disciplinary action for inappropriate use and/or actions, parent and student information on the District website. (See Administrative Guidelines for specific details.)

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The Superintendent of Schools or his/her/their designee shall be responsible for developing and revising any administrative guidelines and procedures for this policy.

IV. DELEGATION OF AUTHORITY

The Superintendent of Schools or his/her/their designee has the responsibility for enforcing this policy by communicating it to all relevant administrators and by providing necessary guidelines and instructions to the appropriate personnel.

V. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed And forwarded to the appropriate administrative personnel involved.

VI. REVIEW

This policy is to be reviewed triennially, or as significant legal decisions become available.

VII. LEGAL REFERENCES

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES FOR ACCEPTABLE
TECHNOLOGY, DEVICES, ACCOUNTS,
INTERNET, E-MAIL, AND TELEPHONE USE POLICY

A. PURPOSE

1. To define acceptable use standards as “rights and responsibilities” of the individual user of the North Syracuse Central School District Data Network.
2. To confirm that use of the North Syracuse Central School District Data Network will be for educational/instructional purposes only.
3. To confirm that this access is a privilege, not a right, and may be revoked in cases of unacceptable use.

B. RIGHTS

1. Access to the North Syracuse Central School District Internet connection shall not be denied except as decided by the Superintendent of Schools or his/her/their designee.
2. The privilege to access Devices, Internet, E-mail and telephone includes the right to appropriate training and tools required to effect access.
3. The constitutional concept of freedom of speech applies to all members of the educational community.

C. RESPONSIBILITY

1. It is the responsibility of the North Syracuse Central School District to provide approved users of the district’s Data Network with legally acquired computer resources (hardware, software, networks, accounts, databases, etc.).
2. It shall be each user’s personal responsibility to recognize and honor the intellectual/instructional work of others.
3. To access or disseminate information that is illegal, defamatory, abusive, offensive, and/or adult-oriented is strictly prohibited and may result in denial of access rights.
4. Each user of the North Syracuse Central School District Network is responsible:
 - a. To respect and value the rights of privacy of other users.
 - b. To recognize and respect the diversity of opinions in the educational community.
 - c. To comply with legal/ethical restrictions regarding the use of information resources and electronic databases
 - d. To use the Network access for educational/instructional purposes.
 - e. To maintain, private and secure, the password assigned to each individual, and to access the District’s Internet connection using only the individual’s assigned password.
5. The following uses are examples of uses that are not permitted:
 - Sending or displaying offensive messages or pictures.
 - Using obscene language.
 - Damaging devices, systems, or networks, including uploading or creation of computer viruses.
 - Violating copyright laws.
 - Using others’ passwords-accounts.

- Trespassing in others' accounts, files, directories, or work and harming or destroying data of another user.
 - Intentionally wasting resources.
 - Employing the network for commercial purposes.
 - Posting any information regarding the North Syracuse Central School District, District policies and/or District events without proper authorization.
 - Posting any comments or information about North Syracuse Central School District Board members, staff members or students without proper authorization.
 - Activities deemed to be a security risk to the network.
 - Accessing or dissemination of adult-oriented materials.
 - Unauthorized downloading.
 - Gambling
 - Connecting non-district equipment to the network without prior authorization
 - Use of any school resources, including e-mail, for distributing partisan information relative to political or school board member/budget elections.
7. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications or other files sent and received on the school devices, network or stored in his/her/their directory. The school computer network system operator, or other school employee, may, at any time, review the subject content and appropriateness of electronic communication or other computer files, and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials.
8. Cyberbullying is not permitted within the North Syracuse Central School District's Technology System. Cyberbullying includes but is not limited to the following: harassing, insulting, or attacking others, including racist or sexist comments and derogatory remarks.

D. ENFORCEMENT/VIOLATIONS

This Acceptable Technology Device and Account , Internet, E-Mail and Telephone Use Policy details the rights and privileges of all users regarding the utilization of the district's data network. While the North Syracuse Central School District is able and willing to provide students and community members access to devices, accounts, the internet, e-mail, and telephones users must understand and agree to follow the rules and regulations set forth by the school district to ensure appropriate behavior(s) and actions(s) are demonstrated. With the privilege of accessing resources from the district's data network comes the responsibility to act in a lawful, ethical manner.

In cases where the rule(s) and/or regulation(s) for operating devices, accounts, , the internet, e-mail, or telephones are suspected of being violated, the involved user(s) will face disciplinary action. Instances of rule(s) and/or regulation(s) violations include not being an approved user, accessing information which is illegal, defamatory, abusive, offensive and/or pornographic, sending an excessive amount of non-work related E-mail downloading files and/or programs to a computer's C drive or any attempts at hacking into the network or changing any network or device settings without permission.

Suspected violations must be immediately reported to the school principal or his/her/their designee. The principal, or his/her/their designee, will, in turn, follow the established building guidelines for a discipline/technology referral. In cases involving a serious technology violation, as determined by the school principal or his/her/their designee, the details of the case will be forwarded to the Superintendent or his/her/their designee for final actions. Any electronic communications will be

treated the same as printed communication and is therefore subject to existing Board of Education policy regulations.

It is the responsibility of each building principal to distribute to parents and students each September and include in their building handbook, a communication outlining the district's policy's rules and regulations regarding device, account, internet, e-mail, and telephone use.

In an effort to ensure that all parties understand and agree to the rules and regulations established in this Acceptable Technology Device, Account, Internet, E-mail, and Telephone Use Policy, it is mandated that all students and staff must acknowledge the District's approved Device, Account, Internet, and E-mail policies and procedures each time they log onto the system.



SAMPLE LETTER

Complete Policy Located at <http://www.nscsd.org/aup>

September 2017

Dear Parent/Guardian:

The North Syracuse CSD Computer Services Department is pleased to offer the students access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes.

This network will assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of resources. Access to the digital network will enable students to explore thousands of libraries, databases, web sites, and videoconference locations for purposes of research and exchange of information and ideas with users throughout the world.

To gain access to the North Syracuse Central School District electronic network, students must acknowledge the District's approved, technology, device, account, internet, e-mail and telephone use policy when logging in to the District's systems. For more information on this policy, visit www.nscsd.org/aup.

The district maintains filtering software designed to block access to certain Internet sites. However, no filtering software is entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. Please be confident that North Syracuse Central School district staff will make every effort to ensure proper access and usage of the Internet and the computer network.

The North Syracuse Central School District staff will be offering training classes to assist students on accessing the network. This will include materials educating students about appropriate online behavior, including interacting with other individuals on social networking and websites.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information resources.

Thank you for your time during a very busy part of the school year. Your support in the area of technology makes it possible to give your child the best opportunities for experiencing 21st Century learning!

Sincerely,

Name of Building Principal
School Building

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Dignity for All Students Act Policy (DASA)POLICY: 4201.2 EFFECTIVE DATE: 6/26/2023DATE OF ORIGINAL POLICY: 10/13/2011 DATE OF NEXT REVIEW: 6/2024DATED: 6/20/2023

I. PHILOSOPHY

The North Syracuse Central School District Board of Education is committed to providing a safe and productive learning environment within its schools. Harassment, bullying and discrimination of a student by another student or by a school employee is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off school district property. This prohibition includes, but is not limited to, harassment and bullying based on a person's actual or perceived race, color, family/parental or marital status, socioeconomic status, ancestry, physical attributes, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression), or sex. This policy extends to acts of harassment, bullying and discrimination that occur off school property where such acts actually create or may foreseeably create a risk of substantial disruption within the school environment, or where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The Board of Education mandates that the prohibition against harassment, bullying and discrimination — along with the range of possible Intervention activities and/or sanctions for such misconduct — to be included in the North Syracuse Central School District Board of Education Policy 5311.1 - Student Conduct and Discipline for all grade levels.

II. POLICY DEFINITIONS

"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.

"School bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

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

"Harassment" and "bullying" mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would

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reasonably be expected to cause a student to fear for his/her/their physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates 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. Acts of harassment and bullying shall include, but are not be limited to, those acts based on a person's actual or perceived race, color, family/parental or marital status, socioeconomic status, ancestry, physical attributes ,weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" include verbal and non-verbal actions.

"Cyberbullying" means harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

"Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

"Discrimination" means the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.

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

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

"Employee" means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

"Report of harassment, bullying, and/or discrimination" includes, but is not limited to, the following examples:

- A report regarding the denial of access to school facilities including, but not limited to restrooms, changing rooms, locker rooms, and/or field trips, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex; or

- A report regarding application of a dress code, specific grooming or appearance standards that is
- based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex; or
- A report regarding the use of name(s) and pronoun(s) or the pronunciation of names that is based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex; or
- A report regarding any other form of harassment, bullying, and/or discrimination, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes gender identity and/or expression), or sex.

III. POLICY

A. Reporting of Allegations of Harassment and Bullying/Cyberbullying Behavior and/or other Forms of Harassment or Discrimination

Complaint Procedure Any student or parent who wishes to report an incident of bullying behavior and/or other forms of harassment or discrimination prohibited by this policy, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying and/or other forms of harassment or discrimination, shall report the behavior to any staff member, building principal, or Dignity Act Coordinator (DAC).

The staff member to whom the report is made (or the staff member who witnesses bullying behavior and/or other form of harassment or discrimination), shall inform the building principal, superintendent or Dignity Act Coordinator (DAC) both orally and in writing about the incident(s). The staff member shall provide oral notice within one (1) school day, and written notification within two (2) school days, of witnessing the incident or receiving the complaint or report.

The official designated by the District to investigate allegations of bullying and/or other forms of harassment or discrimination will investigate the allegations or oversee the investigation. The designated official may be the principal, a DAC, or another appropriate person selected by the District. Investigation of allegations of bullying and/or other forms of harassment or discrimination shall follow the procedures utilized for complaints of harassment or discrimination within the School District. Allegations of bullying and/or other forms of harassment or Discrimination shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

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The administrator will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases. If the behavior is found to meet the definition of bullying, harassment, or

discrimination, the administrator must complete appropriate written documentation concerning the incident and the District's response.

Consequences for Violations

The District will take prompt, appropriate actions reasonably designed to end the harassment, bullying, or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent the recurrence of the behavior, and ensure the safety of the student(s) at whom the behavior was directed.

A student who violates this policy will be subject to appropriate disciplinary action consistent with the Student Code of Conduct. Where appropriate, the District will respond with a progressive model of student discipline that is age-appropriate and focused on education and intervention and preventing future incidents. In all cases, the District will take into account the nature and severity of the offense, the developmental age of the student who engaged in the behavior, the student's previous disciplinary record, the impact of the student's behavior on the student victim, and any other special, extenuating or mitigating circumstances, as may be appropriate.

A staff member who violates this policy will be subject to appropriate disciplinary action, consistent with applicable law and collective bargaining agreements.

In addition to the disciplinary consequences set forth in the District's Code of Conduct, the Board and District are committed to implementing remedial responses to harassment and discrimination that are aimed at addressing the root causes of harassment and discrimination and correcting and preventing the recurrence of the problem behavior.

The District will promptly notify local law enforcement if it is believed that any harassment, bullying, or discrimination constitutes criminal conduct.

Remedial Disciplinary Consequences

Appropriate remedial consequences may include, but are not limited to:

- peer support groups;
- corrective instruction or other relevant learning or service experience;
- supportive intervention;
- behavioral assessment/evaluation;
- behavioral management plans, with goals for improvement that are closely monitored;

- student counseling and parent conferences

Environmental Remediation

In addition to imposing appropriate disciplinary consequences and remedial efforts aimed at addressing bullying, harassment or discrimination by particular students, building-wide and/or school-wide environmental remediation can be an important tool to prevent such

incidents. Environmental remediation strategies may include, but are not limited to the following:

- supervisory systems which empower school staff with prevention and intervention tools to address incidents of bullying and harassment;
- school and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
- adoption of research based systemic harassment prevention programs;
- modification of schedules;
- adjustment in hallway traffic and other student routes of travel;
- targeted use of monitors;
- staff professional development;
- parent conferences;
- involvement of parent-teacher organizations; and
- peer support groups.

B. Designation and Training of Dignity Act Coordinators

The Superintendent shall designate one or more staff members in each school building to be thoroughly trained to handle human relations in the areas of race, color, family/parental or marital status, socioeconomic status, ancestry, physical attributes, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. The designated individual(s) in each building shall be referred to as the Dignity Act Coordinator(s). The designation of each Dignity Act Coordinator shall be approved by the Board of Education.

The District will provide during each school year, professional development training to raise staff awareness and sensitivity of harassment, bullying and discrimination directed at students that are committed by students or school employees on school property or at a school function. Training will include ways to promote a supportive school environment that is free from discrimination and harassment, emphasize positive relationships, and demonstrate prevention and intervention techniques to assist employees in recognizing

and responding to harassment and discrimination, as well as ensuring the safety of victims.

C. Prevention and Intervention

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior and other forms of harassment or discrimination of which they have been made aware at school district sites or activities and/or reporting such behavior to their immediate supervisor. Further, training shall be provided to all staff to raise awareness of the problem of bullying and other harassment and discrimination within the schools and to facilitate staff identification of, and response to, such bullying behavior and other forms of harassment and discrimination of students.

Prevention and intervention techniques within the District to prevent against bullying behavior and other forms of harassment and discrimination and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to those who bully, those who are bullied and their parents to help ensure that the bullying or other harassment and discrimination stops.

D. Non-Discriminatory Instructional and Counseling Methods

The Superintendent is authorized and directed to cause administrative guidelines to be prepared relating to the development of nondiscriminatory instructional and counseling methods for use by District faculty and counseling staff.

The District will post on the District website statements acknowledging that NSCD does not harass or discriminate based upon a student's race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex.

E. Instruction in Civility, Citizenship and Character Education

In addition, the Superintendent or Superintendent's designee(s) shall assure that the District's curriculum provides for instruction in civility, citizenship and character education in accordance with the Education Law and the regulations of the Commissioner of Education. At a minimum this shall include instruction that supports development of a school environment free of harassment, bullying and discrimination, with an emphasis on discouraging acts of harassment, bullying and/or discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

F. Prohibition of Retaliatory Behavior

The Board of Education and the District prohibits any retaliatory behavior directed against complainants, those who are bullied, witnesses, and/or any other individuals who participate in good-faith in the investigation of allegations of bullying or another form of harassment or discrimination covered by this policy. Follow-up inquiries and/or appropriate monitoring of those who allegedly bully and those who are bullied or

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otherwise harassed or discriminated against shall be made to ensure that the behavior has not resumed and that all of those involved in the investigation have not suffered retaliation.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The principal shall provide an annual report on data and trends related to harassment, bullying and discrimination to the superintendent at a time and in a format that the superintendent shall direct.

The District shall provide annual notice to the Commissioner of verified, material incidents of harassment, bullying and/or discrimination.

V. DELEGATION OF RESPONSIBILITY

The Superintendent or his/her/their designee will ensure that this policy and administrative guidelines are reviewed annually with students and staff members.

The District administration will provide the following information annually with the Safe School Report:

- Policy 4201.1 —Internet Safety Policy
- Report of verified incidents of harassment, bullying and discrimination
- Information on the development and implementation of any bullying prevention, intervention or education programs.

Each staff member will be responsible to maintain an educational environment free of bullying, harassment, and discrimination.

Each student will be responsible to respect the rights of his/her/their fellow students and to ensure an atmosphere free from all forms of bullying, harassment and discrimination.

Students will be encouraged to report bullying complaints and/or complaints about other types of harassment or discrimination to any staff member.

The administrator or his/her/their designee will inform the parents or guardians of the student who was bullied or otherwise subjected to harassment or discrimination and also the parents or guardians of the accused.

VI. REVIEW

This policy shall be reviewed annually.

VII. POLICY REFERENCES AND LEGAL REFERENCES

Policy 5311.1 - Student Conduct and Discipline Policy

Policy 9010.2 and 5010.2 - Sexual and Other Forms of Prohibited Discrimination and

POLICY 4201.2

Harassment Policy - 9010.3 - Financial Accountability-Disclosure of Wrongful Conduct
(Whistle Blowing & Protection from Reprisal)

Policy - 9100 - Staff Code of Conduct
Tinker v Des Moines Independent School District, 393, U.S. 503 (1969)

NYS Dignity for All Students Act and implementing regulations: NY Education Law Article 2 –
Sections 2-18; 8 NYCRR §100.2(jj); §100.2(kk).
NY Education Law §801-a and 8 NYCRR §100.2(c)

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and
Adopted by
Board of
Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 4202.3

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Data Security and Privacy Protection of Student, Teacher, and Principal Personal Information

POLICY: 4202.3

EFFECTIVE DATE: 6/26/2023

DATE OF ORIGINAL POLICY: 7/1/2020

DATE OF NEXT REVIEW: 6/2024

REPLACES POLICY NO.: N/A

DATED: 6/20/2023

I PHILOSOPHY

It is the North Syracuse Central School District's responsibility to adopt appropriate administrative, technical, and physical safeguards and controls to protect and maintain the confidentiality, integrity and availability of its data, data systems, and information technology resources. All stakeholders, including students, teachers, and administrators should be aware of their rights and expect their data to be kept private and confidential.

II POLICY

In order to provide a successful educational program, the North Syracuse Central School District receives, creates, archives, and transfers sensitive, private information about students, teachers, and principals protected by both state and federal law. North Syracuse Central Schools takes active measures to protect confidential information in compliance with all state and federal laws. The District expects all employees and partners to maintain the confidentiality of protected information in compliance with state and federal law and applicable board policies.

III PURPOSE OF POLICY

1. to comply with state and federal legal and regulatory requirements governing the collection, retention, dissemination, protection, and destruction of information;
2. to maintain a comprehensive Data Privacy and Security Program designed to satisfy its statutory and regulatory obligations, enable and assure core services, and fully support the District's mission;
3. to protect personally identifiable information from unauthorized use or disclosure;
4. to ensure the adherence of its vendors with federal, state and North Syracuse Central School District requirements in its vendor agreements;

Reviewed by C.Leahey 6/2023

5. to train users to understand their responsibility to protect confidential information
6. to identify required data security and privacy responsibilities and goals, integrate them into relevant processes, and commit the appropriate resources toward the implementation of such goals; and
7. to communicate required data security and privacy responsibilities and goals and the consequences of non-compliance to users.

IV DEFINITIONS

1. Definitions. As used in this section the following terms shall have the following meanings:
 - a. "Building principal" means a building principal subject to annual performance evaluation review under the provisions of educational law section 3012-C.
 - b. "Classroom teacher" means a teacher subject to annual performance evaluation review under the provisions of educational law section 3012-C.
 - c. "Educational agency" means a school district, board of cooperative educational services, school, or the education department.
 - d. "Personally identifiable information," is identifiable information that is maintained in education records and includes direct identifiers, such as a student's name or identification number, indirect identifiers, such as a student's date of birth, or other information which can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information.
 - e. "School" means any public elementary or secondary school, universal pre-kindergarten program, an approved provider of preschool special education, any other publicly funded prekindergarten program, a school serving children in a special act school district, an approved private school for the education of students with disabilities, a state-supported school, or a state-operated school.
 - f. "Student" means any person attending or seeking to enroll in an educational agency.
 - g. "Eligible student" means a student eighteen years or older.
 - h. "Parent" means a parent, legal guardian, or person in parental relation to a student.
 - i. "Student data" means personally identifiable information from student records of an educational agency.
 - j. "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of

section three thousand twelve-c of this chapter.

k. "Third party contractor" shall mean any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of such educational agency, or audit or evaluation of publicly funded programs. Such term shall include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities pursuant to education law section 211-E.

V AMPLIFYING INSTRUCTIONS AND GUIDELINES

1. North Syracuse Central School District will utilize the National Institute of Standards and Cybersecurity Framework v 1.1 as the standard for its Data Privacy and Security Program.
2. This policy encompasses all systems, automated and manual, including systems managed or hosted by third parties on behalf of the educational agency and it addresses all information, regardless of the form or format, which is created or used in support of the activities of an educational agency.
3. This policy shall be published on the North Syracuse Central School District website and notice of its existence shall be provided to all employees and users.
4. The Superintendent, or designee, shall publish a Parents Bill of Rights in an appropriate location on the District's website which shall inform parents:
 - (a) A student's personally identifiable information cannot be sold or released for any commercial purposes;
 - (b) Parents have the right to inspect and review the complete contents of their child's education record, and the process for requesting such review;
 - (c) State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred;
 - (d) A complete list of all student data elements collected by New York State is available for public review on the State's website, including link to that information, or by writing to the address and individual designated by the State including the contact information; and

(e) Parents have the right to have complaints about possible breaches of student data addressed, and the process for making such complaints. Complaints should be directed to the Data Protection Officer, with contact information.

VI COMPLIANCE

1. The Data Protection Officer is responsible for the compliance of North Syracuse Central School District programs and offices with this policy, related policies, and applicable standards, guidelines and procedures. Instances of non-compliance will be addressed on a case-by-case basis. All cases will be documented, and program offices will be directed to adopt corrective practices, as applicable.
2. The Data Protection Officer shall annually report to its Board of Education on data privacy and security activities and progress, the number and disposition of reported breaches, if any, and a summary of any complaint submitted pursuant to Education Law §2-d.

VII DATA PRIVACY

1. Laws such as the Family Educational Rights Privacy Act (FERPA), NYS Education Law §2-d and other state or federal laws establish baseline parameters for what is permissible when sharing student personally identifiable information.
2. Data protected by law must only be used in accordance with law and regulation North Syracuse Central School District policies to ensure it is protected from unauthorized use and/or disclosure.
3. Student data shall not be shared with third parties without a written agreement that complies with state and federal laws and regulations. No student data will be provided to third parties unless it is permitted by state and federal laws and regulations. Third-party contracts must include provisions required by state and federal laws and regulations
4. Any and all contracts between the District and third-party contractors, under which a contractor will receive student data or teacher or principal data, shall include provisions requiring that the contractor maintain the confidentiality of shared student data or teacher or principal data in accordance with law, regulation, and District policy.
In addition, the District will ensure that the contract or written agreement includes a signed copy of the Parents Bill of Rights and the contractor's data privacy and security plan, in compliance with Part 121 of the Commissioner's regulations and that has been accepted by the District. The District will publish on its website a supplement to the Bill of Rights for any contract or other written agreement it has entered with a third-party contractor that will receive PII from the District. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the District's data and/or technology infrastructure. Agreements subject to this policy include any agreement created in electronic form and signed with an electronic or digital signature or a click wrap agreement that is used with software licenses, downloaded and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.

5. North Syracuse Central School District will provide all protections afforded to parents and persons in parental relationships, or students where applicable, required under the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, and the federal regulations implementing such statutes. Therefore, North Syracuse Central School District shall ensure that its contracts require that the confidentiality of student data or teacher or principal Annual Professional Performance and Review (APPR) data be maintained in accordance with federal and state law and this policy.

VIII INCIDENT RESPONSE

1. All breaches by third party contractors of data, data systems, and/or personally identifiable information must be reported to the Chief Privacy Officer appointed by the Commissioner of the New York State Education Department in accordance with Education Law § 2-d, its implementing regulations, and this policy, as soon as reasonably practicable, but in no case later than ten (10) days after the breach is reported to the District by a contractor.. For purposes of this policy, a breach means the unauthorized acquisition, access, use, or disclosure of student, teacher or principal personally identifiable information as defined by Education law §2-d.

2. State and federal laws require that affected individuals must be notified when there has been a breach or unauthorized disclosure of personally identifiable information. Upon receiving a report of a breach or unauthorized disclosure, the Data Protection Officer, legal counsel and other subject matter experts will determine whether notification of affected individuals is required, and where required, effect notification in the most expedient way possible and without unreasonable delay.

2. Users must comply with the Acceptable Use Policy in using District resources. Access privileges will be granted in accordance with the user's job responsibilities and will be limited only to those necessary to accomplish assigned tasks in accordance with North Syracuse Central School District mission and business functions. Accounts will be removed, and access will be denied for all those who have left North Syracuse Central School District or moved to another department.

4. Users must comply with the Password Policy.

IX PARENT COMPLAINTS

Any parent, eligible student, teacher, principal, or eligible staff may file a complaint with the District regarding a breach or unauthorized release of student data and/or teacher or principal data by filing a written complaint with the District's Data Protection Officer. The Data Protection Officer will promptly acknowledge receipt of complaints, commence an investigation, and take the necessary precautions to protect personally identifiable information. Following its investigation of a submitted complaint, the District shall provide the parent or eligible student, teacher, principal or any other staff member who filed a complaint with its findings within a reasonable period but no more than 60 calendar days from the receipt of the complaint by the District. Where the District requires additional time, or where the response may compromise

security or impede a law enforcement investigation, the District shall provide the parent, eligible student, teacher, principal or any other staff member with a written explanation that includes the approximate date when the District anticipates that it will respond to the complaint.

X TRAINING

All staff of North Syracuse Central School District who have access to personally identifiable information shall, on an annual basis, receive security and privacy training offered by the department.

XI DELEGATION OF AUTHORITY

The Superintendent of Schools shall be responsible for administration of this policy.

XII REVIEW

This policy is to be reviewed every year or as the Board of Education may deem necessary.

XIII LEGAL REFERENCES

Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, Education law §2-d, Education Law 3012-c, Education Law 211-e

XIV SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 4531

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Field Trips

POLICY: 4531 EFFECTIVE DATE: 5/21/2018

DATE OF ORIGINAL POLICY: 10/7/71 DATE OF NEXT REVIEW: As needed

DATED: 5/21/2018

I. PHILOSOPHY

The district recognizes the significance and positive impact of field trips particularly as enhancements of regular classroom study. Student visits to museums, concert halls, governmental centers, and theater presentations, sites of famous events, speeches, battlefields, or performances represent instructional supplements to regular classroom study. Accordingly, educators should be encouraged, within financial and safety limitations, to utilize field trips, either during or after the regular school day. Field trips are recognized as important educational components of both the curricular, co-curricular and inter-scholastic programs in our total K-12 educational system. Curricular field trips must directly relate to district instructional standards.

Students should recognize the privileges of participation. It is expected that they will conduct themselves in a manner that will gain the maximum advantage of such experience and show them to be representatives of which their school and community can be proud.

II. POLICY

Field trips will, upon district approval, be provided within the limits of safety constraints and the ability of the district's financial resources to support such undertakings. Procedures will be followed which integrate out-of-district trips with the school district calendar and curricular requirements. All reasonable steps will be taken to protect the health and safety of participants.

The Board of Education and/or the Superintendent of Schools reserve the right to deny and to exercise judgment to cancel field trips which have received prior approval, if they (Board of Education and/or Superintendent) deem that existing conditions could place students in the district in serious physical, mental or emotional jeopardy.

III. EXCEPTIONS TO POLICY

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising the administrative guidelines and procedures for this policy shall reside with the Superintendent of Schools or his/her designee. Present policy guidelines and procedures to implement this policy are attached.

V. DELEGATION OF AUTHORITY

The Superintendent has the responsibility for enforcing this policy by communicating it to all relevant parties and by providing necessary instruction and guidelines to the appropriate administrators.

VI. REPORTS

All necessary or required reports, procedures and forms pertaining to the implementation of this policy will be distributed to and completed by the appropriate administrative personnel. The administration will periodically provide members of the Board of Education with a list of field trips that have been approved in compliance with the guidelines and procedures of this policy.

VII. REVIEW

This policy is to be reviewed and recommended by the Superintendent's designee or as deemed necessary upon review of relevant legal implications.

VIII. LEGAL REFERENCES

New York State Education Law makes the following references supporting educational and extra-curricular trips:

School Bus Use, Sec. 3621, bus use during school-sponsored trips.

Teacher Supervision After Regular School Hours: See "Matter of Halloran Case," Sec. 913

Educational Trips: Sec. 1701, 28 N.Y. Jr. 17

See Vol. 53, N.Y. Jur. Sec. 1108 and 1119

See Vol. 53, N.Y. Jur. Sec. 115

See Akins vs. Glens Falls Case, 1982

See Vol. 53, N.Y. Jr. Sec. 117 and 378

See Pratt vs. Robinsons Case 30 N.Y. 2nd 554, 1983

See Sec. 3023, N.Y. Ed. Law

See Sec. 3604, supervision of students after hours

See Sec. 1502, Ed. Law, on educational and interscholastic trips

Visitor Code of Conduct (1240.1)

Staff Code of Conduct (9100)

Student Code of Conduct (5311.1)

Fund Raising Policy 5561

IX. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Approved
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

**ADMINISTRATIVE GUIDELINES AND PROCEDURES
FOR IMPLEMENTATION OF
POLICY 4531 – CURRICULAR FIELD TRIPS**

- I. Curricular Field Trips are:
- A. educational excursions.
 - B. curriculum focused, correlated to specific instructional standards.
 - C. those providing an opportunity to participate either during or after the regular school day.
 - D. limited to a specific instructional group (such as a class or course).
 - E. approved by the Assistant Superintendent for Instruction and the Superintendent
 - F. considered, in terms of class attendance, as in attendance in another class at another location.
 - G. limited to a maximum of three per school year per classroom or curricula activity. (This limitation is exclusive of co-curricular and/or interscholastic field trips.)
 - H. limited to students missing no more than 2 class days per school year. (This limitation is exclusive of co-curricular and/or interscholastic field trips.)
 - I. not to be scheduled on Professional Development days.

II. Curricular Foreign Trips

- A. provide a recognized educational value to the students
- B. must meet established timelines and procedures
- C. are limited to specific curricular groups
- D. must be recommended by both the Superintendent of Schools and Assistant Superintendent for Instruction and approved by the Board of Education.

III. Responsibility of Students and Chaperones (See Form G)

Orientation of the participating students and chaperones is the responsibility of the sponsoring staff member(s) for each field trip.

IV. Procedures

All trips involving North Syracuse Central School District students and staff must follow these procedures.

A. Curricular Field Trips for Single Day Trips (Field Trip Checklist – Form A and Field Trip Request – Form B)

1. When a classroom teacher wishes to schedule a curricular field trip, he/she must first confer with the appropriate building administrator and if applicable, the appropriate Director.
2. Building administrator and if applicable, the appropriate Director tentatively approves or disapproves the field trip request.
3. Written permission from parents must be obtained for all pupils going on field trips.
(See district permission Form C attached).
4. The school nurse will receive a copy of the Field Trip Request (Form B) from the building administrator or if applicable, the appropriate Director. The school nurse will then discuss any special student medical concern/medication needs with the appropriate staff member(s) and/or student's parent.
5. Chaperone criteria must be followed and Form G submitted to building administrator or if applicable, the appropriate Director.
6. Student-chaperone ratio recommendations also apply.
7. Conditional approval by the building principal or if applicable, the appropriate Director is provided after a list of all students and chaperones attending the field trip with parent name(s) and emergency phone numbers.
8. Field trips cannot be scheduled on Professional Development days.

B. Curricular Field Trips for Domestic or Foreign Overnight

1. The conditional approval process begins once the building principal or if applicable, the appropriate Director and the activity advisor agree that the trip has educational value and is financially practical.
2. Parents may be involved to determine parental support for this type of educational experience.
3. At least four months in advance of the trip, the principal will submit a request, in writing, giving basic details and information to the Assistant Superintendent for Instruction and Superintendent of Schools using Checklist Form D and Field Trip Request Form E.
4. If the trip is approved, the activity advisor will proceed with arrangements for the trip.

5. Chaperone criteria must be followed (Form G). Student-chaperone ratio recommendations also apply. The activity advisor must use discretion regarding which chaperone is placed in charge of a group of students going on a trip. Responsibility here is clearly delegated to the activity advisor, with direct supervision by the building principal.
6. Field trips may not be scheduled on Professional Development days.

C. Manifest Requirements for all Curricular Field Trips

1. In the event of a bus accident involving district students, staff or chaperones, it is imperative that emergency responders have an accurate manifest of passengers. These manifests are not limited to trips on district buses but anytime district students are being transported out of the district by any means.

It shall be the responsibility of the staff member supervising the trip to do the following:

1. Develop an accurate, alphabetized up to date manifest of all personnel, chaperones and students on each bus or coach.
2. During school hours, leave a copy of the manifest in the main office.
3. After School hours, leave a copy in the designated Manifest Drop box at Cicero-North Syracuse High School, North Syracuse Junior High School, Gillette Road Middle School, and Roxboro Road Middle School. For all elementary schools, fax a copy to Transportation (218-2183) the District Office (218-2185) and maintain a copy on the bus or coach.
4. Insure that students, staff, or chaperones do not switch buses once the manifest has been established, especially on return trips.
5. Carry copies of emergency contacts and medical releases for all those listed on the manifest.

V. Chaperones (All chaperones will complete a Travel Authorization Form)

- A. For any trip involving overnight lodging, there must be at least two (2) chaperones for the first ten (10) students, and the ratio of one (1) chaperone for each additional ten (10) students beyond the first ten (10).
- B. The distribution of male and female chaperones shall approximate the distribution of students on any overnight trip.
- C. School members should use discretion regarding which particular parent chaperone should be placed in charge of which particular group of students going on a trip. Responsibility here is clearly delegated to the activity advisor.
- D. School staff and chaperones should be extremely conscious of student safety while on trips, especially overnight trips. Students and chaperones must stay in the same hotel.
- E. If overnight, bed checks must be conducted, announced and unannounced.

- F. If visiting in a country where English is not the native language, at least one (1) chaperone must be fluent in the language of the country.
- G. Follow the Staff Code of Conduct at all times. In the case of a violation of the Staff Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.
- H. Parent chaperones must follow the Visitor Code of Conduct at all times.

VI. Students Requiring Medications or Medical Treatment – Single Day Field Trips:

Students should not be prohibited or prevented from attending field trip due to their need for medication or medical treatment. The School Nurse must be notified at least two weeks in advance of a field trip in order to make a nursing assessment as to the student's medical needs. The School Nurse will determine whether the student can be taught to be self-directed in administering his/her own medication. Where this is not possible, the School Nurse will determine whether the parent/guardian can attend the activity and administer the medication, whether the medication time can be adjusted or the dose eliminated. The building principal will make arrangements for a substitute nurse to attend the field trip to administer the medication or provide the medical treatment.

Over-the-counter medications and prescription medications require nurse's approval. Nurses must notify field trip sponsor of this approval.

VII. Students Requiring Medications or Medical Treatment – Overnight Field Trips:

GRADES 7-12: It is necessary to provide physician orders and provide the medications, as per Form H or I. Student that have an order to "self-carry and self-administer" may take nonprescription and prescription medications in the original pharmacy bottle. All students must have written permission from their physician in their possession with the medication being carried.

GRADES K-6 It is necessary the medication be dropped off to the chaperone before leaving for the trip. **An authorization from a physician must be provided along with the medication in the original container.** All medications and pain relievers must be in their original containers, in a Ziploc bag, labeled with students' full name. The directions for administration must also accompany all medications.

VIII. Funding for Curricular:

- A. Fund-raising for curricular trips must adhere to the guidelines of the Fund Raising Policy 5661:
 - 1. generally be restricted to the area served by the school;
 - 2. involve projects in which value is received (example: dinners, food sales, etc.);
 - 3. not involve direct soliciting of local merchants or citizens, Phone-A-Thons, and other similar projects.

IX. Transportation: For Curricular Field Trips

- A. School vehicles, private carriers approved by the Director of Transportation or private autos driven by certified staff members approved as volunteer drivers as designated by the building principal may be utilized for the specified field trip.
- B. All transportation of students requires parental permission slips.

X. Student Discipline

- A. All students must follow the Student Code of Conduct the entire duration of the field trip.
- B. Students who violate the District Discipline Code for Student Behavior as set forth in the "Administrative Guidelines and Procedures to Implement Policy 5311.1" are subject to discipline including, but not limited to, exclusion from participation in one or more field trips.
- C. Exclusion of a student from participation in a field trip constitutes a suspension. Therefore, consistent with Education Law Section 3214 and Board Policy 5311.1 [Student conduct and Discipline (K-12)], only the Board of Education, the Superintendent of Schools, or a Building Principal may exclude a student from participation in a field trip. In order to exclude a student from field trip participation, the student and the student's parents must be provided a reasonable opportunity for an informal conference to discuss the conduct and the penalty with the teacher and the school official authorized to impose the disciplinary action, and alternative instruction must be provided for students under the compulsory attendance age who are so excluded.
- D. In the case of a violation of the Student Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.

**ADMINISTRATIVE GUIDELINES AND PROCEDURES
FOR IMPLEMENTATION OF
POLICY 4531 – CO-CURRICULAR FIELD TRIPS**

I. Co-Curricular Field Trips:

- A. reflect a district recognized co-curricular program which may or may not be curriculum related.
- B. those providing an opportunity to participate either during or after the regular school day.
- C. may require housing of students.
- D. considered, in terms of class attendance, as in attendance in another class at another location.
- E. not to be scheduled on Professional Development days.
- F. all co-curricular field trips are subject to approval by the Assistant Superintendent for Instruction.

II. Co-Curricular Foreign Trips

- A. provide a recognized value to the students
- B. must meet established timelines and procedures
- C. are limited to specific co-curricular groups
- D. must be recommended by both the Superintendent of Schools and Assistant Superintendent for Instruction and approved by the Board of Education.

III. Responsibility of Students and Chaperones (See Form G)

Orientation of the participating students and chaperones is the responsibility of the sponsoring staff member(s) for each field trip.

IV. Procedures

All trips involving North Syracuse Central School District students and staff must follow these procedures.

- A. Co-Curricular Field Trips for Single Day Trips (Field Trip Checklist – Form A and Field Trip Request – Form B)
 - 1. When a staff member wishes to schedule a co-curricular field trip, he/she must first confer with the appropriate building administrator and if applicable, the appropriate Director.

2. Building administrator and if applicable, the appropriate Director tentatively approves or disapproves the field trip request.
3. Written permission from parents must be obtained for all pupils going on field trips. (See district permission Form C attached).
4. The school nurse will receive a copy of the Field Trip Request (Form B) from the building administrator or if applicable, the appropriate Director. The school nurse will then discuss any special student medical concern/medication needs with the appropriate staff member(s) and/or student's parent.
5. Chaperone criteria must be followed and Form G submitted to building administrator or if applicable, the appropriate Director.
6. Conditional approval by the building principal or if applicable, the appropriate Director is provided after a list of all students and chaperones attending the field trip with parent name(s) and emergency phone numbers.
7. Field trips cannot be scheduled on Professional Development days.

B. Co-Curricular Field Trips for Domestic or Foreign Overnight

1. The conditional approval process begins once the building principal or if applicable, the appropriate Director and the activity advisor agree that the trip has value and is financially practical.
2. Parents may be involved to determine parental support for this type of experience.
3. At least four months in advance of the trip, the principal will submit a request, in writing, giving basic details and information to the Assistant Superintendent for Instruction and Superintendent of Schools using Checklist Form D and Field Trip Request Form E.
4. If the trip is approved, the activity advisor will proceed with arrangements for the trip.
5. Chaperone criteria must be followed (Form G). Student-chaperone ratio recommendations also apply. The activity advisor must use discretion regarding which chaperone is placed in charge of a group of students going on a trip. Responsibility here is clearly delegated to the activity advisor, with direct supervision by the building principal.
6. Field trips may not be scheduled on Professional Development days.

C. Manifest Requirements for all Co-Curricular Field Trips

1. In the event of a bus accident involving district students, staff or chaperones, it is imperative that emergency responders have an accurate manifest of passengers. These manifests are not limited to trips on district buses but anytime district students are being transported out of the district by any means.

It shall be the responsibility of the staff member supervising the trip to do the following:

1. Develop an accurate, alphabetized up to date manifest of all personnel, chaperones and students on each bus or coach.

2. During school hours, leave a copy of the manifest in the main office.
3. After School hours, leave a copy in the designated Manifest Drop box at Cicero-North Syracuse High School, North Syracuse Junior High School, Gillette Road Middle School, and Roxboro Road Middle School. For all elementary schools, fax a copy to Transportation (218-2183) the District Office (218-2185) and maintain a copy on the bus or coach.
4. Insure that students, staff, or chaperones do not switch buses once the manifest has been established, especially on return trips.
5. Carry copies of emergency contacts and medical releases for all those listed on the manifest.

V. Chaperones (All chaperones will complete a Travel Authorization Form)

- A. For any trip involving overnight lodging, there must be at least two (2) chaperones for the first ten (10) students, and the ratio of one (1) chaperone for each additional ten (10) students beyond the first ten (10).
- B. The distribution of male and female chaperones shall approximate the distribution of students on any overnight trip.
- C. School members should use discretion regarding which particular parent chaperone should be placed in charge of which particular group of students going on a trip.
Responsibility here is clearly delegated to the activity advisor.
- D. School staff and chaperones should be extremely conscious of student safety while on trips, especially overnight trips. Students and chaperones must stay in the same hotel.
- E. If overnight, bed checks must be conducted, announced and unannounced.
- F. If visiting in a country where English is not the native language, at least one (1) chaperone must be fluent in the language of the country.
- G. Follow the Staff Code of Conduct at all times. In the case of a violation of the Staff Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.
- H. Parent chaperones must follow the Visitor Code of Conduct at all times.

VI. Students Requiring Medications or Medical Treatment:

Students should not be prohibited or prevented from attending field trip due to their need for medication or medical treatment. The School Nurse must be notified at least two weeks in advance of a field trip in order to make a nursing assessment as to the student's medical needs. The School Nurse will determine whether the student can be taught to be self-directed in administering his/her own medication. Where this is not possible, the School Nurse will determine whether the parent/guardian can attend the activity and

administer the medication, whether the medication time can be adjusted or the dose eliminated. The building principal will make arrangements for a substitute nurse to attend the field trip to administer the medication or provide the medical treatment.

Over-the-counter medications and prescription medications require nurse's approval. Nurses must notify field trip sponsor of this approval.

VII. Funding for Co-Curricular:

- A. Fund-raising for co-curricular trips must adhere to the guidelines of the Fund Raising Policy 5661:
 - 1. generally be restricted to the area served by the school;
 - 2. involve projects in which value is received (example: dinners, food sales, etc.);
 - 3. not involve direct soliciting of local merchants or citizens, Phone-A-Thons, and other similar projects.

VIII. Transportation: For Co-Curricular Field Trips

- A. School vehicles, private carriers approved by the Director of Transportation or private autos driven by certified staff members approved as volunteer drivers as designated by the building principal may be utilized for the specified field trip.
- B. All transportation of students requires parental permission slips.

IX. Student Discipline

- A. All students must follow the Student Code of Conduct the entire duration of the field trip.
- B. Students who violate the District Discipline Code for Student Behavior as set forth in the "Administrative Guidelines and Procedures to Implement Policy 5311.1" are subject to discipline including, but not limited to, exclusion from participation in one or more field trips.
- C. Exclusion of a student from participation in a field trip constitutes a suspension. Therefore, consistent with Education Law Section 3214 and Board Policy 5311.1 [Student conduct and Discipline (K-12)], only the Board of Education, the Superintendent of Schools, or a Building Principal may exclude a student from participation in a field trip. In order to exclude a student from field trip participation, the student and the student's parents must be provided a reasonable opportunity for an informal conference to discuss the conduct and the penalty with the teacher and the school official authorized to impose the disciplinary action, and alternative instruction must be provided for students under the compulsory attendance age who are so excluded.
- D. In the case of a violation of the Student Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.

**ADMINISTRATIVE GUIDELINES AND PROCEDURES
FOR IMPLEMENTATION OF
POLICY 4531 – INTERSCHOLASTIC FIELD TRIPS**

I. Interscholastic Trips:

Interscholastic trips are handled through the guidance and direction of the Director of Physical Education and Athletics, and operate under the rules and regulations of the New York State Public High School Athletic Association. All planning and scheduling of these trips are handled within the framework of the Onondaga High School League rules and are supervised by the Director of Physical Education and Athletics, building administrators and the various coaches of the sports involved.

II. Interscholastic Foreign Trips

- A. provide a recognized value to the students
- B. must meet established timelines and procedures
- C. are limited to specific co-curricular groups
- D. must be recommended by both the Superintendent of Schools and Assistant Superintendent for Instruction and approved by the Board of Education.

III. Responsibility of Students and Chaperones (See Form G)

Orientation of the participating students and chaperones is the responsibility of the sponsoring staff member(s) for each field trip. It should be noted that the North Syracuse Central School District does not sponsor participation in out-of-district sports activities for children in grades K-6, in accordance with New York State Education Law and Commissioner Regulations.

IV. Procedures

A. Interscholastic Field Trips for Domestic or Foreign Overnight

1. The conditional approval process begins once the building principal or if applicable, the appropriate Director and the activity advisor agree that the trip has value and is financially practical.
2. Parents may be involved to determine parental support for this type of experience.
3. At least four months in advance of the trip, the principal will submit a request, in writing, giving basic details and information to the Assistant Superintendent for Instruction and Superintendent of Schools using Checklist Form D and Field Trip Request Form E.
4. If the trip is approved, the coach or advisor will proceed with arrangements for the trip.

5. Chaperone criteria must be followed (Form G). Student-chaperone ratio recommendations also apply. The activity advisor must use discretion regarding which chaperone is placed in charge of a group of students going on a trip. Responsibility here is clearly delegated to the activity advisor, with direct supervision by the building principal.
6. Field trips may not be scheduled on Professional Development days.

B. Manifest Requirements for all Interscholastic Field Trips

1. In the event of a bus accident involving district students, staff or chaperones, it is imperative that emergency responders have an accurate manifest of passengers. These manifests are not limited to trips on district buses but anytime district students are being transported out of the district by any means.

It shall be the responsibility of the staff member supervising the trip to do the following:

1. Develop an accurate, alphabetized up to date manifest of all personnel, chaperones and students on each bus or coach.
2. During school hours, leave a copy of the manifest in the main office.
3. After School hours, leave a copy in the designated Manifest Drop box at Cicero-North Syracuse High School, North Syracuse Junior High School, Gillette Road Middle School, and Roxboro Road Middle School. For all elementary schools, fax a copy to Transportation (218-2183) the District Office (218-2185) and maintain a copy on the bus or coach.
4. Insure that students, staff, or chaperones do not switch buses once the manifest has been established, especially on return trips.
5. Carry copies of emergency contacts and medical releases for all those listed on the manifest.

V. Chaperones (All chaperones will complete a Travel Authorization Form)

- A. For any trip involving overnight lodging, there must be at least two (2) chaperones for the first ten (10) students, and the ratio of one (1) chaperone for each additional ten (10) students beyond the first ten (10).
- B. The distribution of male and female chaperones shall approximate the distribution of students on any overnight trip.
- C. School members should use discretion regarding which particular parent chaperone should be placed in charge of which particular group of students going on a trip. Responsibility here is clearly delegated to the activity advisor.
- D. School staff and chaperones should be extremely conscious of student safety while on trips, especially overnight trips. Students and chaperones must stay in the same hotel.
- E. If overnight, bed checks must be conducted, announced and unannounced.

- F. If visiting in a country where English is not the native language, at least one (1) chaperone must be fluent in the language of the country.
 - G. Follow the Staff Code of Conduct at all times. In the case of a violation of the Staff Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.
 - H. Parent chaperones must follow the Visitor Code of Conduct at all times.
- VI. Students Requiring Medications or Medical Treatment:
- Students should not be prohibited or prevented from attending field trip due to their need for medication or medical treatment. The School Nurse must be notified at least two weeks in advance of a field trip in order to make a nursing assessment as to the student's medical needs. The School Nurse will determine whether the student can be taught to be self-directed in administering his/her own medication. Where this is not possible, the School Nurse will determine whether the parent/guardian can attend the activity and administer the medication, whether the medication time can be adjusted or the dose eliminated. The building principal will make arrangements for a substitute nurse to attend the field trip to administer the medication or provide the medical treatment.
- Over-the-counter medications and prescription medications require nurse's approval. Nurses must notify field trip sponsor of this approval.
- VII. Funding for Interscholastic:
- A. Fund-raising for Interscholastic trips must adhere to the guidelines of the Fund Raising Policy 5661:
 - 1. generally be restricted to the area served by the school;
 - 2. involve projects in which value is received (example: dinners, food sales, etc.);
 - 3. not involve direct soliciting of local merchants or citizens, Phone-A-Thons, and other similar projects.
- VIII. Transportation: For Interscholastic Field Trips
- A. School vehicles, private carriers approved by the Director of Transportation or private autos driven by certified staff members approved as volunteer drivers as designated by the building principal may be utilized for the specified field trip.
 - B. All transportation of students requires parental permission slips.
- IX. Student Discipline
- A. All students must follow the Student Code of Conduct and the Athletic Code of Conduct for the entire duration of the field trip.

- B. Students who violate the District Discipline Code for Student Behavior as set forth in the "Administrative Guidelines and Procedures to Implement Policy 5311.1" or the Athletic Code of Conduct are subject to discipline including, but not limited to, exclusion from participation in one or more field trips.
- C. Exclusion of a student from participation in a field trip constitutes a suspension. Therefore, consistent with Education Law Section 3214 and Board Policy 5311.1 [Student conduct and Discipline (K-12)], only the Board of Education, the Superintendent of Schools, or a Building Principal may exclude a student from participation in a field trip. In order to exclude a student from field trip participation, the student and the student's parents must be provided a reasonable opportunity for an informal conference to discuss the conduct and the penalty with the teacher and the school official authorized to impose the disciplinary action, and alternative instruction must be provided for students under the compulsory attendance age who are so excluded.
- D. In the case of a violation of the Student Code of Conduct during the field trip, the supervising staff member must immediately contact the Building Principal and if appropriate, the Director and inform him/her of the situation and jointly determine the course of action.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
CHECK LIST FOR PARTIAL OR SINGLE DAY FIELD TRIPS
(FORM A)

Please Note: Approved field trips will be canceled in the event of a National Security “RED Alert” being put into effect during the time of the trip.

Teacher/Advisor/Coach – Date and Initial each step 1-7

_____ 1) Field Trip Request Form signed by building principal or if applicable, the appropriate Director. (Form B)

Please note: Field Trip Request Form B must be submitted to the principal/director at least 21 days before trip.

_____ 2) Permission slips (Form C)

_____ 3) Parent Permissions (Form C)

_____ 4) Check with Health Office to plan for medication, allergies, other health concerns.

_____ 5) Check with the building administrator or if applicable, the appropriate Director regarding discipline concerns.

_____ 6) Notification of others affected by field trip.

_____ Specials (art, music, PE)

_____ Academic Support, Speech, or Academic Intervention Services teachers

_____ Food Service

_____ OT/PT/APE, etc.

_____ 7) Provide the principal, or if applicable, the appropriate Director a list of students traveling with parent names and emergency phone numbers.

_____ 8) Provide principal, or if applicable, the appropriate Director a list of parent chaperones with copies of signed chaperone Form G.

Signature of Building Principal or if applicable, the appropriate Director indicating checklist is complete.

Signature

Date

Signature

Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
REQUEST FOR PARTIAL OR SINGLE DAY FIELD TRIPS
(FORM B)

To Be Completed by Staff Member.

Date of Trip School
Group/Grade Teacher/Advisor/Coach
Depart From Time a.m. or p.m.
Destination Leave Time a.m. or p.m.

Note: All field trips on student instruction days must arrive back at schools by 1:50 p.m. Arrival time back at school am/pm

Will a substitute be needed? Yes No
If Yes, list all staff needing a substitute:

If Yes, once the field trip is approved, please use established building procedure to arrange substitute.

If District Transportation is needed complete below:

of Passengers # of Buses Attendant
Comments/Special Needs (# of wheelchairs, etc.):

Submitted By

INSTRUCTIONS FOR COMPLETING THIS REQUEST

To Be Completed by Administrator.

- 1. Prepare this request and send to your principal/director at least 21 DAYS before trip
2. Sponsor shall provide adequate supervision for the trip in accordance with Board of Education Policy 4531.
3. Sponsor shall be responsible for the student discipline on the school bus.

CURRICULAR FUNDS CO-CURRICULAR FUNDS
Current Balance Estimate Cost New Balance
Approved Disapproved

Building Principal Date If applicable, the appropriate Director Date

FIELD TRIP APPROVAL

Date: Approved Denied

Assistant Superintendent for Instruction Date Superintendent Date

TRANSPORTATION DEPARTMENT

Daytime and After Hours:
Office: 218-2107 Matt Conti 218-2179
Shannon Owens 218-2180 530-5360 (C)
420-0698 (C)

TRANSPORTATION DEPARTMENT USE ONLY

Request Number Operations Supervisor Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
PARENT PERMISSION FORM FOR FIELD TRIP
(FORM C)

I. To be completed by staff member.

A school sponsored and supervised field trip to _____ is
scheduled on _____, leaving at approximately _____
and returning at approximately _____.
DATE(S) PLACE HOUR/DATE HOUR/DATE

_____ Transportation will be provided by school buses.

_____ Transportation will be provided by approved chartered buses.

_____ Transportation will be provided by an approved volunteer driver employed by the school district.

_____ This is a walking field trip.

_____ Transportation will be provided by commercial airline.

_____ Transportation will be provided by commercial railroad.

II. To be completed by parent and/or guardian

I give North Syracuse Central School District permission to take my child, _____ on the above field trip.

In case of emergency, I can be reached at the following phone number: _____

Parental Concerns/Comments _____

I agree that my child will follow all rules and instructions by the sponsors and chaperones.

Parent Signature

Date

I **DO NOT** give North Syracuse Central School District permission to take my child, _____ on the above field trip.

Parent Signature

Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
CHECKLIST FOR DOMESTIC OVERNIGHT FIELD TRIP
(FORM D)

(Form D to be initialed by field trip teacher/advisor/coach and submitted in conjunction with Domestic Overnight Field Trip Request Form E)

- _____ a. applications include statements related to the purposes and/or expected benefits of proposed trip;
- _____ b. trips are planned to avoid or reduce any conflict with the regular school calendar;
- _____ c. trips include at least ten (10) students;
- _____ d. the following signed materials are submitted to the Superintendent and Assistant Superintendent for Instruction by the teacher/advisor/coach of a domestic overnight:
 - 1. Complete list of students participating in given trip including: addresses, telephone numbers, parents' names, medical release forms (Form H), and certificates of health insurance with appropriate coverage for locations being visited.
 - 2. Signed permission slip for each student (See District Permission Form C attachment).
 - 3. Signed Student Rules and Responsibilities Form F.
 - 4. Signed Teacher/Chaperone Guidelines/Responsibilities Form G.
- _____ e. there are two (2) chaperones for the first ten students;
- _____ f. there is one (1) chaperone for every ten (10) students beyond the first ten (10) students (for foreign or overnight travel);
- _____ g. one of these chaperones has had experience in a similar capacity on a former trip;
- _____ h. the distribution of male and female chaperones approximates the distribution of students;
- _____ i. responsibility for chaperones is delegated to the trip sponsor, with supervision by the building principal, or, if applicable, the appropriate Director
- _____ j. students are provided with lists of phone numbers in order to contact regular staff members and/or chaperones in emergency situations;
- _____ k. arrangements have been made for students requiring medication during proposed trip.

Signature of building principal or, if applicable, the appropriate Director indicates the above checklist is complete.

Signature of Principal

Date

Director

Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
 REQUEST FORM FOR
 DOMESTIC OVERNIGHT FIELD TRIPS
 (FORM E)

To be Completed by Staff Member

 SCHOOL

 ACTIVITY TEACHER/ADVISOR/COACH

PHONE (H) _____ (S) _____

ORGANIZATION/TEAM _____

DATES: DEPARTURE _____

DESTINATION _____

RETURN _____

CARRIER _____

TOTAL DAYS _____

Will a substitute be needed? Yes No

If Yes, list all staff needing a substitute: _____

If Yes, once the field trip is approved, please use established building procedure to arrange substitute.

DESCRIPTION OF TRIP* _____

- _____ 1. Classroom teacher, activity advisor, or coach confers with the building principal or if applicable, the appropriate Director.
- _____ 2. Building administrator, or if applicable, the appropriate Director tentatively, approves or disapproves the trip.
- _____ 3. Building administrator, or if applicable, the appropriate Director submits trip plans to Assistant Superintendent for Instruction and Superintendent for approval.
- _____ 4. Superintendent submits trip plans for Board of Education approval no less than four (4) calendar months before trip departure.
- _____ 5. Student field trip checklist is completed by trip sponsor and signed by the building principal, or if applicable, the appropriate Director.

INSTRUCTIONS FOR COMPLETING THIS REQUEST

To Be Completed by Administrator.

- 1. Prepare this request and send to your principal/director at least 21 DAYS before trip
- 2. Sponsor shall provide adequate supervision for the trip in accordance with Board of Education Policy 4531.
- 3. Sponsor shall be responsible for the student discipline on the school bus.

CURRICULAR FUNDS

Current Balance _____
 Estimate Cost _____
 New Balance _____

CO-CURRICULAR FUNDS

Current Balance _____
 Estimate Cost _____
 New Balance _____

Approved
 Disapproved

 Building Principal Date

 If applicable, the appropriate Director Date

* For any overnight travel, a complete trip itinerary must be attached.

Application Date _____ Approved by _____
Building Principal

Approval Date _____ _____
Director

Approval Date _____ _____
Assistant Superintendent for Instruction

Approval Date _____ _____
Superintendent

Special Note: All trip advisors, chaperones and sponsors should be thoroughly familiar with the Administrative Guidelines and Procedures of Board Policy 4531 - Field Trips, Student Code of Conduct, Visitor Code of Conduct, and Staff Code of Conduct. Copies of these Guidelines may be obtained, upon request, from the building principal.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
STUDENT RULES AND RESPONSIBILITIES
FOR FIELD TRIPS
(FORM F)

To be Completed by Student and Parent.

Rules:

1. Every student agrees to comply with the rules, regulations and any request of any chaperone.
2. Every student going on field trip agrees to a search of any and all personal effects by a same-gender North Syracuse Central School District employee at any time.
3. No one will purchase, consume or possess any alcoholic beverages or other controlled substances at any time during the trip.
4. If overnight, all students will be in their assigned rooms at a time set by the activity advisor chaperones.
5. If overnight, there will be bed checks each night, both announced and unannounced.
6. If overnight, should there be any damage to any room, those students assigned to that room will be financially liable.
7. The Board Policy 5311.1 Student Code of Conduct applies on all field trips (24 hours a day).
8. All rules of Public Safety Law apply.

Student's exclusion will occur if:

1. Student is deemed a safety or security risk
2. Student fails to return a signed permission slip prior to the field trip and/or
3. Other disciplinary action warrants exclusion.

Disciplinary Action:

Any student or group of students found consuming, or in possession of any alcoholic beverage, illegal drugs or unauthorized controlled substance, will be sent home as soon as transportation can be arranged and the parent(s)/guardian(s) notified. The cost of this transportation will be paid by the student and/or parent or guardian upon presentation of the receipt for such transportation.

Consequences for student discipline will fit the situation and be handled by the administration upon return.

I understand the above rules and responsibilities.

Student Signature

Date

Parent Signature

Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
TEACHER/CHAPERONE GUIDELINES AND RESPONSIBILITIES
FOR FIELD TRIPS
(FORM G)

To be Completed by Chaperone.

Guidelines:

1. Appropriate North Syracuse Central School District Field Trip Forms must be completed by the teacher(s) requesting the trip.
2. Chaperones must dress appropriately in a professional manner.
3. Chaperones will exercise reasonable care to keep students in controllable groups and situations.
4. Chaperones will enforce the Board of Education Policies (5311.1 and Staff Code of Conduct, and Visitor Code of Conduct 1240.1) of the North Syracuse Central School District while on the field trip.
5. Consumption or possession of alcoholic beverages or any other controlled substances by a chaperone is prohibited.
6. Chaperones will attend all activities which students are expected to attend.
7. Medical release forms must be with a designated chaperone at all time.
8. Chaperones are on “duty” 24-hours a day on overnight trips.

I have read the above and agree to chaperone this field trip.

Signature of teacher/chaperone

Date

**CICERO-NORTH SYRACUSE HIGH SCHOOL, 6002 ROUTE 31, CICERO, NY 13039
FAX NO. 218-4170 (Cicero-North Syracuse High School Health Office)**

**NORTH SYRACUSE JUNIOR HIGH SCHOOL, 5353 W. TAFT RD., NORTH SYRACUSE, NY 13212
FAX NO. 218-3686 (North Syracuse Junior High School Health Office)**

**Gillette Road Middle School – FAX NO. 218-3085
Roxboro Road Middle School – FAX NO. 218-3385**

(FORM H)

Authorization for Medications for Overnight Field Trip (for Grades 7-12)

If your child will be requiring medications during the course of this field trip, you will need to obtain physician orders and provide the medications. Students that have an order to “self-carry and self-administer” may take nonprescription and prescription medications in the original pharmacy bottle. All students must have written permission from their physician in their possession with the medication being carried. Please complete the following form and return it to the school Health Office. Previously submitted self-carry physician orders for emergency (inhalers, epi-pens, diabetic medication) for this school year will be honored. Please indicate the appropriate field below if an authorization is already on file in the health office.

PHYSICIAN’S REQUEST

Date: _____
Student’s Name: _____
Medication(s): _____
Dosage(s): _____
To Be Given From: _____ To: _____

This student has been determined to be self-directed and may carry and self-medicate.

Physician’s Signature _____ Date _____

PARENT’S REQUEST

My child has my permission to carry and administer their own medication on the field trip. My child is self-directed and has been taught to safely give this medication to themselves as prescribed. In the event of an emergency, I can be reached at the following telephone number _____.

Parent/Guardian Signature _____ Date _____

An authorization is already on file in the health office for the school year. My child will self-carry the following medications:

Allen Road Elementary School – FAX NO. 218-2385
Karl W. Saile Bear Road Elementary School – FAX NO. 218-2485
Cicero Elementary School – FAX NO. 218-2585
Lakeshore Road Elementary School – FAX NO. 218-2685
Roxboro Road Elementary School – FAX NO. 218-2785
Smith Road Elementary School – FAX NO. 218-2885

(FORM J I)

Authorization for Medications for Overnight Field Trip (Grades Pre-K – 6)

If your child will be requiring medications during the course of this field trip, you will need to obtain physician orders and provide the medications. **An authorization from a physician must be provided along with the medication in the original container.** Medication must be dropped off to the chaperone before leaving for the trip. All medications and pain relievers must be in their original containers, in a Ziploc bag, labeled with students' full name. The directions for administration must also accompany all medications. Please only submit the amount of medication needed for the trip. All students must have written permission from their physician in their possession with the medication being carried. Please complete the following form and return it to the school Health Office. Previously submitted physician orders for this school year will be honored. Please indicate the appropriate field below if an authorization is already on file in the health office.

PHYSICIAN'S REQUEST

Date: _____

Student's Name: _____

Medication(s): _____

Dosage(s): _____

To Be Given From: _____ To: _____

Physician's Signature _____ Date _____

PARENT'S REQUEST

My child's chaperone has my permission to carry and store medication on the field trip. My child is instructed to see chaperone for medication and has been taught to take this medication themselves as prescribed. In the event of an emergency, I can be reached at the following telephone number _____.

Parent/Guardian Signature _____ Date _____

An authorization is already on file in the health office for the school year. My child will take the following medications:

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 5010.1/9010.1

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Personal Privacy Policy

POLICY: 5010.1/9010.1 EFFECTIVE DATE: 4/18/2022

DATE OF ORIGINAL POLICY: 6/2015 DATE OF NEXT REVIEW: 4/2025

DATED: 4/5/2022

I. PHILOSOPHY

The Board of Education values civility, respect for the individual and the privacy of students, visitors and staff. These values include safeguarding against inappropriate invasions of personal privacy rights. In addition to the privacy protections provided by applicable laws and regulations, other policies of the Board of Education, and reasonable regulations promulgated by building and District administrators, the following policy shall apply to photographs, video recordings and audio recordings on District premises.

II. POLICY

Except as specifically set forth in this policy, no person shall make, publish or distribute any photograph, video recording, or audio recording (collectively, "Recordings") capturing the image or voice of any other person providing remote instruction or on District premises (a "Recording Subject") without the express prior permission of the Recording Subject. Violations of this policy shall be subject to the following potential consequences:

- A. In the case of violations by staff, disciplinary action as permitted by law and subject to the terms of any applicable collective bargaining agreement;
- B. In the case of violations by students, (i) confiscation of recording equipment until any unauthorized Recording has been erased, and (ii) disciplinary action pursuant to the District's Code of Conduct;
- C. In the case of visitors, ejection from District premises and other appropriate action.

III. EXCEPTIONS

The following Recordings may be made without the prior consent of a Recording Subject, subject to any further privacy protections provided by applicable laws and regulations, and provided, further, that no otherwise-permitted Recording shall be distributed or disseminated for the purpose of annoying, intimidating or harassing any Recording Subject:

- A. Recordings made by or on behalf of the District for inclusion in District publications and newsletters, or for dissemination to the news media for the purpose of publicizing District programs or events.
- B. Recordings made by representatives of news media, parents, and other persons lawfully on District premises to attend District events open to the public, including dramatic productions, athletic events, meetings of the Board of Education and other meetings open to the public on District premises; provided, however, that Recordings may be limited in the case of performances of copyrighted material.

- C. Recordings made in connection with certification and other credentialing processes applicable to teachers and teaching assistants.
- D. Recordings made with the prior approval of the Superintendent of Schools for the purpose of assessing or improving the quality of instruction.
- E. Recordings made by faculty members for educational purposes with the intention of helping a specific student or students, or for dissemination only in the faculty member's classroom or school, including but not limited to recording of remote learning instruction.
- F. Recordings made for use in connection with class photographs, student publications and yearbooks.
- G. Recordings (audio) made by a parent/guardian of their child's Committee on Special Education proceedings.
- H. Recordings made and maintained by the District for security purposes.
- I. Recordings of interior or exterior scenes where the presence of Recording Subjects who have not given consent is merely part of an incidental background.
- J. Such other Recordings as are approved in advance by the Superintendent of Schools.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

None.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall be responsible for administration of this policy.

VI. REPORTS

None.

VII. REVIEW

This policy is to be reviewed every three years or as the Board of Education may deem necessary.

VIII. LEGAL REFERENCES

N.Y. Education Law §§1709(2) & (33); 2801
Appeal of Epstein, 34 Ed Dept. Rep 572 (1995)
Appeal of Canazon, 33 Ed Dept. Rep 124 (1993)
Appeal of Keller, 32 Ed Dept. Rep 47 (1992)
N.Y. Arts & Cultural Affairs Law §61.09
N.Y. Public Officers Law §103(d)

IX. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY: 5010.2

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Sexual and Other Forms of Prohibited Discrimination and Harassment (Student)

POLICY: 5010.2

EFFECTIVE DATE: 5/17/2021

DATE OF ORIGINAL POLICY: 6/21/99

DATE OF NEXT REVIEW: 5/2024

REPLACES POLICY NO.: 9010.2/5010.2

DATED: 5/21/2021

I. PHILOSOPHY

The North Syracuse Central School District Board of Education is committed to a school environment which is free of discrimination and harassment based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, disability, and any other characteristic protected by law. Further, the Board endeavors to increase the awareness of its students and employees to the nature of prohibited discrimination and harassment and to maintain a high-quality educational environment that promotes respect, dignity, and equality. To that end, discrimination or harassment based on any one of the characteristics set forth above (i.e., race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, sexual orientation, and/or disability, and any other characteristic protected by law) will not be tolerated and offenders will be subject to disciplinary action.

II. POLICY

It is the policy of the North Syracuse Central School District that all students be free from prohibited discrimination, including harassment and sexual violence, on school grounds, on school buses, in the classroom, at co-curricular and extra-curricular activities, and at all school-sponsored activities and programs. Furthermore, through the enactment of this policy a grievance procedure exists to deal with any allegations of prohibited discrimination or harassment.

III. EXCEPTIONS TO THE POLICY

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. DEFINITION

For the purpose of this policy, the term “discrimination” means a decision or action which negatively impacts a student and which is based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability, or any other characteristic protected by law.

For the purpose of this policy, the term “harassment” means unwelcome, offensive, abusive or humiliating behavior which is based on a person’s actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, disability, or any other characteristic protected by law. Harassing behavior may take many forms, including but not

limited to, verbal, written, visual, physical, or any other form of communication or conduct.

Sexual harassment merits more precise definition. Sexual harassment means unwelcome conduct of a sexual nature, which can include sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made explicitly or implicitly a term or condition of a student's education;
- (2) submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student; or
- (3) such conduct has the purpose or effect of substantially or unreasonably interfering with a student's education or has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

This policy prohibits sexual harassment, including sexual assault and other forms of sexual violence, against any District students, whether conducted by employees, volunteers, other individuals doing business with the District or participating in District activities (e.g., vendors, visitors, etc.), or other students. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion.

This policy prohibits conduct which would violate equal education opportunity laws. However, the District reserves the right to respond to and discipline behavior which the District deems unacceptable, detrimental, or otherwise inappropriate, even if the conduct is not sufficiently severe or pervasive to violate the law.

B. REPORTING AND FILING OF A COMPLAINT

Anyone who believes she/he has been or is being harassed or discriminated against in any manner in violation of this policy should promptly report the incident. The procedures for students to report discrimination or harassment are attached to this policy and are published and distributed annually to students. To the extent that any discriminatory or harassing conduct which is reported to the District occurs on school grounds and constitutes child sexual abuse, child abuse in an educational setting, or some other crime, it will be reported to local law enforcement agencies in accordance with the law and other District policies.

C. INVESTIGATION AND DISPOSITION

Allegations of prohibited discrimination or harassment will be investigated thoroughly and in a timely manner. If a student reporting harassment indicates that he/she feels unsafe at school due to the nature of the complaint, the District will determine whether interim measures and/or accommodations are needed pending the completion of the investigation. Confidentiality will be maintained to the extent practical and appropriate under the circumstances. The results of the investigation will determine the response to each allegation. Acts of discrimination or harassment will be met with appropriate remedial action.

D. RETALIATION PROHIBITED

Retaliation against any person making a good faith allegation of discrimination or harassment or any person who testifies, assists or participates in good faith in an investigation, proceeding or hearing relating to a complaint under this policy is forbidden. The District shall be responsible for disseminating the above information.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall have overall authority to enforce this policy.

VI. REVIEW

This policy is to be reviewed every three years, or as the Board may deem necessary.

VII. LEGAL REFERENCES

- Americans with Disabilities Act of 1990
- Rehabilitation Act of 1973
- Title IX of the Education Amendments of 1972
- New York Executive Law (Human Rights Law)
- Dignity for All Students Act

VII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

**ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR IMPLEMENTING
POLICY 5010.2 - SEXUAL AND OTHER FORMS OF PROHIBITED DISCRIMINATION
AND HARASSMENT**

Discrimination/Harassment Regulations - Students

The North Syracuse Central School District is committed to maintaining an educational environment free from discrimination or harassment of students based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability or any other characteristic protected by law. This prohibition applies to the behavior of school employees, other students and non-district individuals interacting with students for school-related reasons. Discrimination or harassment based on any of the characteristics listed above is prohibited, and a person who believes he or she has been subject to such harassment is encouraged to use the procedures set forth below.

Definitions:

“Discrimination” means a decision or action which negatively impacts a student and which is based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability, or any other characteristic protected by law. Examples of discrimination may include, but are not limited to, the following:

- a teacher giving a student a lower grade than he deserves because of the student’s ethnicity;
- a coach not selecting a student for an extra-curricular activity because of the student’s sexual orientation; or
- a building principal unfairly disciplining a student because of the student’s race or color.

“Harassment” means unwelcome, offensive, abusive or humiliating behavior which is severe or pervasive and which is based on actual or perceived race, color, creed, religious practice, ethnicity, national origin, weight, gender/sex, gender identity, sexual orientation, and disability, or any other characteristic protected by law. Examples of non-sexual harassment may include, but are not limited to, the following:

- a student or a group of students who tease or play practical jokes on another student because the student is of a different race, religion, or ethnic background or because the student has a disability;
- a student or a group of students who push, shove or physically threaten or intimidate another student because of the student’s race, religion, ethnicity, or disability;
- a teacher referring to a student by a hurtful or embarrassing nickname which is based on the student’s racial, ethnic or religious family heritage; or
- a student who is mimicked or mocked for speaking, dressing or moving differently because of his/her national origin, religious practice, or disability.

“Sexual harassment” is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

- (i) submission to such conduct is made explicitly or implicitly a term or condition of a student's education;
- (ii) submission to or rejection of such conduct by a student is used as the basis for education decisions affecting that student; or
- (ii) such conduct has the purpose or effect of substantially or unreasonably interfering with a student's ability to participate in or benefit from an education program or has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

This policy prohibits sexual harassment, including sexual assault and other forms of sexual violence, against any District students, whether conducted by employees, volunteers, non-employees or other students. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to their age, physical or mental state or where they may be unable to understand what is happening for any reason, including due to alcohol or drugs. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion. Sexual or romantic relationships and/or sexual activity between District employees and students (regardless of the age of the student) are absolutely prohibited.

The District encourages victims of sexual harassment or violence to come forward. The District’s primary concern in such instances is with student safety. Therefore, the District will consider any other rule or policy infractions (such as the underage use of alcohol) separately from the sexual harassment/violence allegation and may choose not to hold students who report acts of sexual harassment/violence responsible for those other acts of misconduct.

Sexual harassment is not always easily recognized and may include, but is not limited to, the following:

- a student subjected to unwelcome touching, assault, uninvited pressures for sexual activity, leering, cornering or blocking the student's movement due to gender, pulling at clothes, or any other behavior that is designed to intimidate because of gender;
- a student who is exposed at school to pornographic graffiti, gestures, jokes, comments, or pictures;
- a student who is subjected to humiliating sexual remarks while participating on a team;
- a teacher conditioning a student's grade upon submission to sexual conduct;
- a student who is raped, sexually assaulted, or subjected to acts of nonconsensual sexual contact; or
- a student who is subjected to sexually suggestive messages via electronic means (e.g., “sexting”)
- a student being subjected to unwelcome and offensive name calling and/or profanity that is sexually suggestive, sexually degrading, or that is intended to mock a student based on sexual stereotypes or one’s sexual orientation or gender identity.

Whether conduct constitutes discrimination or harassment depends on all the facts and circumstances, including the frequency and duration of the conduct, the degree to which the conduct affected a student's educational experience, the context in which it occurred, and the age of the parties involved. The District will consider the effects of off-campus harassment when evaluating whether a student is being subjected to a hostile educational environment. The goal of the District's investigation into reports or complaints is to understand the relevant facts according to each involved person and witness and then to determine whether the conduct violates this or another of the District's policies.

Reporting Procedures:

Any student who believes he or she has been subjected to prohibited discrimination or harassment shall promptly report the incident to the Title IX Compliance Officer (which is the District's Assistant Superintendent for Human Resources) or the building principal, or if the building principal is the alleged harasser, to the school nurse. The building principal or school nurse shall report the allegation to the District's Title IX Compliance Officer and Superintendent, unless the Title IX Compliance Officer is the alleged harasser, in which case the allegation shall be reported only to the Superintendent. If the Superintendent is the alleged harasser, the Title IX Compliance Officer shall inform the Board President who shall apprise the Board of Education. The District's Title IX Compliance Officer is:

Mr. Jason Nephew
Assistant Superintendent for Human Resources
(315) 218-2149
JNephew@nscsd.org

In addition, any of the District's "responsible employees" who believe they have witnessed or become aware of discrimination or harassment (including, but not limited to, acts of sexual violence) against a student of the District must promptly report this information to the District's Title IX Compliance Officer or the appropriate building principal. "Responsible employees" are those District employees who have an obligation to report harassment or other misconduct to the Title IX Coordinator, and also any person a student could reasonably believe has this reporting obligation or the authority to take action to redress the harassment. All District employees who hold certifications or licenses issued by the New York State Education Department are responsible employees for purposes of this policy, except to the limited extent that an employee (such as social workers, physicians, or school psychologists who are licensed separately from their school certification) may hold a professional license explicitly requiring confidentiality. When licensed professionals are required under the law to maintain confidentiality, they should encourage students and parents to file a report with the Title IX Compliance Officer or allow the licensed professional to do so, so that the District can respond to the allegations and take any appropriate steps to ensure a safe educational environment for all students.

It may occur that a reported incident does not violate this particular policy but nevertheless may violate a different policy, such as the Student Code of Conduct or Bullying/Cyberbullying. Similarly, certain behaviors which violate this policy may also violate other District policies in addition to violating this policy. A student need not make complaints pursuant to all of these policies in order to have inappropriate behavior investigated and, if appropriate, addressed. In the event a report made under this policy is more appropriately handled pursuant to a different District policy, the District will so inform the

student and his/her parents, and will redirect the matter to the more appropriate procedure or personnel. This policy is not intended to limit the right of any person to seek assistance from or file a complaint with law enforcement authorities if it is believed that a crime has been committed. The District and all applicable District employees will comply with state and local laws and District policies regarding mandatory reporting obligations in cases of sexual misconduct or abuse.

Investigation:

Upon receipt of a complaint from a student, parent or district employee, or upon receiving notice by some other means that prohibited discrimination or harassment of a student may have occurred or may be occurring, a prompt, thorough and impartial investigation shall be overseen by the Compliance Officer or Superintendent. To assist with the investigation, the complainant will be asked to fill out a complaint form (attached as Exhibit A). The complainant and respondent will be provided with an equal opportunity to present relevant information to the District during the investigation. The District's investigation will, in most cases, include interviews with relevant witnesses. As soon as possible, but not later than ten school days following receipt of the complaint, the Compliance Officer or Superintendent will inform the complainant of the status of the investigation, including a time frame for completion of the process. All information or complaints shall be investigated in a manner which preserves confidentiality to the maximum practical extent, recognizing that the thoroughness of the investigation is not to be compromised. The District will implement appropriate interim measures and/or accommodations (which may include, but are not limited to, counseling, academic support, directives that the complainant and respondent not have contact with one another, providing an escort to and from classes, and/or adjustments to one's class schedule) to ensure that both the person making the complaint and the accused feel safe pending the completion of the investigation.

The District recognizes that students reporting sexual harassment or sexual violence may be particularly sensitive to the confidentiality of the matter. The District will endeavor to comply with a complainant's wishes of confidentiality, but, in some cases, this may not be possible. A request for confidentiality will be balanced with the District's legal obligation to provide due process to the accused and to take necessary action to provide a safe learning environment for all of its students that is free from sexual harassment. The District employee responsible for investigating the sexual harassment complaint will discuss confidentiality with the complainant and/or complainant's parents. In evaluating requests for confidentiality the District will consider a range of factors, including: the severity and impact of the sexual harassment, the respective ages of the students involved, whether there have been other sexual violence or harassment complaints about the alleged harasser, whether the alleged harasser threatened further sexual violence or other violence against the victim or other students. If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint of sexual harassment or sexual violence is made, the District will inform the complainant that the request may limit the District's ability to respond to his/her complaint; that District policy and applicable law prohibit retaliation against complainants and witnesses; and that the District will take strong responsive action if retaliation occurs. If the student still requests confidentiality, the District will take steps to investigate and respond to the complaint consistent with and while honoring the request as long as doing so does not preclude the District from effectively preventing the harassment of other students.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes discrimination or harassment, the District shall use a preponderance of the evidence standard – i.e.,

whether it is more likely than not that a fact is true and/or that a violation of this policy occurred. In making that determination, the District may consider factors such as:

- the degree to which the conduct affected the ability of the student to participate in or benefit from his/her education or altered the conditions of the student's learning environment;
- the nature, frequency and duration of the conduct;
- the identity of and relationship between the alleged harasser and the subject of the harassment (e.g. whether the harassment was alleged to have been conducted by a teacher, coach, visitor or another student);
- the number of individuals involved;
- the age and gender of the alleged harasser and the subject of the harassment; and
- the context in which the alleged conduct occurred.

No later than 60 days following receipt of the complaint, the complainant and respondent shall be notified, in writing, of the outcome of the investigation and action taken, to the extent consistent with FERPA. That time frame may, however, be reasonably adjusted depending on the complexity of the investigation, the parties involved, the pendency of any concurrent criminal investigation, and the time of the school year. If additional time is needed to complete the investigation, the Compliance Officer or Superintendent will notify the parties.

Disposition:

The District will make an effort to ensure that no future acts of discrimination or harassment occur and that the parties and those who participated in the investigation process do not experience any retaliation.

If the investigation reveals that prohibited discrimination or harassment has occurred, appropriate sanctions will be imposed as follows:

4. If the complaint involves conduct by a student, discipline in accordance with policy 5311.1 (Student Conduct and Discipline Policy) will be administered and can include the full range of sanctions all the way up to a temporary or permanent suspension from school.
2. If the complaint involves conduct by a non-tenured employee or civil service employee not entitled to privileges afforded by Civil Service Law Section 75, the complaint shall be presented to the Superintendent for action as he/she deems appropriate in accordance with any applicable negotiated agreement.
3. If the complaint involves conduct by a tenured employee or civil service employee who is entitled to Civil Service Section 75 privileges, the complaint shall be presented to the Superintendent for possible action pursuant to Education Law 3020-a or Civil Service Law Section 75.
4. If the complaint involves conduct of a non-district individual, appropriate action shall be taken up to and including barring the individual from entering school district property.

To the extent the District determines prohibited discrimination or harassment occurred and that the complainant has suffered a detriment as a result, the District will determine the extent to which appropriate remedial action may be necessary or appropriate (e.g., provision of counseling services, opportunity to make up missed course work, etc.).

Retaliation:

Retaliation for good faith reports of prohibited discrimination or harassment, or against any person who testifies, assists, or participates in good faith in an investigation, proceeding, or hearing relating to a discrimination or harassment complaint, is strictly prohibited and any such retaliation shall constitute separate grounds for disciplinary action.

Appeal:

Any party who is not satisfied with the outcome of the investigation and/or imposed sanctions may appeal to the Board of Education. The appeal must be made within 30 days and shall include a copy or description of the original complaint, all relevant reports, the specific action being appealed, and an explanation of the grounds for appeal. An appeal form is attached as Exhibit B.

Questions:

Any questions about Title IX, other state/federal laws implicated under this policy or about the specifics of this policy may be directed to the Title IX Compliance Officer, who can be reached at the office and contact information listed above. Questions may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500; 646-428-3800; or via email at OCR.NewYork@ed.gov.

EXHIBIT A
COMPLAINT FORM*

1. Student Name and Grade _____
2. Date of complaint _____
3. Name of person(s) complained about _____
4. Date and place of incident _____

5. Description of misconduct _____

6. Name of witnesses (if any) _____

7. Has the incident been reported before? _____
8. If yes, when? To whom? _____

9. What was the resolution? _____

*If additional pages are necessary, please attach.

EXHIBIT B
COMPLAINT APPEAL FORM*

1. Student Name and Grade _____
2. Date of appeal _____
3. Date of original complaint _____
4. Have there been any prior appeals? _____
5. If yes, when? To whom? _____
6. Description of decision being appealed _____

7. Why is the decision being appealed? _____

*If additional pages are necessary, please attach.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT POLICY 5200

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Scholastic Eligibility 7-12

POLICY: 5200

EFFECTIVE DATE: 11/20/2023

DATE OF ORIGINAL POLICY: 1/11/80

DATE OF NEXT REVIEW: 11/2026

REPLACES POLICY NO.: IDEA

DATED: 11/14/2023

I. PHILOSOPHY

It is recognized that one of the fundamental reasons for a student's attendance in school is to gain academic competency. It is also recognized that the District is interested in developing the whole individual, particularly in the areas of health, sportsmanship, teamwork, government, and social competencies.

All students involved in interscholastic, co-curricular activities, and clubs will be encouraged to succeed in every subject. High scholastic achievement is and should be the number one goal for all students.

II. POLICY

All students involved in Board appointed/approved district interscholastic, co-curricular activities, and clubs including athletics, band, and other activities, in grades 7-12 are expected to be doing satisfactory work in all subjects.

III. AMPLYFYING INSTRUCTIONS AND GUIDELINES

A. Criteria for Academic Eligibility - Interscholastic and Co-Curricular Activities or Clubs

- In order for students to be academically eligible, they must :
 - Have an average of 70 %
 - Not fail more than one course

Students must meet the eligibility criteria in order to participate in interscholastic, co-curricular activities or club, with the exception of clubs that function as a support group. Students who do not maintain eligibility criteria will be permitted to continue in the seasonal activity until that activity terminates, but would not meet eligibility criteria to enter a new seasonal interscholastic, co-curricular club or activity.

1. Fall/Full-Year Activities (7-12):

Eligibility will be determined using the fourth quarter marking period grades for students in grades 7-11 (Summer School may be used during the Appeal Process only). For activities which continue throughout the year require a second quarter and third quarter report card are required to determine eligibility. The last day to apply for an appeal is the first day of Fall sports tryouts. (See Appeal Process).

2. Beginning of Winter Activities (7-12):

Eligibility will be determined using the first quarter marking period grades. The last day to apply for an appeal is one week after the first quarter marking period grades are posted. (See Appeal Process).

3. Beginning of Spring Activities (7-12):

Eligibility will be determined using the second quarter marking period grades. The last day to apply for an appeal is the first day of Spring sports tryouts. (See Appeal Process)

B. Academic Eligibility Appeal Process

1. A committee to review appeals related to academic eligibility will be created for each case. Academic Eligibility Appeals should be directed to the Athletic Director, who will convene the committee. The committee will conduct an academic eligibility conference and will review the facts, call witnesses, and make a decision. The committee will consist of:

- a. The Athletic Director
- b. Principal
- c. 3rd Administrator

2. The academic eligibility conference for any student must be conducted by the Committee.

3. For students participating in year-long activities, the academic eligibility of any student who fails to meet the academic eligibility requirements as listed above as indicated on a five week report, will have their academic eligibility reviewed by the committee.

4. Typically, appeals will only be granted one time in a student's academic career. Subsequent appeals will only be granted in extraordinary circumstances at the Committee's discretion. If an academic eligibility appeal is granted, a student may be put on academic probation until the end of the five-week mid-marking period. The student may practice and participate in the sport until the committee reviews the student's academic standing at the end of that period.

5. Notification will be made to the coach, parent, and instructional staff.

6. **Parents/guardians must call the Athletic Office to set-up a hearing date. The cut-off dates are:**

- The last day to apply for an appeal for Fall/Yearlong activities is the first day of Fall sports tryouts.
- The last day to apply for an appeal is one week after the first quarter marking period grades are posted.

- The last day to apply for an appeal is the first day of Spring sports tryouts

THERE WILL BE NO EXCPETIONS TO THESE DEADLINES

IV. DELEGATION OF AUTHORITY

The Superintendent, or his/her/their designee, has the responsibility for enforcing this policy by communicating it to all relevant parties and by providing necessary instruction, and guidelines to the appropriate administrators.

V. REPORTS

All necessary and/or required forms developed to implement this policy will be completed and forwarded to the appropriate administrators.

VI. REVIEW

This policy will be reviewed three years after acceptance. A yearly review of relevant legal implications will be conducted.

VII. LEGAL REFERENCES

New York State Education Law, Section 702, items 8:70, 8:72 and Section 703, items 8:68, 11:17, 22:02, 22:04.

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Student Conduct and Discipline (Pre-K - 12)

POLICY: 5311.1 EFFECTIVE DATE: 4/18/2023

DATE OF ORIGINAL POLICY: 1/11/1980 DATE OF NEXT REVIEW: 4/2024

REPLACES POLICY NO.: N/A DATED: 4/18/2023

I. PHILOSOPHY

The Board of Education (the “Board”) 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 and other visitors is essential to achieving this goal.

The North Syracuse Central School District (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 recognizes the need to clearly define these expectations for acceptable conduct on school property and at school functions, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. In addition, the District has the legal authority and reserves the right to discipline students for “off-campus conduct” (i.e., conduct that occurs off school property and not at a school function) which endangers the safety, morals, health or welfare of others within the educational system or which adversely affects the educative process. The District also has the legal authority and reserves the right to discipline students for cyberbullying, and other off-campus speech that actually causes, or is reasonably forecast as being likely to cause, a material and substantial disruption to the work and/or discipline of the school. To this end, the Board adopts this code of conduct.

II. POLICY

The Board establishes a school conduct and student discipline policy which:

1. promotes personal responsibility, accountability, and self-discipline;
2. has clear expectations and consequences for student behavior, which are consistently applied;
3. provides corrective measures to modify inappropriate behavior; and
4. defines the role of the Superintendent, Board members, administrators, staff, parents and students, in a cooperative interrelationship with each of the parties bearing appropriate responsibility.

The Board further establishes student behavioral standards as required by Commissioner’s Regulations:

1. Student Code of Conduct
2. Student Rights and Responsibilities
3. Discipline Code for Student Behavior
4. Disciplinary Actions and Penalties as Consequences of Student Misconduct
5. Alternative Education Program
6. Procedures for Removal of Students from Class
7. Procedures for Disciplining Students with Disabilities

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT ADMINISTRATIVE GUIDELINES AND PROCEDURES TO IMPLEMENT POLICY 5311.1 - STUDENT CONDUCT AND DISCIPLINE (PRE-K-12)

Administrative guidelines for the implementation of the North Syracuse Student Conduct and Discipline policy are adopted pursuant to and in compliance with the requirements of Section 100.2(1) of the Regulations of the Commissioner of Education.

A. Definitions

For purposes of this policy, the following definitions apply.

“Cyberbullying” means harassment or bullying as defined below, where such harassment or bullying occurs through any form of electronic communication.

“Dignity Act Coordinators (DACs)” refers to one or more staff members in each school, appointed by the Board of Education, who are: (i) instructed about the provisions of the District’s Dignity Act, Policy 4201.2, and the Dignity for All Students Act (DASA); (ii) thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex; (iii) 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,(defined to include gender identity or expression) or sex; (iv) provided with training in the identification and mitigation of harassment, bullying and discrimination; and (v) provided with training in strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. The following are the contact information for the District’s DACs:

Allen Road Elementary
Principal (315) 218-2300

KWS Bear Road Elementary
Principal (315) 218-2400

Cicero Elementary
Principal (315) 218-2500

Lakeshore Road Elementary
Principal (315) 218-2600

Roxboro Road Elementary
Principal (315) 218-2700

Smith Road Elementary
Principal (315) 218-2800

Gillette Road Middle School
Principal (315) 218-3000

Roxboro Road Middle School
Principal (315) 218-3300

North Syracuse Junior High School
Principal (315) 218-3600

Cicero-North Syracuse High School
Principal (315) 218-4100

Main Street Early Education Program
Principal (315) 218-2200

*Disability means, for purposes of the definitions of “discrimination” and “harassment and bullying” set forth below, the following:

- A physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or
- A record of such an impairment; or
- A condition regarded by others as such an impairment, provided, however, that in all provisions of Article 15 of the New York Executive Law dealing with employment, the term is limited to

disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

“Discrimination” means discrimination against any student by a student or students and/or an employee or employees on school property or at a school function including, but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender (defined to include gender identity or expression) or sex.

“Disruptive Student” means an elementary or secondary student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Drug Paraphernalia” includes any device or instrument that on its face is used for the production, packaging, distribution, or ingesting of a controlled substance, illegal substance or prohibited substance. This includes but is not limited to vaping devices, pens, e-cigarettes, hash pipes, water pipes, clips, rolling papers, or any other items related to drug use or drug distribution.

“Emotional Harm” that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

“Employee” means, for purposes of the Dignity for All Students Act (“DASA” or “Dignity Act”), any person receiving compensation from a district or employee of a contracted services provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provision of such title for the provision of services to such district, its students or employees directly or through contract, whereby such services performed by such person involve direct student contact.

“Gender” means actual or perceived sex and includes a person’s gender, self-identified or perceived sex, gender expression, and gender identity.

“Harassment or bullying” means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that either: (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (b) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his/her/their physical safety. The foregoing definition includes acts of harassment or bullying that occur: (i) on school property; and/or (ii) at a school function; or (iii) off school property where such acts creates 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. Acts of harassment and bullying include, but are not limited to, acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, *disability, sexual orientation, gender, (defined to include gender identity or expression) or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

“Manifestation Determination” is a meeting to review the relationship between a student’s disability and the behavior subject to disciplinary action. Its purpose is to determine whether the conduct in question was 1) caused by or had a direct and substantial relationship to the student’s disability or 2) the direct result of the school district’s failure to implement the student’s IEP or Section 504 Plan (“504 Plan”). Such determination must be based on a review of all relevant information in the student’s file, including the student’s IEP or 504 Plan, teacher

observations, and relevant information provided by the student's parents.

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

"School Bus" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

"School Function" means any school-sponsored extra-curricular event or activity, no matter where such event or activity occurs, including any such event or activity that takes place in another state.

"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.

"Violent Student" means a student who:

1. Commits an act of violence upon a teacher, administrator or other school employee.
2. Commits, while on school district property or at a school function, an act of violence upon another student or any other person lawfully on school district property or at the school function.
3. Possesses, while on school district property or at a school function, a weapon.
4. Displays, while on school district property or at a school function, what appears to be a weapon.
5. Threatens, while on school district property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of a teacher, administrator or any school district employee or any person lawfully on school district 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, pocket knife brass knuckles, sling shot, metal knuckle knife, box cutter, 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 could cause physical injury or death.

B. Student Rights and Responsibilities

1. Student Rights

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

1. Attend a safe, healthy, orderly, respectful, and civil school environment, including the right to be protected from harassment, bullying and discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex, in accordance with this code and other applicable district policies, including most particularly, district Policy No. 4201.2.
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 rules and, when necessary, receive an explanation of those rules from school personnel.
2. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all 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 control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
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, or sportsmanship.
12. Refrain from engaging in harassment, bullying and/or discrimination and to report and encourage others to report incidents of harassment, bullying and/or discrimination in accordance with this code, DASA and District Policy No. 4201.2.

C. Prohibited Student Conduct

The Board of Education (the “Board”) 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 the students’ ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to 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 penalties 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:
 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.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
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:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
- D. Engage in conduct that is violent. Examples of violent conduct include:
1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) 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. Engaging in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
1. Lying to school personnel.
 2. Stealing 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. Engaging in acts of harassment, bullying and discrimination.
 5. Hazing, which includes committing an act against a student, or coercing a student (typically although not necessarily as part of an induction or initiation process), into committing an act, that humiliates, degrades, abuses or endangers the student, physically or emotionally, regardless of the student's willingness to participate.
 6. Selling, using or possessing obscene material.
 7. Solicitation for or selling items for non-school organizations.

8. Using vulgar or abusive language, cursing or swearing.
9. Smoking a cigarette, electronic cigarette, cigar, pipe or using chewing or smokeless tobacco.
10. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal Substance" include, but are not limited to, inhalants, THC oil, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
11. Possession of drug paraphernalia.
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 in a lewd or indecent manner.
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:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions
6. Utilizing artificial intelligence tools (e.g. ChatGPT) without acknowledgement, teacher direction, fact verification, or editing.

D. NSCSD Student Dress Code

As students grow and develop their identities, they often use clothing as a way to express themselves. NSCSD respects our students' rights to express their individuality in their appearance while in school and at school events. Student dress should contribute towards a safe, comfortable, and inclusive learning environment. This policy is intended to communicate student dress code expectations.

Religious and cultural headwear is allowed and accepted in all settings.

Must Wear: clothing including both a shirt with pants, shorts, or skirt, or the equivalent and shoes appropriate for coursework. Clothing must cover undergarments (waistbands and bra straps excluded).

May Wear:

- athletic attire, yoga pants, jeggings, distressed jeans, cropped shirts, tank tops
- Hats, bandanas, and/or hoods may be worn in the classroom provided they do not interfere with the line of sight for any student or staff and the classroom teacher provides consent

May Not Wear: Hats and hoods may not be worn in hallways, lunchrooms, or the auditorium. Student may not wear clothing, items, or accessories that:

- conceal/disguise a student's identity (except for a religious purpose)
- depict, advertise, or imply profanity
- advocate violence, vulgarity, hate speech
- feature pornographic images

- promote drugs, alcohol, and tobacco
- consist of undergarments or bathing suits as outerwear
- denigrate another person’s race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected status
- are see-through and expose undergarments and/or private parts

Addressing Violations:

- A staff member will have a supportive, private conversation outside of the classroom setting with a student in violation of the dress code.
- If the student modifies their attire to comply with the dress code the child is released to class with no disciplinary consequences.
- If a student fails to adjust their attire to comply with the dress code policy, parents will be contacted to have a solution-oriented conversation with the goal of having the student return to their learning environment.
- If all measures outlined above are not productive, the student will be considered insubordinate and subject to the student code of conduct.

This dress code applies not only to all school instructional programs, but also to **all** co-curricular, athletic, and extra-curricular activities, clubs, teams and events, including any fund-raising events associated with the School district.

E. Student Searches, Seizures and Interrogations

School officials are responsible for maintaining order and discipline at school and at school functions. Towards this end, school officials routinely question students about violations of this code, other school rules and/or the law. School officials also have the legal authority to search students and to seize possessions that violate this code, other school rules and/or the law. The District’s rules regarding these matters are set forth more fully in District Policy No. 5311.7. Students and parents who have questions about the District policies and/or procedures pertaining to Student Searches, Seizures, and Interrogations should review and familiarize themselves with the provisions of Policy No. 5311.7. In addition, students and parents are urged to take particular notice of the following provision which also appears in the administrative guidelines and procedures for implementing District Policy No. 5311.7:

Lockers, Desks, and Other School Storage Spaces

Students do not have a reasonable expectation of privacy with respect to school lockers, desks, or other school storage spaces. Rather, lockers, desks, and other school storage spaces are public spaces and remain the property of the District. Students may use these areas for the limited purpose of temporarily keeping items needed to participate in school instruction and activities.

Lockers, desks, and other storage spaces will be subject to inspection by school officials at any time, without prior notice, for any reason including, but not limited to, safety (e.g., bomb threat), administration (e.g., rotting food), and discipline (e.g., illegal or prohibited items). Two school officials shall conduct the search.

F. Role of Board, Superintendent, Administrators, Teachers, Support Staff and Parents

1. Parents

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
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. Insist their children be 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.
8. Convey to their children a supportive attitude toward education and the District.
9. Build good relationships with teachers, other parents 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.
13. Teach their child self-respect, respect for the law, respect for school property and respect for other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender, (defined to include gender identity or expression) or sex.
14. Encourage their child(ren) to report known or suspected incidents of harassment, bullying and/or discrimination involving themselves or another district student.

2. 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 (defined to include gender identity or expression) or sex, so as to strengthen each student's positive self-image and promote learning.
2. Promptly report incidents of harassment, bullying and/or discrimination in accordance with this code, DASA and District Policy No. 4201.2..
3. Be prepared to teach.
4. Demonstrate interest in teaching and concern for student achievement.
5. Know school policies and rules, and enforce them in a fair and consistent manner.
6. Communicate to students and parents:
 - 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 and other teachers concerning growth and achievement.

3. Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.
6. Maintain and encourage 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 (defined to include gender identity or expression) or sex.
7. Report and/or investigate (as applicable) incidents of harassment, bullying and/or discrimination that are witnessed or otherwise brought to their attention, in accordance with this code, DASA and District Policy No. 4201.2...

4. Principals

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Maintain and encourage 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 (defined to include gender identity or expression) or sex.
7. Report and/or investigate (as applicable) incidents of harassment, bullying and/or discrimination that are witnessed or otherwise brought to their attention, in accordance with this code, DASA and District Policy No. 4201.2.

5. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with district administrators the policies of the Board and state and federal laws relating to school operations and management.
3. Inform the Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

6. Board of Education

Collaborate with student, teacher, administrator, and parent 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.

G. 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/her/their 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, the building principal, the principal's designee or the superintendent.

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 of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his/her/their 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/their designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made.

The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime

H. DASA Complaint Process

1. All school employees must report harassment, bullying and/or discrimination to the principal, superintendent or DAC when reported (orally or in writing) to them or witnessed. Harassment, bullying and/or discrimination that must be reported includes but is not limited to the following examples:
 - a. a report regarding the denial of access to school facilities, functions, opportunities or programs including, but not limited to, restrooms, changing rooms, locker rooms, and/or field trips, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex; or
 - b. a report regarding application of a dress code, specific grooming or appearance standards that is based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex; or
 - c. a report regarding the use of name(s) and pronoun(s) or the pronunciation of name(s) that is based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression)-or sex; or
 - d. a report regarding any other form of harassment, bullying and/or discrimination, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression) or sex.
2. It is important that a student who believes he/she/they have been subjected to discrimination, harassment, bullying, or retaliatory conduct, as well as any individual who is aware of and/or has knowledge of, or witnesses any possible occurrence, immediately report the same to a staff member, administrator, or DAC.
3. The District shall appoint an official to investigate the allegations.
4. If the District determines that a District official, staff member, volunteer, vendor, visitor and/or student has violated the District's Code of Conduct or a material incident of harassment, bullying, discrimination and/or retaliatory conduct has occurred, immediate corrective action will be taken as warranted. The District will take prompt action reasonably calculated to end the violation, 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 such violation was directed.
5. For additional information on DASA reporting requirements, refer to District Policy No. 4201.2.

I. 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. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, 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.

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.

1. Penalties

Students who are found to have violated the District's code of conduct or who are found to have engaged in disciplinary infractions, 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, principal, superintendent
3. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principal, superintendent
4. Detention - teachers, principal, superintendent
5. Suspension from transportation - director of transportation, principal, superintendent
6. Suspension from athletic participation - coaches, principal, superintendent
7. Suspension from social or extracurricular activities - activity director, principal, superintendent
8. Suspension of other privileges - principal, superintendent
9. In-school suspension - principal, superintendent
10. Removal from classroom by teacher - teachers, principal
11. Short-term (five days or less) suspension from school - principal, superintendent, Board of Education
12. Long-term (more than five days) suspension from school - principal, superintendent, Board of Education
13. Permanent suspension from school - superintendent, Board of Education

In addition, as is also set forth in the Article I. of district Policy No. 5311.1, the District has the legal authority and reserves the right to discipline students for "off-campus conduct" (i.e., conduct that occurs off school property and/or not at school function) which endangers the safety, morals, health or welfare of others within the educational system or which adversely affects the educative process. The District also has the legal authority and reserves the right to discipline students for cyberbullying and for other off-campus speech that actually causes, or is reasonably forecast as being likely to cause a material and substantial disruption to the work and/or discipline of the school.

2. 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 in the imposition of the

penalty.

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

a. Detention

Teachers, principals 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 has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

b. Suspension from transportation

If a student does not conduct themselves properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his/her/their 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 will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

c. Suspension from athletic participation, extracurricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent 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.

d. 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 building principals and the superintendent 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 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.

e. 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/her/their 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 administrator's 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 /she/they are being removed and an opportunity to explain his/her/their 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/ she/they were removed from the classroom and give the student a chance to present his/her/their 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/their 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 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 (provided that if such 24-hour period does not end on a school day, it shall be extended to the corresponding time on the next school day), the principal or another district administrator designated by the principal must notify the student's parents that the student has been removed from class, and explain why. The principal or principal's designee also must inform the parents that they and the student have the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

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 parents 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, provided that if such 48-hour period does not end on a school day, it shall be extended to the corresponding time on the second school day next following the pupil's removal. The timing of the informal meeting may be extended by mutual agreement of the parent 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:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the District's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his/ her/their designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. 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/she/they are permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her/their 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/her/their class until he/she/they have 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.

f. 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 building principals.

Any staff member may recommend to the building administrator that a student be suspended. All staff members must immediately report and refer a violent student to the principal for a violation of the code of conduct. Any building administrator may recommend to the Superintendent that a student be suspended for a longer period of time. 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 by the building administrator 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.

g. Short-term (5 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 students' parents 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 parents. 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 parents.

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

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 parents in writing of his/her/their decision. The principal shall advise the parents 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 five 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 parents are not satisfied with the superintendent's decision, they must file a written appeal to the Board with the district clerk within 10 business days of the date of the superintendents' decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

h. Long-term (more than 5 days) suspension from school

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he/she/they shall give reasonable notice to the student and the student's parents 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/her/them and the right to present witnesses and other evidence on his/her/their behalf.

The superintendent shall personally hear and determine the proceeding or may, in his/her/their 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/her/them. 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 that 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 10 business days of the date of the superintendent's decision, unless the parents 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 within 30 days of the decision.

i. 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.

3. Minimum Periods of Suspension

1. Students who bring a firearm or weapon to school or possessing a firearm or weapon at school

Any student, other than a student with a disability, found guilty of bringing a firearm or weapon to school or possessing a firearm or weapon at school 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. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.

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

2. Students who commit violent acts other than bringing a weapon to school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a firearm or weapon to school or possessing a firearm or weapon at school, 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 parents 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 parents 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.

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

Any student, other than a student with a disability, who repeatedly is 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, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent 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 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.

4. Referrals

1. Counseling

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

2. PINS Petitions

The District may obtain a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he/she/they require supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the 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.

5. 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 or firearm to school, and
- b. Any student 14 or 15 years old who is found to have brought a weapon or firearm to school if the student does not qualify for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The superintendent is required to refer any student age 16 and older who is found to have brought a weapon or firearm to school and any student 14 or 15 years old who has been found to have brought a weapon or firearm to school and who qualifies for juvenile offender status, to the appropriate law enforcement authorities.

J. 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.

K. Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities have

certain procedural protections whenever school authorities intend to impose discipline upon them. 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.

A student is presumed to have a disability for disciplinary purposes if, prior to the time the behavior occurred:

- 1) The student had an IEP or 504 Plan in place;
- 2) the parent of such student 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, or an oral expression if the parent did not know how to write or had a disability that prevented a written statement;
- 3) the parent of the student requested an evaluation of the student pursuant to 8 NYCRR 200.4 or 8 NYCRR 200.16; or
- 4) a teacher of the student, or other personnel of the District, 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.

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.

1. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the code of conduct, the following definitions apply.

A "suspension" means a suspension pursuant to Education Law § 3214.

A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to themselves or others.

An "IAES" means a temporary educational placement for a period of up to 45 school days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred. A child who is placed in an IAES shall 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. A student placed in an IAES shall receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior which precipitated the IAES placement and that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his/her/their current educational placement as follows:
 - a. The Board, the district superintendent (BOCES), superintendent of schools or a building principal 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 and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.

- b. The superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
 - c. The superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
 - d. The superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student:
 - i. has inflicted serious bodily injury upon another person while at school, on school premises or at a school function . For purposes of this subsection, “serious bodily injury” means “bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.”
 - ii. carries or possesses a weapon to or at school, on school premises or at a school function; or
 - iii. the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or a school function.
 - 1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930 (g) (w) 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 [for] a pocket knife with a blade of less than 2 1/2 inches in length."
 - 2) "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
 - 3) "Illegal drugs" means a 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.
3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his/her/their current educational placement poses a risk of harm to the student or others.
2. Change of Placement Rule
 1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
 - a. for more than 10 consecutive school days; or
 - b. for a period of 10 consecutive school 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 and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the District may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the

behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving infliction of serious bodily injury, weapons, illegal drugs or controlled substances.

3. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The District shall:

- a. Convene a manifestation team to review the relationship between the student's disability and the behavior subject to disciplinary action whenever:
 - (i) a decision is made to place a student with a disability in an IAES for misconduct involving infliction of serious bodily injury, weapons, illegal drugs or controlled substances
 - (ii) an impartial hearing officer determines that the student with a disability must be placed in an IAES because maintaining the student in their current educational setting poses a risk of harm to the student or others; or
 - (iii) a decision is made to impose a suspension that constitutes a disciplinary change in placement on a student with a disability.
 - b. Where a manifestation team has determined that the conduct subject to the disciplinary action was a manifestation of the student's disability, conduct a functional behavioral assessment (unless the District had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred).
 - c. Implement a behavioral intervention plan if one has not already been implemented, or, if a behavioral intervention plan has already been implemented, review the plan and modify it as necessary to address the behavior.
 - d. Hold a manifestation determination immediately, if possible, but no later than ten (10) school days after an authorized school authority decides to either place the student in an interim alternative educational setting or impose a suspension that constitutes a disciplinary change of placement.
 - e. Implement immediate steps to remedy any deficiencies found in a student's IEP or 504 Plan or placement, or their implementation identified during the manifestation determination review process.
2. Students with 504 Plans are also entitled to manifestation determinations when a student is subjected to a "significant change in placement."
 - a. A manifestation determination is to be conducted in the same way, regardless of whether the student has an IEP or a 504 Plan.
 - b. The manifestation determination team must include individuals who are knowledgeable regarding the student's disability and the meaning of his/her/their evaluation results.

3. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the District is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
 - a. The superintendent, building principal or other school official imposing a suspension or removal
 - b. shall be responsible for determining whether the student is a student presumed to have a disability.
 - c. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the District had knowledge the student was a student with a disability and:
 - 1) the parent of the student has not allowed the District to evaluate the student, or
 - 2) the parent has declined special education services; or
 - 3) the District conducted an individual evaluation and determined that the student is not a student with a disability.
 - d. If 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 non-disabled student who engaged in comparable behaviors.
 - e. However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the District, which can include suspension. If as a result of an expedited evaluation, the student is determined to be a student with a disability, the District shall provide special education services student, and the student shall be entitled to all the protections of a student with a disability.
4. The District shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her/their current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguard notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

- a. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
- b. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase In accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.

- c. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
- d. During a period of suspension or removal that does not constitute a disciplinary change of placement, students with disabilities shall receive alternate instruction on the same basis as nondisabled students.
- e. During suspensions or other disciplinary removals for periods in excess of ten school days in a school year that constitute a disciplinary change of placement where a manifestation team has determined that the conduct was not a manifestation of the student's disability, the student shall be provided with the services that are necessary for the student to continue to participate in the general education curriculum, to progress towards meeting the goals set out in the student's IEP, and to receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so it does not recur. The services shall be determined by the CSE.

4. Expedited Due Process Hearings

- 1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations [8 NYCRR 201.11](#) incorporated into this code.
 - a. The District requests such a hearing 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/her/their current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his/her/their current educational placement during such proceedings.
 - b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
 - 1) During the pending of an expedited due process hearing, or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the District agree otherwise.
 - 2) If school personnel propose to change the student's placement after expiration of an IAES placement during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.
- 2. An expedited due process hearing shall occur within 20 school days of the date the request for a hearing is filed. The impartial hearing office must mail a written decision to the District and the parents within ten school days after the last hearing date.

5. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The District may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

L. Specially Treated Infractions

Disciplinary actions and penalties Pre-K - 4 will be at the discretion of the building administrator and may or may not include the following range of consequences.

M. Disciplinary Actions and Penalties Grades 5-12

Discipline shall be progressive but highly serious infractions may warrant more serious penalties even absent prior discipline. **A formal hearing administrative review meeting may be provided for any disciplinary infraction.**

Any student who files a false report by making, either verbally or in writing, a bomb threat, threat of fire, and/or causing the evacuation of a school district building or district vehicle due to inappropriate behavior, will be subject to the maximum disciplinary consequence possible in accordance to Education Law 3214 (3) following a Superintendent's hearing.

Prohibited Behaviors Subject to Disciplinary Penalties

1. Possession/sale/abuse of Drugs & or Alcohol
2. Weapons/Explosives
 - a. Possession of a Firearms (Gun-Free Schools Act) (See Board Policy 5312)
 - b. Possession/Use/Sale of other weapons, fireworks, BBS, bullets, ordinance, or other dangerous instruments or contraband.
 - c. Detonation
3. Possession/Use/Sale of Pepper Spray or Other Chemical Propellants
4. Making a False Alarm Fire/Bomb/Arson, Staff Assault or any physical contact resulting in injury to staff
5. Fighting
6. Student Assault
7. Reckless Endangerment (acts which endanger the safety of self/others)
8. Threatening/Menacing/Harassment/Verbal Abuse
9. Insubordination
10. Academic Misconduct
11. Obscenity to Staff/Disrespect to Staff
12. Sexual Harassment
13. Indecent Exposure
14. Theft/Vandalism/Destruction of School Property
15. Truancy
16. Forgery
17. Use of Obscenity
18. Misuse of Computers/Technology

19. Possession of tobacco, tobacco products electronic cigarettes, or vaping
20. Smoking (inside/outside of building)
21. Disruptive Behavior/Generally Inappropriate Behavior (not covered above)
22. Leaving School Building or Grounds without Permission
23. Cutting Assigned Classes
24. Being Unprepared for Physical Education Class
25. Possession of Drug Paraphernalia
26. Possession of inappropriate materials (including but not limited to pornography, bomb bags, grip tape, laser pens/pointers, etc.)
27. Students present on school district property, including buses, shall not make, publish or distribute any photograph, video recording, or audio recording (collectively, "Recordings) capturing the image or voice of any other person on District premises (a "Recording Subject") without the express prior permission of the Recording Subject (students, teachers, etc.)
28. Misuse of Student Planner/ Misuse of Student ID Card

N. Athletic Code of Conduct

In addition to complying with the Student Code of Conduct, all students who participate in any athletic program are required to comply with the standards and behavioral expectations detailed in the Athletic Code of Conduct (Appendix A).

O. Public Conduct -- Regulations Pertaining to the Conduct of Visitors on School Grounds

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. The purpose of this code is to maintain public order and prevent abuse of the rights of others. The following rules apply to all visitors to the schools:

A. General Rules/Expectations for Conduct

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the reception desk, sign in to the visitors' register, and present appropriate identification to security staff. A visitor's identification badge will be issued and must be worn at all times while in the school or on school grounds. Visitors reporting to building destinations other than school offices will be escorted by school personnel. Upon leaving the building, visitors need to sign out in the visitors' register and return the identification badge.
3. Visitors attending after-school, evening, or weekend school functions that are open to the public, such as concerts or public gatherings, are not required to register.
4. Teachers are expected not to take class time to discuss individual matters with visitors.
5. Any unauthorized person on school property will be reported to the building administrator. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
6. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
7. Nothing in this code shall be deemed to give parents or other visitors to the District's schools a legal right to visit classrooms during instructional time.

B. Prohibited Conduct

No person, either alone or with others, shall:

1. intentionally injure any person or threaten to do so.
2. damage or remove district property.
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, 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 race, color, nationality, religion, age, sex, sexual orientation, disability or other legally protected classification or characteristic.
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, tobacco products, electronic cigarettes, or be under the influence of such substances on school property or at a school function.
10. possess or use firearms or other weapons including but not limited to air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious spray while 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 District.
11. loiter on or about school property.
12. gamble on school property or at school functions, except as authorized by law and in accordance with district policy (e.g. authorized raffles and/or games of chance conducted by charitable organizations during non-school hours) .
13. refuse to comply with any lawful order of identifiable 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.

C. Penalties

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

1. Visitors' authorization, if any, to enter or 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 comply, they shall be subject to ejection and arrest.
2. Students shall be subject to immediate ejection and to disciplinary action as the facts may warrant, including any of the penalties listed in this code.
3. Tenured faculty members shall be subject to disciplinary action as the facts may warrant in accordance with Education Law Section 3020-a and 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 section 75 shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law section 75 and any other legal rights that they may have.
5. Staff members other than those described above shall be subject to immediate ejection and to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

P. Dissemination and Review

1. Dissemination of Code of Conduct

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

1. Posting the complete code of conduct, including any annual updates and/or amendments to the code, on the District's internet website.
2. Providing copies of a summary of the code to all students, in an age-appropriate version, written in plain-language, at a general school assembly held at the beginning of each school year.
3. Making copies of the code available to all parents at the beginning of the school year.
4. Mailing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
5. Providing all current teachers and new teachers, upon employment, with a complete copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
6. Making complete copies of the code available for review by students, parents, non-teaching staff, 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.

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, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Child Abuse Prevention and Reporting

POLICY NO.: 5461 EFFECTIVE DATE: 11/01/2021

DATE OF ORIGINAL POLICY: 6/9/80 DATE OF NEXT REVIEW: As needed

REPLACES POLICY NO.: JGCE DATED: 11/01/2021

I. PHILOSOPHY

In recognition of the irreparable damage that child abuse inflicts on the health, education and welfare of children, and pursuant to the mandate contained in New York Education Law Sections 3208-b and 3209-a, the Board of Education is charged with the responsibility of developing, maintaining and disseminating written policies, procedures, and information regarding reporting procedures and obligations designed to safeguard the life and health of children. The State Legislature has stated that more complete reporting of suspected child abuse will prevent children from suffering further injury and impairment. Pursuant to Education Law Section 3209-a and Title 6 of Article 6 of the Social Services Law, the Board of Education has developed a policy and procedures to inform its employees of (i) their obligation to report suspected child abuse, (ii) the procedures by which they may do so, and (iii) the availability of training programs regarding these obligations and procedures.

II. POLICY

In order to more effectively implement a comprehensive program of child abuse prevention, all school officials, including all members of the district's staff, shall be informed of their legal duty to report suspected child abuse, the required reporting procedures, penalties for failure to report, immunity from liability, and the responsibilities and organization of the Child Protective Service. Training will be available regarding the recognition of child abuse and maltreatment, the obligation to report such, and the required reporting procedures.

III. EXCEPTIONS TO POLICY

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising the administrative guidelines and procedures shall reside with the Superintendent of Schools or his/her designee and shall reflect all procedures established by New York State Social Services Law, Family Court Act, and Child Protective Service.

V. DELEGATION OF AUTHORITY

The Superintendent or his/her designee has the responsibility for enforcing this policy by communicating it to all relevant personnel, and by providing necessary instructions and guidelines to the school personnel required to report cases of suspected child abuse.

VI. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the Superintendent or the Superintendent's designee.

VII. REVIEW

This policy is to be reviewed and amended by the Superintendent as required by any changes in the law, promulgation of regulations by the Department of Social Services, or changes necessitated by the needs of the children residing in the district.

VIII. LEGAL REFERENCES

- N.Y. Education Law, Sections 3028-b and 3209-a
- N.Y. Education Law, Sections 3003, 3004, 3007, 5003, and 6507(3)(a)
- Kempster v. Child Protective Services of Department of Social Services of Suffolk County, 130 A.D. 2d 623 (2d Dept. 1987).
- N.Y. Social Services Law, Sections 411 through 428
- N.Y. Family Court Action Section 1012
- N.Y. Family Court Act, Section 1021 et seq. and Section 1031 et seq.
- 18 NYCRR Section 432.2 (Child Protective Service: Responsibilities and Organization).
- Labor Law Section 1012
- Social Services Law Sections 411-428

IX. SIGNATURE BLOCK

Reviewed and Adopted
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
PROCEDURES REGARDING CHILD ABUSE AND NEGLECT

It is the responsibility of the administration and staff to adhere to procedures which provide district-wide consistency. The following procedures have been clearly defined by the Board of Education.

1. Mandatory Reporting

All indicators of suspected child abuse or maltreatment must be reported immediately to the Central Registry of Child Abuse and Maltreatment in Onondaga County. This Registry is maintained by the New York State Department of Social Services and, as the "Hot Line," receives reports twenty-four hours a day, seven days a week; 1-800-342-3720.

2. Reportable Conditions Under New York State Law

Section 412 of the Social Services Law and Department of Social Service regulations define the conditions subject to mandatory reporting as follows:

- (a) "Abused child" means a child, less than 18 years of age, whose parent or other person legally responsible for his/her care:
 - 1. Inflicts, or allows to be inflicted upon such child, physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ; or
 - 2. Creates, or allows to be created, a substantial risk of physical injury to such a child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss of impairment of the function of any bodily organ; or
 - 3. Commits, or allows to be committed, a sex offense against such child as defined in the Penal Law... provided, however, that the corroboration requirements contained therein shall not apply to proceedings under this article.

- (b) "Maltreated" child means a child, less than 18 years of age:
 - a. Whose physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of his/her parent or other person legally responsible for his/her care to exercise a minimum degree of care:
 - (i) in supplying the child with adequate food, clothing, shelter or education in accordance with provisions of part 1 of article 65 of the Education Law, or medical, dental, optometrical or surgical care though financially able to do so or offered financial or other reasonable means to do so; or
 - (ii) in providing the child with proper supervision or guardianship, by unreasonably inflicting, or allowing to be inflicted harm, or a substantial risk thereof, including the infliction of excessive corporal punishment; or by using a drug or drugs; or by using alcoholic beverages to the extent that he/she loses control of his/her actions; or by any other acts of a similarly serious nature requiring the aid of the court; or
 - (iii) who has been abandoned by his/her parents or other person legally responsible for his/her care.

3. Persons Required to Report Cases of Suspected Child Abuse or Maltreatment

The definition of a "school official" who is mandated to report cases of child abuse or neglect/maltreatment to the State Central Register (SCR) pursuant to Social Services Law Section 413(1) includes, but is not limited

to school teachers, school guidance counselors, school psychologists, school social workers, school nurses, school administrators or other school personnel required to hold a teaching or administrative license or certificate.

All mandated reporters shall make the report themselves and then immediately notify the Building Principal or his/her designee. The Building Principal or his/her designee shall be responsible for all subsequent administration necessitated by the report.

Any report shall include the name, title and contact information for every staff member who is believed to have direct knowledge of the allegations in the report.

4. Report Form

The Revised October 2008 New York State Office of Children and Family Services “Report of Suspected Child Abuse or Maltreatment” Form LDSS-2221A may be accessed at :
<http://www.ofcs.state.ny.us/main/cps>.

The school nurse and school social worker are available to assist the staff member in assessing any suspicions regarding abuse and/or neglect. The school nurse may examine the student and will document any signs of physical abuse on the student’s health record. Together, the staff member and school nurse or school social worker may compile all the information required to complete the Report of Suspected Child Abuse or Maltreatment (DSS-221 A). The completed form is to be mailed to:

Office of Child Welfare
 John H. Mulroy Civic Center
 421 Montgomery Street
 Syracuse, NY 13202

5. Reporting Procedures:

- a. Section 413 mandates that whenever an individual is required to report suspected abuse or maltreatment in his/her capacity as a member of the school staff, he/she shall immediately notify the building principal, or his/her designated agent.
- b. Under no circumstances will a parent be contacted for an explanation prior to making a report.
- c. The primary source of information will complete (in conjunction with the building principal or school nurse) the Report of Suspected Child Abuse or Maltreatment (DSS-221 A). Within 48 hours of the oral report, this form must be filed with the Department of Social Services Child Protective Service Unit. All copies of this report will be secured in the school Health Office.
- d. Any staff member reporting suspected child abuse, maltreatment or neglect will immediately notify the Building Principal that such a report has been made.
- e. The building principal or school nurse will verbally notify the district Office of the Executive Director for Data, Accountability, Social Studies and Music of the report. Upon notification of verification from the Department of Social Services (within 90 days), the Executive Director for Data, Accountability, Social Studies and Music will be informed of the status of the report.
- f. The school nurse will document all bumps, bruises, scrapes, etc. on the cumulative health record. Additionally, the filing of a DSS report must be charted and the disposition of an unfounded or ongoing case must be noted.

6. Legal Implications for Mandated Reports

Immunity:

To encourage prompt and complete reporting of suspected child abuse and maltreatment, Section 419 of the Social Services Law, affords the mandated reporter protection against personal liability for making a report.

Any person, official, or institution that acts in good faith in the making of a report, the taking of photographs, or the removal or keeping of a child pursuant to the law, has immunity from any liability, civil or criminal, that might be a result of such actions. Furthermore, the good faith of any person required to report cases of child abuse or maltreatment is presumed.

Prohibition of Retaliatory Personnel Action

Social Services Law Section 413(1) also prohibits a school from taking any retaliatory personnel action against an employee because such employee believes that he/she has reasonable cause to suspect that a child is an abused or neglected/maltreated child and that employee makes a report to SCR pursuant to Social Services Law. Further, no school or school official shall impose any conditions, including prior approval or prior notification, upon any staff member specifically designated a mandated reporter.

Pursuant to Labor Law Section 740(1)(e), “retaliatory personnel action” means the discharge, suspension or demotion of an employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Confidentiality of Reports:

Reports made of suspected child abuse or maltreatment, pursuant to the law, as well as any other information obtained, reports written, or photographs taken concerning such reports, which are in the possession of the state or local department of social services, are confidential and can only be made available to the groups and individuals specified by law, (SSL, Section 422.4).

The subject of a report may receive, upon request, a copy of all information contained in the central register. However, the commissioner is not permitted to release data to the subject, which would identify the person who made the report unless such person has given written permission for the central register to do so. (SSL, Section 422.4)

All information maintained by a mandated reporter concerning a report of suspected child abuse or maltreatment should be kept confidential and in a secure area.

Penalties for Failure to Report:

Any person, official, or institution required by the law to report a case of suspected child abuse or maltreatment, who willfully fails to do so, may be guilty of a Class A misdemeanor and also may be civilly liable for the damages proximately caused by such failure. (SSL, Section 420)

The purpose of the mandatory reporting statute is to identify abused or maltreated children as soon as possible, so that Child Protective Service can protect the children from further suffering and offer services to the family. The Social Services Law requires penalties to be imposed on mandated reporters who fail to report suspected cases of child abuse and maltreatment because the protective service process cannot begin until a report is made. Consequently, a child may continue to suffer from abuse or maltreatment.

7. Child Protective Services: Interviews on School Property

Investigative procedures will be carried out by the appropriate County or State agency personnel.

- a. School principals will assist the staff of the Child Protective Services to fulfill their responsibilities. In those cases where a report of suspected abuse or maltreatment has been filed, it is recommended that the school permit the child to be interviewed, on school property, by the Child Protective Services Worker. Such interviews should be conducted in the presence of a school official. However, the school official may be absent during the interview if it is determined that his/her presence would be detrimental to the interview.

- b. In those cases where Child Protective Services determines that the child is in imminent danger, the Department of Social Services worker, in conjunction with a law enforcement officer, has the authority to take the child into protective custody without the consent of the child's parent or guardian. A law enforcement agency release form will be signed at this time.
- c. In cases where the child is taken into protective custody, the building administrator will notify the Superintendent and/or Executive Director for Data, Accountability, Social Studies and Music.

8. Access to School Records

The school may disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals per The Federal Family Education Rights and Privacy Act of 1974 Part 99.36(a).

The following factors must be considered in determining whether an emergency exists:

- a. the seriousness of the threat to the health and/or safety of the student or other individual;
- b. the need for the information to meet the emergency;
- c. if time is of the essence in the reporting of the suspected abuse and/or neglect because delay may create the threat of future harm or result in the family leaving the jurisdiction involved.

9. Mandated Training in Identification and Reporting Child Abuse and Maltreatment

Pursuant to the Education Law, the Commissioner of Education requires that any person applying for any of the certificates, licenses, registrations and/or limited permits listed below, shall be required to have two hours of coursework or training in the identification and reporting of child abuse and maltreatment:

- a. Superintendent's Certificate
- b. Teaching Certificate or License
- c. Endorsement of a Certificate or Diploma from other than New York State
- d. Initial or Renewed License of a registered nurse, or psychologist.

10. Ongoing Information Dissemination and Training

Additionally, an ongoing training program for all current and new administrators and staff is available within the district regarding the policies and procedures established by the district pertaining to Child Abuse Prevention.

- a. an annual review of procedures and mandates will be conducted by the Executive Director for Data, Accountability, and School Improvement for all administrators.
- b. procedures and mandates for reporting suspected child abuse will be printed in all staff handbooks.
- c. building administrators will review the procedures and mandates with staff at the beginning of each school year.
- d. procedures and mandates for reporting suspected child abuse will be disseminated to all substitute employees through the Office of Human Resources at the time of the employee's appointment.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
**REPORT OF SUSPECTED
CHILD ABUSE OR MALTREATMENT**

REPORT DATE / /	CASE ID	CALL ID
TIME : <input type="checkbox"/> AM : <input type="checkbox"/> PM	LOCAL CASE #	LOCAL DIST./AGENCY

SUBJECTS OF REPORT										
List all children in household, adults responsible and alleged subjects.										
Line #	Last name	First name	Aliases	Sex (m, f, unk)	Birth day or Age mo/day/yr	Race code	Ethnicity (Ck only if hispanic/latino)	Relation code	Role code	Lang. code
1.							<input type="checkbox"/>			
2.							<input type="checkbox"/>			
3.							<input type="checkbox"/>			
4.							<input type="checkbox"/>			
5.							<input type="checkbox"/>			
6.							<input type="checkbox"/>			
7.							<input type="checkbox"/>			

MORE

List addresses and telephone numbers (using line numbers from above)	(Area code) Telephone No. () -
	() -
	() -

BASIS OF SUSPICIONS

Alleged suspicions of abuse or maltreatment. Give child(ren)'s line number(s). If all children, write "ALL".

<input type="checkbox"/> DOA/fatality	<input type="checkbox"/> Poisoning/noxious substances	<input type="checkbox"/> Swelling/dislocation/sprains
<input type="checkbox"/> Fractures	<input type="checkbox"/> Choking/twisting/shaking	<input type="checkbox"/> Educational neglect
<input type="checkbox"/> Internal injuries (e.g., subdural hematoma)	<input type="checkbox"/> Lack of medical care	<input type="checkbox"/> Emotional neglect
<input type="checkbox"/> Lacerations/bruises/welts	<input type="checkbox"/> Malnutrition/failure to thrive	<input type="checkbox"/> Inadequate food/clothing/shelter
<input type="checkbox"/> Burns/scalding	<input type="checkbox"/> Sexual abuse	<input type="checkbox"/> Lack of supervision
<input type="checkbox"/> Excessive corporal punishment	<input type="checkbox"/> Inadequate guardianship	<input type="checkbox"/> Abandonment
<input type="checkbox"/> Child's drug/alcohol use	<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Parent's drug/alcohol misuse
<input type="checkbox"/> Sex Trafficking		

State reasons for suspicion, including the nature and extent of each child's injuries, abuse or maltreatment, past and present, and any evidence or suspicions of "Parental" behavior contributing to the problem. (If known, give time/date of alleged incident)

MO _____ DAY _____ YR _____

Time : AM PM

Additional sheet attached with more explanation. | The Mandated Reporter Requests Finding of Investigation Yes No

CONFIDENTIAL		SOURCE(S) OF REPORT		CONFIDENTIAL	
NAME	(Area Code) TELEPHONE No. () -	NAME	(Area Code) TELEPHONE No. () -		
ADDRESS		ADDRESS			
EMAIL ADDRESS:		EMAIL ADDRESS:			
AGENCY/INSTITUTION		AGENCY/INSTITUTION			
RELATIONSHIP					
<input type="checkbox"/> Med. exam/coroner	<input type="checkbox"/> Physician	<input type="checkbox"/> Hosp. staff	<input type="checkbox"/> Law enforcement	<input type="checkbox"/> Neighbor	<input type="checkbox"/> Relative
<input type="checkbox"/> Social services	<input type="checkbox"/> Public health	<input type="checkbox"/> Mental health	<input type="checkbox"/> School staff	<input type="checkbox"/> Other (specify) _____	
For use by Physicians only	MEDICAL DIAGNOSIS ON CHILD		SIGNATURE OF PHYSICIAN WHO EXAMINED/TREATED CHILD		(AREA CODE) TELEPHONE NO. () -
	Hospitalization required: <input type="checkbox"/> None <input type="checkbox"/> Under 1 week <input type="checkbox"/> 1-2 weeks <input type="checkbox"/> Over 2 weeks		X		
Actions taken or About to be taken		<input type="checkbox"/> Medical exam	<input type="checkbox"/> X-ray	<input type="checkbox"/> Removal/keeping	<input type="checkbox"/> Notify medical examiner/coroner
		<input type="checkbox"/> Photographs	<input type="checkbox"/> Hospitalization	<input type="checkbox"/> Returning home	<input type="checkbox"/> Notified DA
SIGNATURE OF PERSON MAKING THIS REPORT: X			TITLE		DATE SUBMITTED mo. day yr. / /

TO ACCESS A COPY OF THE LDSS-2221A FORM: Via Internet: https://ocfs.ny.gov/main/documents/forms_keyword.asp OR

TO ORDER A SUPPLY OF FORMS ACCESS FORM (OCFS-4627) Request for Forms and Publications, from the site above, fill it out and send to: **OFFICE OF CHILDREN AND FAMILY SERVICES, FORMS AND PUBLICATIONS UNIT, 52 WASHINGTON ST. ROOM 134 NORTH, RENSSELAER, NY 12144-2834**. If you have difficulty accessing this form from either site, you can call **the Forms Order Line at 518-473-0971**. Leave a detailed message including your name, address, city, state, the form number you need, the quantity and a phone number in case we need to contact you.

NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES

RACE CODE	ETHNICITY CODE	RELATION CODES FAMILIAL REPORTS <i>(Choose One)</i>		ROLE CODE <i>(Choose One)</i>	LANGUAGE CODE <i>(Choose One)</i>	
AA: Black or African-American	<i>(Check Only If Hispanic/ Latino)</i>	AU: Aunt/Uncle	XX: Other	AB: Abused child	CH: Chinese	KR: Korean
AL: Alaskan Native		CH: Child	PA: Parent	MA: Maltreated child	CR: Creole	MU: Multiple
AS: Asian		GP: Grandparent	PS: Parent substitute	AS: Alleged subject (perpetrator)	EN: English	PL: Polish
NA: Native American		FM: Other family member	UH: Unrelated home member	NO: No role	FR: French	RS: Russian
PI: Native Hawaiian/Pacific Islander		FP: Foster parent	UK: Unknown	UK: Unknown	GR: German	SI: Sign
WH: White		DC: Daycare provider	IAB REPORTS ONLY		HI: Hindi	SP: Spanish
XX: Other			AR: Administrator	IN: Instit. non-prof	HW: Hebrew	VT: Vietnamese
UNK: Unknown			CW: Child care worker	IP: Instit. pers/vol.	IT: Italian	XX: Other
			DO: Director/operator	PI: Psychiatric staff	JP: Japanese	

Abstract of Sections from Article 6, Title 6, Social Services Law

Section 412. Definitions

- Definition of Child Abuse.** (see also N.Y.S. Family Court Act Section 1012(e))
An "abused child" is a child less than eighteen years of age whose parent or other person legally responsible for his care:
 - inflicts or allows to be inflicted upon the child serious physical injury, or
 - creates or allows to be created a substantial risk of physical injury, or
 - commits sexual abuse against the child or allows sexual abuse to be committed.
- Definition of Child Maltreatment.** (see also N.Y.S. Family Court Act, Section 1012(f))
A "maltreated child" is a child under eighteen years of age whose physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of his parent or other person legally responsible for his care to exercise a minimum degree of care:
 - in supplying the child with adequate food, clothing, shelter, education, medical or surgical care, though financially able to do so or offered financial or other reasonable means to do so; or
 - in providing the child with proper supervision or guardianship; or
 - by unreasonably inflicting, or allowing to be inflicted, harm or a substantial risk thereof, including the infliction of excessive corporal punishment; or
 - by misusing a drug or drugs; or
 - by misusing alcoholic beverages to the extent that he loses self-control of his actions; or
 - by any other acts of a similarly serious nature requiring the aid of the Family Court; or
 - by abandoning the child.

Section 415. Reporting Procedure. Reports of suspected child abuse or maltreatment shall be made immediately by telephone and in writing within 48 hours after such oral report.

Submit the written paper copy of the LDSS-2221A form originally signed to: the Local County Department of Social Services (LDSS) where the abused/maltreated child resides.

To locate your Local Department of Social Services, visit this site <https://ocfs.state.ny.us/main/localdss.asp>.

Residential institutional abuse reports: Call 1-855-373-2122 or go online to: <https://www.justicecenter.ny.gov/>

**NYS CHILD ABUSE AND MALTREATMENT REGISTER: 1-800-635-1522 (FOR MANDATED REPORTERS ONLY)
1-800-342-3720 (FOR PUBLIC CALLERS)**

Section 419. Immunity from Liability. Pursuant to section 419 of the Social Services Law, any person, official, or institution participating in good faith in the making of a report of suspected child abuse or maltreatment, the taking of photographs, or the removal or keeping of a child pursuant to the relevant provisions of the Social Services Law shall have immunity from any liability, civil or criminal, that might otherwise result by reason of such actions. For the purpose of any proceeding, civil or criminal, the good faith of any such person, official, or institution required to report cases of child abuse or maltreatment shall be presumed, provided such person, official or institution was acting in discharge of their duties and within the scope of their employment, and that such liability did not result from the willful misconduct or gross negligence of such person, official or institution.

Section 420. Penalties for Failure to Report.

- Any person, official, or institution required by this title to report a case of suspected child abuse or maltreatment who willfully fails to do so shall be guilty of a class A misdemeanor.
- Any person, official, or institution required by this title to report a case of suspected child abuse or maltreatment who knowingly and willfully fails to do so shall be civilly liable for the damages proximately caused by such failure.

STAPLE TO LDSS-2221A (IF NEEDED)

**REPORT OF SUSPECTED
CHILD ABUSE OR MALTREATMENT**

(Use only if the space on the LDSS-2221A under "Reasons for Suspicion" is not enough to accommodate your information)

REPORT DATE / /	CASE ID	CALL ID
TIME : <input type="checkbox"/> AM <input type="checkbox"/> PM	LOCAL CASE #	LOCAL DIST/AGENCY

PERSON MAKING
THIS REPORT: _____

Print clearly if filling out hard copy.

<p><i>Continued:</i> State reasons for suspicion, including the nature and extent of each child's injuries, abuse or maltreatment, past and present, and any evidence or suspicions of "Parental" behavior contributing to the problem.</p>	<p>(If known, give time/date of alleged incident)</p> <p>MO DAY YR</p> <p>Time : <input type="checkbox"/> AM <input type="checkbox"/> PM</p>
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BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Fundraising

POLICY: 5661 EFFECTIVE DATE: 1/17/2023

DATE OF ORIGINAL POLICY: 7/22/02 DATE OF NEXT REVIEW: 1/2026

REPLACES POLICY NO.: N/A DATED: 1/17/2023

I. PHILOSOPHY

The Board of Education recognizes that co-curricular and interscholastic athletic groups, as well as Parent/Teacher Groups and Booster Clubs, and the North Syracuse Education Foundation provide important support to district schools and can be a valuable means of raising funds for specific activities (e.g., academic programs, athletics, speech and debate, and/or musical groups, etc.).

II. POLICY

Curricular, co-curricular and interscholastic athletic groups, as well as Parent/Teacher Groups and Booster Clubs, and the North Syracuse Education Foundation who wish to raise funds for the purpose of supporting a specific school program or a pre-approved charitable purpose are authorized to do so, as long as the activities of such organizations do not interfere unduly and comply with other district instructional, co-curricular and interscholastic programs, or do not disrupt district operations in any way.

A. Definition

Monies raised by curricular, co-curricular and interscholastic athletic groups as well as Parent/Teacher Groups and Booster Clubs and the North Syracuse Education Foundation are funds raised OTHER than by taxation or through charges of a Board of Education, for, by or in the name of the school, student body, or any subdivision thereof.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

Curricular, co-curricular and interscholastic athletic groups must follow these guidelines:

1. Be voluntary and support a specific school activity or an IRS approved Section 501(c)(3) charitable organization;
2. Submit a Fundraising Request Form for fundraising in advance to the Superintendent of Schools or his/her designee for prior approval. (Any use of the name of the school district, or any language suggesting that the district has endorsed, sponsored or otherwise approved of the activities, must have prior written approval by the Superintendent of Schools or his/her designee);
3. Seek advance approval for any use of school facilities and/or equipment, following procedures outlined in Board of Education Policy 1500 (Use of School Facilities for Non-school District Sponsored Activities) and Policy 1500.1 (Use of Michael J. Bragman Athletic Complex for Non-school District Sponsored Activities);
4. Avoid interference of previously scheduled approved student activities;
5. Comply fully with the Administrative Guidelines on Fundraising Activities Pursuant to Board Policy 5661 – Fundraising.
6. Understand and respect the authority of district employees in the administration of their duties;
7. Assume all financial responsibility for their activity, including, but not limited to, the provision of adequate insurance coverage, as appropriate;
8. Must follow provisions of Board of Education Policy 5252 (Extra-Classroom Activity Funds).

If curricular, co-curricular or interscholastic athletic groups, as well as Parent/Teacher Groups and Booster Clubs and the North Syracuse Education Foundation wish to make a contribution of money, service time, or tangible property (e.g., equipment or supplies) to the school district, a representative of the organization must request that intent in writing to the Superintendent. The Superintendent must identify the district's terms and conditions of accepting such gifts, and seek the Board's official approval before accepting or publicly announcing any contribution.

Curricular, co-curricular and interscholastic athletic groups' proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the curricular, co-curricular and interscholastic athletic school programs.

In addition, to the extent that authorized curricular, co-curricular and interscholastic athletic groups wish to engage in fundraising activities off school premises during non-school hours, it is imperative that the Superintendent be aware of the nature and extent of such fundraising activities to facilitate monitoring students' participation in such activities and also to assure that such fundraising activities in the community do not become excessive. Therefore, when these school sponsored groups wish to engage in fundraising activities off school hours, they must obtain the prior approval of the Superintendent or the Superintendent's designee.

The Board retains final responsibility and authority on all activities that have an impact on students, the schools, school programs, and/or school-owned property.

IV. DELEGATION OF AUTHORITY

The Superintendent or his/her/their designee has the responsibility for enforcing this policy by communicating it to all applicable administrators and by providing necessary guidelines and instructions to the appropriate personnel. Amplifying guidelines and procedures to implement this policy are attached.

V. REPORTS

All necessary and/or required forms developed to implement this policy will be completed and forwarded to the appropriate administrators.

VI. REVIEW

This policy is ongoing, but is to be reviewed every three years, or as the Board of Education may consider necessary. It shall continue until it is terminated or revised by the Board of Education.

VII. LEGAL REFERENCES

Board of Education Policy 1221 – Affiliated Organizations

Board of Education Policy 1500: Use of School Facilities for Non-school District Sponsored Activities

Board of Education Policy 1500.1: Use of Michael J. Bragman Athletic Complex for Non-school District Sponsored Activities

Board Policy 1800 – Gifts to Schools

Board of Education Policy 5252: Extra-Classroom Activity Funds

Board of Education Policy 5662 - Crowdfunding

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES AND PROCEDURES TO
IMPLEMENT POLICY 5661 – FUNDRAISING

New York State Board of Regents’ Rule 19.6 prohibits anyone from directly soliciting charitable donations from children on school property, during school hours. Moreover, Rule 19.6 empowers the Commissioner of Education to disseminate guidance interpreting Rule 19.6. Such interpretive guidance has, in fact, been provided by the Commissioner, in the form of a Memorandum issued by Deputy Commissioner and General Counsel, Kathy A. Ahearn, entitled “Guidelines Relating to Solicitation of Charitable Donations from School Children (January 1994).” Inasmuch as the Regents enjoy “legislative power” pursuant to section 207 of the New York Education Law, the Commissioner’s guidance on Charitable Fundraising, issued at the behest of the Regents carries the force of the law.

As articulated in the Commissioner’s guidance document, “the purpose of Rule 19.6 is to protect public school children from exposure to coercive charitable fundraising activities while they attend school. Public school children are compelled by law to attend school from age 6 to 16, and thus constitute a captive audience. However worthwhile the charitable cause in question, the direct solicitation of charitable donations from this captive audience of children is problematic. Parents send their children to school with the expectation that they will receive an education, not that their children may be pressured to make charitable donations simply because they are conveniently gathered in one place with their parents absent. Moreover, whenever charitable donations are solicited from children in their classrooms directly, there will inevitably be children who are unable to contribute because they are economically disadvantaged. Asking such children to contribute money or goods to charity when they cannot do so creates the unnecessary risk that they will be embarrassed or subject to ridicule by their peers.”

Therefore, in accordance with the express and implicit commands of Regents’ Rule 19.6 and the Commissioner’s guidance document, the following guidelines shall apply with equal force and effect to all fundraising activities that occur on school premises, during school hours, by those persons or groups authorized to engage in such fundraising activities pursuant to Board Policy 5661. Persons or groups not authorized by Board Policy 5661 may not engage in fundraising activities on school premises, during school hours, but may be permitted to use school facilities during non-school hours pursuant to Board Policies 1500 and 1500.1.

I. Definition of School Hours

For the purpose of this regulation only, “school hours” include homeroom, and lunchroom periods and do not end until after the compulsory school day has ended.

II. Direct Solicitation Prohibited

The “direct” solicitation of charitable donations from students is strictly prohibited on school property, during school hours.

III. Limitations on Otherwise Permissible “Indirect” Fundraising

The “indirect” collection of food, clothing, other goods, or funds from students is permissible under the limited circumstances set forth below, but such collections are strictly prohibited during homeroom and at all times in school classrooms.

IV. Permissible Forms of Charitable Solicitation

A. Off Premises or During School Hours

Regents’ Rule 19.6 does not apply to fundraising activities that occur off school premises or during non-school hours.

B. Recruitment Activities

School children may be recruited by authorized fundraising groups during school hours to participate in

fundraising activities, as long as the activities themselves occur off school premises or after school hours. For example, posters may be displayed in the school building in an effort to recruit students to engage in fundraising activities. Similarly, flyers or other forms of literature may be distributed on school grounds in an effort to recruit students to participate in out-of-school fundraising activities.

C. Arms-Length Transactions where Students Receive Value for Donations

Transactions between students and authorized fundraising groups, where the student receives something of value for his/her/their donation, are permissible. For example, tickets for a concert or other social event may be sold to students during school hours by fundraising organizations authorized under Board Policy 5661, where the proceeds go to charity, because the students receive something of value in exchange for the funds expended. Similarly, bake sale or sale of other goods by an authorized fundraising organization is permissible where students receive valuable consideration. However, pursuant to Education Law 915, no sweetened soda water, no chewing gum, no candy including hard candy, jellies, gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn, and no water ices except those which contain fruit or fruit juices, shall be sold until the end of the last scheduled meal period.

D. Passive Fundraising

Passive forms of charitable solicitation are permissible, for example, where the person or group engaged in the fundraising activity does not approach students directly, but rather, students can choose to make a donation by depositing food, money or clothing in a collection box or bin in a common area of the school. However, collection of food, clothing or other goods or funds from students in either a classroom or homeroom is strictly prohibited.

References: Regents Rule 19.6; Guidelines Relating to Solicitation of Charitable Donations from School Children (January 1994); Appeal of Ponte, 38 Education Department Rep. 280 (1998)

FUNDRAISING REQUEST FORM

CONTACT PERSON: _____ BUILDING LOCATION: _____
(LAST) (FIRST)

CLASS/CLUB/ORGANIZATION MAKING REQUEST: _____

NAME OF FUNDRAISING EVENT: _____

BRIEF DESCRIPTION OF EVENT: _____

ACTIVITY/SALE DATE (S):

Begin _____ End _____ Time of Day of the Fundraising Activity _____

Location of Fundraising Activity: Off-School Premises In-School

If in-school, be specific as to location of fundraising activity _____

How will funds/items be collected? _____

Who will receive/benefit from the funds or items collected? _____

PROPOSED EXPENSES \$ _____ Daily Revenue Deposited In: _____

PROJECTED REVENUE \$ _____

AUTHORIZATION FOR FUNDRAISING EVENT

(Must be signed at the location and forwarded to District Office four (4) weeks prior to the fundraising event)

Staff Member/Advisor _____ Date _____

Building Administrator* _____ Date _____

Assistant Superintendent** _____ Date _____

Superintendent _____ Date _____

* **Building Principal approval only required signature for PTO, PTG, HSG, HSO Fundraisers**

****Assistant Superintendent for Instruction – Approves Instructional Program Requests**

Assistant Superintendent/Management – Approves Support Staff/Athletic Program Requests

Superintendent – Approves Athletic Program Requests

Copy to: Advisor Copy to: Building Principal Financial – Fundraising Request Form
(11/09)

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Crowdfunding PolicyPOLICY: 5662 EFFECTIVE DATE: 3/1/2021DATE OF ORIGINAL POLICY: 9/25/17 DATE OF NEXT REVIEW: 3/2024REPLACES POLICY NO.: N/A DATED: 3/1/2021

I. PHILOSOPHY

The Board of Education (the “Board”) relies primarily on state and federal aid, plus funding through the local school tax levy, to finance the school district’s operations, programs and activities. However, in this era of declining state and federal assistance, together with the added fiscal stress wrought by the limitations imposed by New York’s “Tax Cap” law on school districts’ ability to raise revenue through the tax levy, the Board finds it necessary to identify revenues from other nontraditional sources, as for example through “crowdfunding,” to supplement the district’s traditional revenues.

The Board understands that New York law does not authorize school district officers and/or employees to engage in fundraising activities in their official capacity as representatives of the school district. However, crowdfunding solicitations, unlike direct fundraising initiatives, do not involve direct solicitation of funding from private donors. Instead, crowdfunding solicitations are comparable to other circumstances in which school officials write grant proposals to secure funding from both public and private funding sources. Accordingly, the Board authorizes and encourages the school district’s faculty and staff to utilize and participate in crowdfunding opportunities in accordance with this policy and applicable law.

II. POLICY

For purposes of this policy, *crowdfunding* is defined as the act of submitting or otherwise providing a “wants” or “needs” list or a specific proposal to a third-party fund raising organization that then seeks to identify a donor or donors to provide funding to fulfill the specified wants, needs or proposal.

School district employees’ participation in crowdfunding initiatives **shall be completely voluntary**. No teacher or any other school district employee shall be required to participate in crowdfunding initiatives. Further, no teacher shall utilize instructional time to prepare crowdfunding proposals. Teachers and other school district employees are expected to focus first and foremost on their employment responsibilities. Additionally, crowdfunding for staff attendance at conferences and workshops is prohibited.

Central administrative coordination, approval and monitoring of crowdfunding solicitations is critical. If individual teachers and/or other school employees were to solicit donations for their pet projects through crowdfunding initiatives, without oversight by the district’s central administration and Board of Education, disparities could easily develop within the district’s educational program at the same age and/or grade level and even within the same building, depending on the industriousness and skill of the individual teacher or employee who solicits crowdfunding for their classroom or pet project. The quality of students’ public school education should not vary in any substantial respect within the same school district based on their teachers’ industriousness and/or skill in obtaining charitable donations.

Accordingly, prior to seeking any grant or donation to the school district through crowdfunding, the applicant must obtain prior approval from the district. Teachers seeking crowdfunding grants or donations for their

classroom must obtain approval from the Building Principal prior to submitting the application. Other staff or administrators seeking grants or donations to benefit an entire school, or the district as a whole, must obtain approval from the Superintendent or his/her designee. Crowdfunding applications for funding of more than \$50,000 require prior approval by the Board of Education.

All gifts and donations provided through “crowdfunding” initiatives for any of the school district’s operations, programs and/or activities shall be made to the district in accordance with district Policy No. 1800 and shall be accepted or rejected by the Board of Education in the Board’s sole discretion. In addition, all cash gifts shall be provided in the form of a check made payable To the Order of the “North Syracuse Central School District,” not to any individual school district officer or employee. All such checks shall be mailed or delivered to the Superintendent for inclusion on the Board of Education’s meeting agenda during the week prior to the date of the Board meeting at which the Board shall vote to accept or reject the check. If a check is accepted by the Board, thereafter it shall be promptly surrendered to the custody of the district Treasurer or Extraclassroom Activity Fund Treasurer (as applicable). If a check is rejected by the Board, the Superintendent shall arrange for its return to the donor.

The Board reserves the right to deny or rescind approval of any crowdfunding application by a school district officer or employee, and likewise reserves the right to reject and/or rescind approval for any crowdfunded gift or donation which the Board deems not to be in the best interests of the district.

Only the Board may approve crowdfunding applications that require a match of district funds or resources, and such approval shall only be granted when such funds or resources are planned as part of the district budget process or can be accommodated within the current budget.

A link may be provided on the district’s website to any outside organization that engages in fund raising activities for the benefit of the North Syracuse Central School District and any of the district’s authorized programs and/or activities, with the prior approval of the Board, the Superintendent or the Superintendent’s designee(s).

The Superintendent and/or Superintendent’s designee(s) shall monitor crowdfunding activities by school personnel. The Superintendent may suspend and/or revoke the general permission granted by this policy for any individual officer or employee to engage in crowdfunding initiatives on behalf of their school or school district, if in the discretion of the Superintendent such action is necessary to promote the best interests of the district. Additionally, due consideration shall be given by each individual school district employee to whether devoting time and resources to crowdfunding initiatives that could otherwise be devoted to the individual’s employment responsibilities, is a prudent, practical and effective use of the employee’s time.

Students may voluntarily participate in acknowledging gifts and donations provided to their classroom or to their school program or activity by writing thank-you notes and/or by providing other acknowledgments and expressions of thanks. Under no circumstances, however, shall any student ever be required to write thank-you notes or otherwise be required to participate in crowdfunding solicitations and/or expressions of gratitude to donors. Further, no student shall be deprived of the ability to participate fully in school-sponsored curricular or extracurricular activities because of the student’s neglect or refusal to participate in activities designed to acknowledge crowdfunding donors.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising additional administrative guidelines and procedures, as needed, for the purpose of implementing this policy, shall reside with the Superintendent and/or his/her designee.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES AND PROCEDURES TO
IMPLEMENT POLICY 5662 - Crowdfunding

The following Administrative Guidelines are adopted in accordance with the North Syracuse Crowdfunding policy:

I. Approval of Crowdfunding Applications

Prior to seeking any grant or donation to the school district through crowdfunding, the applicant must obtain prior approval, in accordance with the criteria* stated below, as follows:

Teachers: Teachers seeking crowdfunding grants or donations for their classroom must obtain approval from the Building Principal prior to submitting the application. If approved by the Building Principal, the Building Principal forwards the request to the Superintendent, or his/her designee, for approval.

School Staff & Administrators: Other staff or administrators seeking grants or donations to benefit an entire school, or the district as a whole, must obtain approval from the Superintendent or his/her designee.

Crowdfunding Applications for More Than \$50,000 and/or Matching Funds Applications: Crowdfunding applications for funding of more than \$50,000 require prior approval by the Board of Education. Additionally, only the Board is authorized to approve crowdfunding applications that require a match of district funds or resources.

The Building Principal, Superintendent, or Board of Education (as applicable) shall determine whether or not to authorize an applicant to proceed with the crowdfunding application, in accordance with the following criteria:

*All crowdfunding applications for grants and donations must benefit the district and must be congruent with the following criteria:

1. The district's mission, vision, core values and beliefs.
2. The district and school goals that positively impact student performance.
3. The district's instructional priorities and strategies, including coordination by and between Building Principals to avoid the submission of crowdfunding applications that may result in the faculty and/or staff working at cross-purposes within and/or between school buildings by competing for the same limited resources.
4. Equity in funding.
5. Conformity to district governance and decision-making procedures of the Board, central office and building-level staff.
6. Provide a value or benefit that is greater than the obligation under the grant award.
7. Not be utilized to fund staff attendance at conferences and workshops.
8. Not violate management and/or bargaining unit rights and responsibilities.
9. Not carry any conditions that would divert school or district efforts away from the district's primary mission.

II. Protecting Students from Coercive and Exploitive Pressures

Crowdfunding organizations sometimes request or even seek to require students to write thank-you notes to donors to acknowledge the gift or donation received by the students' classroom or school activity. This detracts from time for classroom instruction, unless the "thank-you" note-writing exercise can be integrated into the curriculum, which potentially presents other problems. If some students in the classroom voluntarily (with parental

permission) write thank-you notes, then the other students need to be similarly engaged in another type of writing activity, or other appropriate instructional activity, so that instruction is not suspended.

In addition, requiring or even just asking students to write such thank-you notes during instructional time, while they are captives of their school and classroom under New York's compulsory school attendance law, may be construed by students' parents and/or by state and federal education authorities as being unduly coercive or exploitive of children. No school teacher (or any other school official) should assume that just because a particular student is willing to write a thank-you note at the behest of their classroom teacher, that this activity will meet with the approval of the student's parents. Some parents may strenuously object to having their children participate in this kind of activity. Accordingly, before asking students to participate in such activities, if at all, written parental permission must be sought and obtained.

Crowdfunding organizations also may request or even seek to require the teacher (or other school official) who is soliciting the crowdfunded gift or donation, to provide photos or videos of the students who are actual or intended beneficiaries of the gift or donation. This can potentially violate students' rights under FERPA if photos, videos and/or voice recordings have not been designated as "directory information," or if a particular student's parent has instructed the district not to disclose their child's directory information. Such practices also can subject students, who are a captive audience, to inappropriate coercive pressures to support fund raising initiatives at school, as a veritable condition of attending public school.

Accordingly, students' photos, video images, voice recordings, artwork, written work, school science projects and the like, cannot be provided to crowding funding organizations (or anyone else), except as authorized by the District's "Directory Information" notice, or with the signed, dated, written consent of a student's parent(s) (or the consent of an "eligible student"), in accordance with the Family Educational Rights and Privacy Act (FERPA). This applies to disclosure and/or posting of personally identifiable information about students on the school district's own website, as well on social media.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 5663

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: STUDENT VOTER REGISTRATION AND PRE-REGISTRATION

POLICY: 5663

EFFECTIVE DATE: 7-8-2024

DATE OF ORIGINAL POLICY: New

DATE OF NEXT REVIEW: 7-2025

DATED: 7-8-2024

I. PHILOSOPHY

The District recognizes the importance of voting and civic engagement. As such, the District seeks to encourage student voter registration and pre-registration.

II. POLICY

A person who is at least 16 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) Encourage students to register in their 12th grade government class.

The District will inform students of New York State's requirements for voter registration and pre-registration, as well as provide access to voter registration and pre-registration applications during the school year and provide assistance with filing these applications. The completion and submission of voter registration or pre-registration forms will not be a course requirement or graded assignment for District students.

II. EXCEPTIONS

NONE

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The responsibility for developing and revising the administrative guidelines and procedures for this policy shall reside with the Superintendent of Schools and/or his/her/their designee.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools and/or his/her/their designee shall be responsible for administration of this policy.

VI. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel.

VII. REVIEW

POLICY 5663

This policy is to be reviewed every year or as the Board of Education may deem necessary.

VIII. LEGAL REFERENCES

Election Law Section 5-507

IX. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 6255

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Grant Writing

POLICY: 6255 EFFECTIVE DATE: 9/26/2023

DATE OF ORIGINAL POLICY: 7/22/02 DATE OF NEXT REVIEW: 9/2026

DATED: 9/19/2023

I. PHILOSOPHY

The Board of Education recognizes that grants can provide important support for district goals.

II. POLICY

Staff who wish to apply for grants for the purpose of supporting a specific school program or goal are encouraged to do so, as long as the grant is consistent with district goals.

A. Definition

Grants are monies provided to the district from sources that are not typically included in the District’s general fund budget. These monies are used for specific programs, services or equipment that support the district’s goals.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

Staff who wish to apply for grants must follow these guidelines:

1. The grant must be used for district goals;
2. A copy of the grant (application / description) must be submitted to the Superintendent of Schools or his/her/their designee for approval prior to submission.
3. Any use of the name of the school district, or any language suggesting that the district has endorsed, sponsored or otherwise approved of the grant, must have prior written approval by the Superintendent of Schools or his/her/their designee;
4. Advance approval for any use of school facilities and/or equipment, following procedures outlined in Board of Education Policy 1500 (Use of School Facilities for Non-school District Sponsored Activities);
5. Grant related activities should not conflict or interfere with other district approved activities;
6. Grant recipients should understand and respect the authority of district employees in the administration of their duties;
7. There will be no commitment on the part of the Board of Education for continuation of program upon termination of grant funding source;
8. The Superintendent must clearly communicate the district’s terms and conditions of accepting grant monies, and seek the Board’s official approval before accepting or publicly announcing any contribution.
9. Grant checks must be made payable to Treasurer, North Syracuse Central School District.

IV. DELEGATION OF AUTHORITY

The Superintendent or his/her/their designee has the responsibility for enforcing this policy by communicating it to all relevant administrators and by providing necessary guidelines and instructions to the appropriate personnel.

V. REPORTS

All necessary and/or required forms developed to implement this policy will be completed and forwarded to the appropriate administrators.

VI. REVIEW

This policy is ongoing, but is to be reviewed every three years, or as the Board of Education may consider necessary. It shall continue until it is terminated or revised by the Board of Education.

VII. LEGAL REFERENCES

Board of Education Policy 5661 – Fundraising
Board of Education Policy 5662 - Crowdfunding

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Sexual Harassment Prevention PolicyPOLICY: 9010.02EFFECTIVE DATE: 1/18/2022DATE OF ORIGINAL POLICY: NewDATE OF NEXT REVIEW: 1/2025DATED: 1/18/2022

I. PHILOSOPHY

North Syracuse Central School District (“the District”) is committed to maintaining a work environment free from sexual harassment, which is one form of employment discrimination. This Policy is one component of the District’s commitment to a discrimination-free work environment.

II. POLICY

This Policy applies to all employees. It also applies to individuals who are not employees of the District but are employees of contractors, subcontractors, vendors, consultants, volunteers and other persons who provide services in the workplace, such as interns and temporary employees.

Sexual harassment is not tolerated by the District and is prohibited by this Policy. This Policy prohibits not only behavior that constitutes unlawful harassment, but also other inappropriate or unprofessional behavior that may reasonably be considered offensive or otherwise inappropriate. Employees and other individuals covered under this Policy will be subject to disciplinary or other corrective action for any violations of this Policy.

No person covered by this Policy shall be subject to adverse employment action because he/she/they makes a good faith report of an incident of sexual harassment, or provides information, or otherwise assists in any investigation of a sexual harassment complaint. Any person covered by this Policy, who retaliates against anyone involved in a sexual harassment investigation, is in violation of this Policy and subject to remedial or disciplinary action.

The District will conduct a prompt, thorough, fair, and confidential investigation, consistent with this Policy, in response to any complaint about sexual harassment. The District may also investigate other circumstances of inappropriate conduct occurring in its workplace or affecting the terms and conditions of employment for its employees or other individuals working in its workplace. The District will take effective corrective action whenever sexual harassment or other inappropriate conduct is found to have occurred. All employees, including administrators, directors, principals and supervisors, are required to cooperate with any internal investigation of sexual harassment.

1. Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile work environment, even if the complaining

individual is not the intended target of the sexual harassment;

- Such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment can consist of threats, derogatory comments, signs, jokes, pranks, intimidation, physical contact, violence, or other conduct which is of a sexual nature, or which is directed at an individual because of that individual's sex, where the conduct is so severe and pervasive as to alter the terms of employment for the individual subject to the harassment or is beyond petty slights or trivial inconveniences so as to violate the law.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

2. Examples of Sexual Harassment

The following is a list of some of the types of acts that may constitute sexual harassment:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employees' body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions.
- Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Written conduct such as authoring threatening, derogatory or offensive letters, e-mails, text messages, or social media posts.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes sexual displays on workplace computers or cell phones in the workplace.
 - Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look
 - Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or the status of being transgender.

3. Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender.

Harassers can be a superior, a subordinate, a coworker or anyone else in the workplace, including

an independent contractor, contract worker, vendor, client, customer, or visitor.

4. Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, at employer-sponsored events, or other occasions outside work. Calls, texts, emails, and social media usage by employees containing inappropriate messages, language, or graphics may also constitute or contribute to unlawful workplace harassment, even if they occur away from the workplace, on personal devices, or during non-work hours.

5. What is retaliation?

Retaliation includes any conduct, whether or not in the workplace or employment-related, which might deter a reasonable person from making or supporting a charge of discrimination or harassment and is directed at someone who engages in protected activity. Protected activity includes opposing a discriminatory practice, making a good faith report of a suspected violation of this policy, filing a harassment complaint, participating in an investigation or proceeding of such a report or complaint, or encouraging a fellow employee to make a report.

6. Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment unless it knows about it. Any employee or other person covered by this Policy, who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to an administrator or supervisor. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to an administrator, or supervisor. If an employee makes a report to his/her building administrator or supervisor and believes the administrator or supervisor is not taking appropriate action, the employee should report this inaction to the Assistant Superintendent for Human Resources. If an employee believes that his/her building principal or supervisor violated this Policy, then the employee should report the matter to the Assistant Superintendent for Human Resources.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is included in this Policy, and all employees are encouraged to use this complaint form, but using the form is not required. Employees who report sexual harassment on behalf of another person should state clearly that the complaint is made on another person's behalf.

The availability of this reporting procedure does not preclude individuals who believe they are being harassed from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

7. Administrator/Supervisory Responsibilities

Any administrator or supervisor who receives a complaint or information about suspected sexual harassment, or observes conduct that may be sexually harassing behavior is required to take appropriate steps to address the conduct and to report such suspected sexual harassment to the Assistant Superintendent for Human Resources.

8. Investigation of Sexual Harassment

All reports, complaints or other information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely and thorough manner commensurate with the nature of the complaint, and will be confidential to the extent possible.

In conducting a fair and impartial investigation, the District’s procedures will include these “due process” protections:

- The District will provide appropriate notice of the allegations to anyone who is the subject of a harassment complaint and an opportunity to provide a response to the allegations.
- Complainants and witnesses will be provided with an appropriate opportunity to present relevant information including documents relevant to the investigation.
- The District may adapt and modify the investigatory procedure, at its discretion, based on the nature of the complaint and the conduct at issue.

All employees and other individuals covered under this Policy are required to cooperate, as needed, in an investigation of suspected sexual harassment. Employees and other individuals who participate in any investigation are protected from retaliation.

All persons involved in the reporting and investigation of harassment are obligated to keep the information pertaining to the investigation confidential to the maximum extent possible, to protect the privacy of those involved in the investigation and to allow the District to conduct an objective and fair investigation.

If the District determines that this Policy has been violated, it will take effective remedial action commensurate with the circumstances. Any employee who has been found by the District to have harassed another employee will be subject to corrective action, up to and including discharge where appropriate. If it is concluded that a non-employee has subjected an employee or other person protected by this Policy to conduct in violation of this Policy, prompt and effective action will be taken to stop the harassment and deter any future harassment.

The District will notify the individual who was subject to the reported conduct and the person who filed the complaint, if different, of the conclusion of its investigation, and will follow up with that individual as appropriate under the circumstances.

9. Legal Protections and External Remedies

Sexual harassment is not only prohibited by the District but is also prohibited by state, federal, and, where applicable, local law. In addition to the procedures described in this Policy, individuals may choose to pursue legal remedies with the following governmental entities:

- The New York State Division of Human Rights (DHR) enforces the Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., which prohibits sexual harassment in employment in New York State, and protects employees, and other individuals working in an employer’s workplace. A complaint alleging a violation of the Human Rights Law may be filed either with the DHR, subject to a one-year statute of limitations, except for sexual harassment complaints, which are subject to a three-year statute of limitations, or in New York State Supreme Court, subject to a three-year statute of limitations.

If unlawful discrimination is found after a hearing, the DHR or the court may award relief, which may include requiring the employer to take action to stop the harassment, to redress the damage caused, including reversing an unlawful employment action, and paying monetary damages, attorneys’ fees, and civil fines. The DHR can be contacted at (888) 392-3644 or at www.dhr.ny.gov.

- The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An employee must file a complaint with the EEOC within 300 days from the

conduct giving rise to the complaint. The EEOC investigates complaints, and may pursue a claim in federal court on behalf of the complaining party, or issue a Right to Sue Letter that allows an individual to pursue his/her claims in federal court. Federal courts may award remedies if discrimination is found to have occurred. The EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY)), or at their website: www.eeoc.gov or via email at info@eeoc.gov. If an individual files an administrative complaint with the DHR, the DHR will file the complaint with the EEOC to preserve the individual's right to proceed in federal court.

10. Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime, and it may be appropriate to report such conduct to the local police department.

11. Other Types of Harassment

The District also prohibits discrimination or harassment on the basis of race, color, creed, ethnicity, disability, religion, national origin, military status, age, gender, arrest record, veteran status, sexual orientation, marital status, familial status, domestic violence victim status, criminal history, citizenship, predisposing genetic characteristics, genetic information, or any other category protected by law. For more information, see Board of Education Policy 9010.2 – Sexual and Other Forms of Prohibited Discrimination and Harassment (Employee).

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

Sexual Harassment Reporting Form

This form is designed to assist individuals making a report under The North Syracuse Central School District’s Policy 9010.02 - Sexual Harassment Prevention Policy. If you believe you are, or have been, subject to conduct in violation of the Sexual Harassment Prevention Policy, or witness or otherwise become aware of such conduct, you are expected to report that information either verbally or in writing. It is the policy of the North Syracuse Central School District to promptly and thoroughly investigate such reports.

If you wish to make a written report, you may use this form to do so. After completing this form, please submit it to your building administrator or supervisor. If you are more comfortable reporting verbally or in another manner, you are welcome to do so.

North Syracuse Central School District prohibits retaliation against any individual because he/she or they oppose a discrimination practice, makes a good faith report of discrimination or harassment, or who participates in an investigation of such reports. Your cooperation in truthfully completing this form and providing as much accurate information as possible will enable us to investigate and respond to these matters.

YOUR INFORMATION

Name: _____

Home Address: _____

Work Address: _____

Personal Phone: _____

Work Phone: _____

Job Title: _____

Email: _____

Preferred Communication Method: _____

ADMINISTRATOR/SUPERVISOR’S INFORMATION

Immediate Supervisor’s Name: _____ Title: _____

Work Phone: _____

Work Address: _____

INFORMATION CONCERNING SUSPECTED HARASSMENT

1. The name of the person(s) involved in your complaint

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Other identifying information: _____

Relationship to you: Supervisor Subordinate Co-Worker Other: _____

2. Please describe the conduct or incident(s) that are the basis of this report and your reasons for believing the conduct is harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment occurred: _____

Is the harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint. Please use additional sheets of paper if necessary.

5. Have you previously complained or provided information (verbal or written) about harassment? If yes, when and to whom did you complain or provide information?

Upon receipt of this report, the Assistant Superintendent for Human Resources will contact you. Every effort will be made to assure that confidentiality will be maintained throughout the investigatory process to the extent consistent with the need to investigate your report and to take appropriate corrective action. For additional information, read Policy 9010.02 – Sexual Harassment Prevention Policy.

The information provided in this report is true and complete and I request that North Syracuse Central School District investigate this complaint and advise me of the outcome of the investigation.

Signature: _____

Date: _____

III. DELEGATION OF AUTHORITY

The Superintendent of Schools shall have the overall authority to enforce this policy.

IV. REVIEW

This policy is to be reviewed every three years, or as the Board or Legislation may deem necessary.

V. LEGAL REFERENCES

Equal Employment Opportunity Commission Guidelines (1980)
Title VII - United States Civil Rights Act (1964) (amended 1980)
New York Executive Law (Human Rights Law)
Board of Education Policy 9010.2 – Sexual and Other Forms of Prohibited Discrimination and Harassment (Employee)

VI. SIGNATURE BLOCK

Reviewed and Approved by Board Policy Committee	_____	_____
	Chairperson	Date
Reviewed and Adopted by Board of Education	_____	_____
	President	Date
Received for Implementation	_____	_____
	Superintendent	Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY: 9010.2

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Sexual and Other Forms of Prohibited Discrimination and Harassment (Employee)

POLICY: 9010.2

EFFECTIVE DATE: 11/20/2023

DATE OF ORIGINAL POLICY: 6/21/99

DATE OF NEXT REVIEW: 11/2026

REPLACES POLICY NO.: 9010.2/5010.2

DATED: 11/14/20123

I. PHILOSOPHY

The North Syracuse Central School District Board of Education is committed to a work environment which is free of discrimination and harassment based on race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing genetic characteristic, military status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law. Further, the Board endeavors to increase the awareness of its students and employees to the nature of prohibited discrimination and harassment and to maintain a high-quality work environment that promotes respect, dignity, and equality. Discrimination or harassment based on any one of the characteristics set forth above (i.e., race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing genetic characteristic, military status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law) will not be tolerated and offenders will be subject to disciplinary action.

The District prohibits all types of harassment on the basis of any protected characteristic, including sexual harassment. The District maintains a separate Sexual Harassment Prevention Policy (Policy 9010.02) and any individual who believes he/she/they have been subjected to sexual harassment should refer to that policy.

II. POLICY

It is the policy of the North Syracuse Central School District that all employees be free from prohibited discrimination, including harassment, in all work environments. Furthermore, through the enactment of this policy a grievance procedure exists to deal with any allegations of prohibited discrimination or harassment.

III. EXCEPTIONS TO THE POLICY

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. DEFINITIONS

For the purpose of this policy, the term “discrimination” means a decision or action which negatively impacts an employee or applicant and which is based on the employee’s or applicant’s race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing

Reviewd By J.Nephew – 11/2023

genetic characteristic, military status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law.

For the purpose of this policy, the term “harassment” means unwelcome, offensive, abusive or humiliating behavior which is based on a person’s race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing genetic characteristic, military

status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law. Harassing behavior may take many forms, including but not limited to, verbal, written, visual, physical, or any other form of communication or conduct.

Sexual harassment merits more precise definition. Sexual harassment means conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or
- (3) such conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

This policy prohibits sexual harassment, including sexual assault and other forms of sexual violence, against any District employees, whether conducted by students, volunteers, other individuals doing business with the District or participating in District activities (e.g., vendors, visitors, etc.), or other employees. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion.

This policy prohibits conduct which would violate equal employment opportunity laws. However, the District reserves the right to respond to and discipline behavior which the District deems unacceptable, detrimental, or otherwise inappropriate, even if the conduct is not sufficiently severe or pervasive **or** beyond petty slights or trivial inconveniences so as to violate the law.

B. REPORTING AND FILING OF A COMPLAINT

Anyone who believes she/he/they have been or is being harassed or discriminated against in any manner in violation of this policy should promptly report the incident. The procedures for employees to report discrimination or harassment are attached to this policy and are published and distributed annually to employees.

C. INVESTIGATION AND DISPOSITION

Allegations of prohibited discrimination or harassment will be investigated thoroughly and in a timely manner. If an employee reporting harassment indicates that he/she/they feel unsafe at work due to the nature of the complaint, the District will determine whether interim measures and/or accommodations are needed pending the completion of the investigation. Confidentiality will be maintained to the extent practical and appropriate under the circumstances. The results of the investigation will determine the response to each allegation. Acts of discrimination or harassment will be met with appropriate remedial action.

D. RETALIATION PROHIBITED

Retaliation against any person making a good faith allegation of discrimination or harassment or any person who testifies, assists or participates in good faith in an investigation, proceeding or hearing relating to a complaint under this policy is forbidden. The District shall be responsible for disseminating the above information.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall have overall authority to enforce this policy.

VI. REVIEW

This policy is to be reviewed every three years, or as the Board may deem necessary.

VII. LEGAL REFERENCES

- Age Discrimination in Employment Act of 1967
- Americans with Disabilities Act of 1990
- Rehabilitation Act of 1973
- Equal Employment Opportunity Commission Guidelines (1980)
- Title VII - United States Civil Rights Act (1964) (amended 1980)
- New York Executive Law (Human Rights Law)

VII. SIGNATURE BLOCK

Reviewed and Approved
 by Board Policy Committee _____
Chairperson _____
Date

Reviewed and Adopted
 by Board of Education _____
President _____
Date

Received for Implementation _____
Superintendent _____
Date

**ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR IMPLEMENTING
POLICY 9010.2 - SEXUAL AND OTHER FORMS OF
PROHIBITED DISCRIMINATION AND HARASSMENT**

Discrimination/Harassment Regulations - Employees

The North Syracuse Central School District is committed to maintaining a work environment free from discrimination or harassment based on race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing genetic characteristics, military status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law. This prohibition applies to the behavior of other employees, students and non-district individuals interacting with employees for school-related reasons. Discrimination or harassment based on any of the characteristics listed above is prohibited, and a person who believes he/ she/they have been subject to such harassment is encouraged to use the procedures set forth below.

The District maintains a separate Sexual Harassment Prevention Policy (Policy 9010.02) and any individual who believes he/ she/they have been subjected to sexual harassment should refer to that policy.

Definitions:

“Discrimination” means a decision or action which negatively impacts an employee or applicant and which is based on the employee’s or applicant’s race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing genetic characteristic, military status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law. Examples of discrimination include, but are not limited to,

- refusing to hire an applicant because of the person’s ethnicity;
- assigning disproportionately harder or less desirable work to an employee because of the employee’s religion; or
- terminating an individual because of his age or race.

“Harassment” means unwelcome, offensive, abusive or humiliating behavior which is severe or pervasive and which is based on a person’s race, color, creed, national origin, ethnicity, age, gender/sex, gender identity, sexual orientation, disability, predisposing genetic characteristic, military status, marital status, familial status, status as a victim of domestic violence, or any other characteristic protected by law.

Examples of non-sexual harassment may include, but are not limited to, the following:

- teasing, slurs or comments that demean a person on the basis of race, color, religion, national origin, sexual orientation, age or disability;
- mimicking or mocking another’s race, color, religion, ethnicity, national origin, sexual orientation, age or disability;
- exposing another to racially or religiously offensive pictures, symbols, cartoons, or graffiti; or

- practical jokes targeted at a person because of his or her race, color, religion, ethnicity, national origin, sexual orientation, age or disability.

“Sexual harassment” requires further explanation. Sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

- (i) submission to such conduct is made explicitly or implicitly a term or condition of an employee’s employment;
- (ii) submission to or rejection of such conduct by an employee is used as the basis for employment decisions (e.g. hiring, evaluation, promotion) affecting that employee; or
- (iii) such conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

This policy prohibits sexual harassment, including sexual assault and other forms of sexual violence, against any District employees, whether conducted by students, volunteers, non-employees or other employees. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to their age, physical or mental state or where they may be unable to understand what is happening for any reason, including due to alcohol or drugs. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion. Sexual or romantic relationships and/or sexual activity between District employees and students (regardless of the age of the student) are absolutely prohibited. The District expects that any sexual activity between District employees will be based on mutual consent. Consent is free and informed permission. Sexual activity as a result of coercion is non-consensual. Coercion is a threat, undue pressure, or intimidation to engage in sexual activity. Certain conditions prevent a person from being able to consent. These conditions include being asleep, unconscious, physically or mentally helpless, disoriented or unable to understand what is happening for any reason, including due to alcohol or drugs.

Unlawful harassment is not limited to the physical workplace itself. Harassment can occur on school grounds, school buses or District vehicles, and at school-sponsored events, programs, or activities, including those that take place at locations off school premises. It can also occur while employees are traveling for District business. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from school grounds, on personal devices, or during non-work hours.

The District encourages victims of sexual harassment or violence to come forward. The District’s primary concern in such instances is with employee safety. Therefore, the District will consider any other rule or policy infractions separately from the sexual harassment/violence allegation and may choose not to hold employees who report such acts of sexual harassment/violence responsible for those other acts of misconduct.

Examples of sexual harassment may include, but are not limited to:

- unwanted sexual advances, propositions, or touching;

- demands for sexual favors in exchange for favorable treatment;
- unwelcome sexual jokes or innuendo;
- verbal abuse of a sexual nature;
- graphic comments about a person's body or sexuality;
- rape, attempted rape, sexual assault;
- unwelcome, offensive or disparaging remarks, slurs or jokes about an individual based on sexual stereotypes or the individual's sexual orientation; or
- leering, touching, or suggestive, insulting, obscene, or demeaning comments or gestures of a sexual nature.

Whether conduct constitutes discrimination or harassment depends on all the facts and circumstances, including the frequency and duration of the conduct, the degree to which the conduct affected the employee's work environment, the context in which it occurred, and the status of the parties involved. The District will consider the effects of off-campus harassment when evaluating whether an employee is being subjected to a hostile work environment. The goal of the District's investigation into reports or complaints is to understand the relevant facts according to each involved person and witness and then to determine whether the conduct violates this or another of the District's policies.

Reporting Procedures:

Any employee who believes he/she/they have been subjected to prohibited discrimination or harassment should report the alleged harassment to his/her/their supervisor or to the District's Assistant Superintendent for Human Resources (who is also the District's Title IX Compliance Officer). When the allegation is reported to the supervisor, the supervisor will inform the District's Assistant Superintendent for Human Resources/Title IX Compliance Officer and the Superintendent, unless one of those individuals is the alleged harasser, in which case, only to the other administrator. The District's Assistant Superintendent for Human Resources / Title IX Compliance Officer is: Mr. Jason Nephew, (315) 218-2149, JNephew@nscsd.org.

It may occur that a reported incident does not violate this particular policy but nevertheless may violate a different policy, such as the Staff Code of Conduct. Similarly, certain behaviors which violate this policy may also violate other District policies in addition to violating this policy. An employee need not make complaints pursuant to all of these policies in order to have inappropriate behavior investigated and, if appropriate, addressed. In the event a report made under this policy is more appropriately handled pursuant to a different District policy, the District will so inform the employee, and will redirect the matter to the more appropriate procedure or personnel. This policy is not intended to limit the right of any person to seek assistance from or file a complaint with law enforcement authorities if it is believed that a crime has been committed.

Investigation:

Upon receipt of a complaint or upon receiving notice by some other means that prohibited discrimination or harassment of an employee may have occurred or may be occurring, a prompt, thorough and impartial investigation shall be overseen by the Assistant Superintendent for Human Resources. To assist with the investigation, the complainant will be asked to fill out a complaint form (attached as Exhibit A). The complainant and respondent will be provided with an equal opportunity to present relevant information to the District during the investigation. The District's investigation will, in most cases, include interviews

with relevant witnesses. As soon as possible, but generally no later than ten work days following receipt of the complaint, the Assistant Superintendent for Human Resources will inform the complainant of the status of the investigation, including, when possible, an estimated time frame for completion of the process. All information or complaints

shall be investigated in a manner which preserves confidentiality to the maximum practical extent, recognizing that the thoroughness of the investigation is not to be compromised. The District will implement appropriate interim measures and/or accommodations (which may include, but are not limited to, counseling, directives that the complainant and respondent not have contact with one another, and/or adjustment's to one's assignments/schedule) to ensure that both the person making the complaint and the accused feel safe pending the completion of the investigation.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes discrimination or harassment, the District shall use a preponderance of the evidence standard – i.e., whether it is more likely than not that a fact is true and/or that a violation of this policy occurred. In making that determination, the District may consider factors such as:

- the degree to which the conduct altered the conditions of the employee's work environment;
- the nature, frequency and duration of the conduct;
- the identity of and relationship between the alleged harasser and the subject of the harassment (e.g. whether the harassment was alleged to have been conducted by a teacher, coach, visitor or student);
- the number of individuals involved;
- the age of the alleged harasser and the subject of the harassment; and
- the context in which the alleged conduct occurred;

Generally, within 60 days following receipt of the complaint, the complainant and respondent shall be notified of the outcome of the investigation and action taken. That time frame may, however, be reasonably adjusted depending on the complexity of the investigation, the parties involved, the pendency of any concurrent criminal investigation, and the time of the school year. If additional time is needed to complete the investigation, the Assistant Superintendent for Human Resources will provide notice to the parties.

Disposition:

The District will make an effort to ensure that no future acts of discrimination or harassment occur and that the parties and those who participated in the investigation process do not experience any retaliation.

If the investigation reveals that prohibited discrimination or harassment has occurred, appropriate sanctions will be imposed as follows:

1. If the complaint involves conduct by a student, discipline in accordance with policy 5311.1 (Discipline Policy) will be administered and can include the full range of sanctions all the way up to a temporary or permanent suspension from school.
2. If the complaint involves conduct by a non-tenured employee or civil service employee not entitled to privileges afforded by Civil Service Law Section 75, the complaint shall be presented

to the Superintendent for action as he/she/they deems appropriate in accordance with the terms of any applicable collective bargaining agreement.

3. If the complaint involves conduct by a tenured employee or civil service employee who is entitled to Civil Service Section 75 privileges, the complaint shall be presented to the Superintendent for possible action pursuant to Education Law 3020-a or Civil Service Law Section 75 and in accordance with the terms of any applicable collective bargaining agreement.
4. If the complaint involves conduct of a non-district individual, appropriate action shall be taken up to and including barring the individual from entering school district property.

To the extent the District determines prohibited discrimination or harassment occurred and that the complainant has suffered a detriment as a result, the District will determine the extent to which remedial action may be necessary or appropriate (e.g., provision of counseling services, removal of any derogatory material from the personnel file that was a result of the alleged harassment, etc.).

Retaliation:

Retaliation for good faith reports of prohibited discrimination or harassment, or against any person who testifies, assists, or participates in good faith in an investigation, proceeding, or hearing relating to a discrimination or harassment complaint, is strictly prohibited and any such retaliation shall constitute separate grounds for disciplinary action.

Appeal:

Any party who is not satisfied with the outcome of the investigation and/or imposed sanctions may appeal to the Board of Education. The appeal must be made within 30 days and shall include a copy or description of the original complaint, all relevant reports, the specific action being appealed, and an explanation of the grounds for appeal. An appeal form is attached as Exhibit B.

EXHIBIT A
COMPLAINT FORM*

1. Name and job title _____
2. Date of complaint _____
3. Name of person(s) complained about _____
4. Date and place of incident _____

5. Description of misconduct _____

6. Name of witnesses (if any) _____

7. Has the incident been reported before? _____
8. If yes, when? To whom? _____

9. What was the resolution? _____

*If additional pages are necessary, please attach.

EXHIBIT B

COMPLAINT APPEAL FORM*

1. Name and job title _____
2. Date of appeal _____
3. Date of original complaint _____
4. Have there been any prior appeals? _____
5. If yes, when? To whom? _____
6. Description of decision being appealed _____

7. Why is the decision being appealed? _____

*If additional pages are necessary, please attach.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

POLICY 9100

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Staff Code of Conduct

POLICY: 9100

EFFECTIVE DATE: 11/20/2023

DATE OF ORIGINAL POLICY: 6/4/01

DATE OF NEXT REVIEW: 11/2024

REPLACES POLICY NO.: N/A

DATED: 11/14/2023

I. PHILOSOPHY

The Board of Education acknowledges the requirement for a Code of Conduct for staff as mandated by the Safe Schools Against Violence in Education legislation.

II. POLICY

The staff of the North Syracuse Central School District, including all bargaining units, non-affiliated staff, Board of Education Members, and substitutes is committed to ensuring a safe and orderly school environment where students receive and district personnel deliver quality education without disruption or interference. Therefore, a set of expectations have been defined, which are based on civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The amplifying instructions and guidelines for the Staff Code of Conduct have been developed with input from representatives of student, teacher, administrator, school safety personnel, support services, community and parent organizations and/or bargaining units.

IV. DELEGATION OF AUTHORITY

The Superintendent has the ultimate authority of enforcing Board of Education policy among district personnel by communicating this policy to all appropriate parties and by providing the necessary instructions and guidelines.

V. REPORTS

All necessary or required reports and forms pertaining to the implementation of this policy will be distributed to the appropriate administrative personnel for completion.

As mandated by Education Law 2801(5)(b), this Code of Conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

VI. REVIEW

As required by Education Law 2801(5), the Board of Education will review this policy annually and update it as necessary.

VII. LEGAL REFERENCES

Safe Schools Against Violence in Education Act, 2000.
Education Law 2801
Education Law 3020-a
Civil Service Law 75
Board Policy 9000.1 - Volunteer Coaches and Volunteer Co-curricular Advisors

VIII. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

FOR POLICY 9100 - STAFF CODE OF CONDUCT

A. Staff Code of Conduct

All staff members of the North Syracuse Central School District will:

1. Recognize that the education of children is a joint responsibility of all segments of the school community.
2. Know school rules, policies and procedures and enforce them consistently.
3. Convey a supportive attitude toward education and the district.
4. Build good relationships with colleagues and students.
5. Maintain a climate of mutual respect and dignity.
6. Demonstrate interest in teaching and learning and concern for student achievement.
7. Be prepared to do the job with diligence, and demonstrate a willingness to work as a team.
8. Keep lines of communication open.
9. Provide a safe, orderly and stimulating school environment, supportive of active teaching and learning.
10. Portray a mature, professional demeanor by dress, actions and speech.

B. Prohibited Conduct

No staff member 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 student, teacher, administrator, other district employee or any person lawfully on school property, including engaging in 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 any characteristic protected by applicable law, including race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
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. Gamble on school property or at school functions.
12. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
13. Willfully incite others to commit any of the acts prohibited by this code.
14. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

C. Penalties

1. Certificated staff members shall be subject to disciplinary action as the facts may warrant in accordance with Education Law 3020-a or any other legal and/or bargaining rights that they may have.
2. Civil Service staff members shall be subject to disciplinary action as the facts may warrant in

Policy 9100

accordance with Civil Service Law 75 or any other legal and/or bargaining unit rights that they may have.

3. Staff members, other than those described above, shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal and/or contractual rights they may have.

D. Enforcement

The Superintendent, administrators, and building principals shall be responsible for enforcing the conduct required by this code.

E. Dissemination of Code of Conduct

The Board of Education will work to ensure that all staff are aware of this Code of Conduct by:

1. providing all 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;
2. including a copy of the code in all teacher and staff handbooks;
3. providing all new employees with a copy of the current Code of Conduct when they are first hired.

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION POLICY STATEMENT

Policy 9110.4

SUBJECT: Reasonable Accommodation of an Employee's Religious Observance

POLICY: 9110.4 EFFECTIVE DATE: 11/20/2023

DATE OF ORIGINAL POLICY: 6/2/2008 DATE OF NEXT REVIEW: 11/2026

REPLACES POLICY NO: N/A DATED: 11/14/2023

I. PHILOSOPHY

The North Syracuse Central School District is committed to assuring equal employment opportunity for all employees, and thus prohibits discrimination based on an employee's creed or sincerely-held religious belief.

II. POLICY

It is the policy of the North Syracuse Central School District to make a bona fide effort to reasonably accommodate an employee's request to observe a religious holiday or other holy day or to wear any attire, clothing, or facial hair in accordance with the requirements of his or her religion.

The District's responsibility to make a particular reasonable accommodation, however, is limited where doing so would impose an undue hardship upon its operations.. If a particular accommodation does impose an undue hardship, the District will consider whether there are alternative accommodations that would not impose such hardship.

III. APPLICATION

This policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, job application procedure, hiring, training, advancement, classification, transfer and reassignment, and promotions.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

A. DEFINITIONS:

A "reasonable accommodation" is the modification or adjustment to a job, or to a related policy, practice, or procedure, that enables an employee practice the employee's religion, to observe a religious holiday or other holy day or to wear any attire, clothing, or facial hair in accordance with the requirements of his or her religion without imposing an undue hardship on the District.

An "undue hardship" is a modification or adjustment to a job, or to a related policy, practice, or procedure, which would result in substantial increased costs in relation to the conduct of its particular business.

B. REQUEST FOR ACCOMMODATION:

An employee must request a reasonable accommodation by completing a Request for Reasonable Accommodation form and submitting it to his/her/their supervisor. If the supervisor cannot approve the accommodation, the request will be forwarded to the Assistant Superintendent for Human Resources. The Assistant Superintendent for Human Resources will then make a determination of the reasonableness and appropriateness of the requested accommodation.

All such requests must be submitted with sufficient notice so as to enable the District to adequately consider the applicant's request and to make arrangements that may be necessary in order to provide an accommodation.

If the request must be denied because of undue hardship, the employee will be notified of the decision by the Assistant Superintendent for Human Resources.

V. DELEGATION OF AUTHORITY

The Superintendent of Schools shall have overall authority to enforce this policy.

VI. REVIEW

This policy is to be reviewed every three years, or as the Board may deem necessary.

VII. LEGAL REFERENCES

This policy is based on Title VII of the Civil Rights Act of 1964, as amended, and the New York State Human Rights Law, as amended.

VIII. SIGNATURE BLOCK

Reviewed and Approved by
Board Policy Committee

_____ Date
Chairperson

Reviewed and Adopted by
Board of Education

_____ Date
President

Received for Implementation

_____ Date
Superintendent

ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR
IMPLEMENTING POLICY 9110.4
REASONABLE ACCOMMODATION OF AN EMPLOYEE'S RELIGIOUS OBSERVANCES

The North Syracuse Central School District is committed to assuring equal employment opportunity for all employees, and thus prohibits discrimination based on an employee's creed or sincerely-held religious belief. It is the policy of the District to make a good faith effort to reasonably accommodate an employee's request to practice the employee's religion, observe a religious holiday or other holy day or to wear any attire, clothing, or facial hair in accordance with the requirements of his/her/their religion.

This policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, job application procedure, hiring, training, advancement, classification, transfer and reassignment, and promotions.

Definitions

- *Reasonable Accommodation*: Modification or adjustment to a job, or to a related policy, practice, or procedure, that enables an employee to practice the employee's religion, observe a religious holiday or other holy day or to wear any attire, clothing, or facial hair in accordance with the requirements of his/her/their religion without imposing an undue hardship on the District.
- *Undue Hardship*: Modification or adjustment to a job, or to a related policy, practice, or procedure, which would result in substantial increased costs in relation to the conduct of its particular business.

Employee Responsibilities

- (a) It is the obligation of the employee seeking a reasonable accommodation to notify his/her/their supervisor. This request must state the nature of the religious observance and the specific accommodation desired.
- (b) It is the obligation of the employee seeking a reasonable accommodation to cooperate with the District in assessing the feasibility of the accommodation, and in determining whether an alternate reasonable accommodation may be suitable to the employee's particular circumstances.
- (c) All reasonable accommodation requests must be submitted with sufficient notice so as to enable the District to adequately consider the applicant's request and to make arrangements that may be necessary in order to provide an accommodation.
- (d) Employees who fail to make the necessary request to their respective supervisor, or who fail to assist in the accommodation process, or who fail to provide the District with sufficient notice, may be denied accommodation.

District's Policies

- (a) The District will make a bona fide effort to reasonably accommodate an employee's request to observe a religious holiday or other holy day.

- (b) A request for a reasonable accommodation pursuant to this Policy shall not adversely affect the consideration of an individual for employment, training, promotion or opportunity to avail themselves of equal benefits, privileges and conditions of employment.

Reasonable Accommodation Request Process

- (a) An employee must request a reasonable accommodation by completing a Request for Reasonable Accommodation form (See Exhibit A) and submitting it to his/her/their Supervisor. Where possible, the Supervisor will propose a reasonable accommodation to the employee. The accommodation may include, but is not limited to,

1. Requiring the employee to charge any absence due to a religious observance against paid vacation time or other paid leave, except for sick leave; or
2. Requiring the employee to charge any absence due to a religious observance as an excused absence without pay.

In the event that the Supervisor is unable to accommodate the employee, the Supervisor will then forward the corresponding request to the Assistant Superintendent for Human Resources for a determination of the reasonableness and appropriateness of the requested accommodation.

- (b) Where possible, the Assistant Superintendent for Human Resources will propose a reasonable accommodation to the employee. The accommodation may include, but is not limited to,
 1. Requiring the employee to charge any absence due to a religious observance against paid vacation time or other paid leave, except for sick leave; or
 2. Requiring the employee to charge any absence due to a religious observance as an excused absence without pay.

- (c) If a request must be denied because of undue hardship, the respective employee will be notified of the decision by the Assistant Superintendent for Human Resources.

The Undue Hardship Limitation

- (a) The District's responsibility to make a particular reasonable accommodation is limited where doing so would impose an undue hardship to the District. If a particular accommodation does impose an undue hardship, the District will consider whether there are alternative accommodations that would not impose such hardship.

Policy Dissemination

Information regarding this Policy shall be: (1) widely disseminated throughout the District through reference in District employment applications and inclusion in employee handbooks; (2) given to an employee at the time of a request for accommodation; (3) given to employees upon request; and (4)

disseminated by other means as appropriate in an effort to inform all employees and applicants for employment of the Policy and related procedures.

Grievance Procedure

- (a) Existing Employees - Any employee who feels that they have been unfairly denied reasonable accommodation may file a complaint. Such a complaint shall be filed either through existing grievance procedures or directly with the Assistant Superintendent for Human Resources.
- (b) Applicants for Employment - Any applicant who feels that they have been unfairly denied reasonable accommodation and who initiates a complaint with the Assistant Superintendent for Human Resources will have their complaint investigated in a timely manner, so that they can participate in the application process with all other applicants for the position.

**EXHIBIT A
REQUEST FOR REASONABLE ACCOMMODATION**

Application shall be made to your supervisor.

**Section A
(To be completed by applicant and returned to supervisor)**

Name

Title

Work Location

Telephone

I am requesting the following reasonable accommodation(s):

It is necessary for me to have this accommodation for the following reasons:

Employee Signature

Date

If your supervisor is unable to approve this request, it will be forwarded to the Assistant Superintendent for Human Resources for further action.

Section B

Supervisor's Response to Request for Accommodation
(To be completed by Supervisor and returned to applicant)

_____ Approved

Comments:

_____ No decision has been made at this time. We will continue to assess your request.

Comments:

Signature (Supervisor)

Date

Section C

Notification of Granting of Accommodation Request

(To be completed by the Assistant Superintendent for Human Resources and returned to applicant)

Based on the information you provided and with the approval of your supervisor, the District is able to provide you with the accommodation you requested on _____. This accommodation consists of:

Please discuss this with your supervisor. If you have any questions please call me at _____.

Signature Assistant Superintendent for Human Resources

Date

Section D

Notification of Denial of Accommodation Request

(To be completed by the Assistant Superintendent for Human Resources and returned to applicant)

Based on the information provided, the District is unable to approve your request for accommodation which you made on _____. We are denying this request for the following reasons:

Signature Assistant Superintendent for Human Resources

Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT

Policy 9530

BOARD OF EDUCATION POLICY STATEMENT

SUBJECT: Prohibition of Vaping, Electronic Cigarettes, Smoking and Tobacco Use

POLICY: 9530 EFFECTIVE DATE: 4/18/2022

DATE OF ORIGINAL POLICY: 4/16/90 DATE OF NEXT REVIEW: 4/2025

REPLACES POLICY NO.: 9530 DATED: 4/18/2022

I. PHILOSOPHY

The Board of Education acknowledges the health hazards associated with smoking and recognizes its responsibility to provide its staff and students with a smoke-free environment. Therefore, in compliance with the federal Pro-Children Act of 1994, the New York State Clean Indoor Air Act of 1989, as amended, and the Pro-Kids Act of 1994, the Board of Education prohibits smoking and tobacco use, including vaping and the use of electronic cigarettes, at all times in indoor District facilities used to provide educational and library services for children. In addition, the Board of Education prohibits smoking and tobacco use, including vaping and the use of electronic cigarettes, at all times in all other District buildings, structures, and surroundings outdoor grounds, as well as in any District vehicles used to transport children or school personnel.

II. POLICY

In accordance with the Pro-Children Act of 1994, the Clean Indoor Air Act of 1989 as amended, the North Syracuse Board of Education is dedicated to providing its students, visitors and employees a smoke-free environment. This includes protecting non-smokers from involuntary exposure to the tobacco or cannabis smoke of others in the work environment. The Board of Education prohibits smoking and tobacco use, including vaping and the use of electronic cigarettes, at all times in indoor District facilities owned, or leased, or contracted for and utilized by the District to provide educational and library services for children. Smoking and tobacco use, including vaping and the use of electronic cigarettes, is also prohibited at all times in all other buildings, structures, and surrounding outdoor grounds owned, leased, or contracted for and utilized by the District, as well as in any District vehicles used to transport children or school personnel. Smoking or tobacco use is also prohibited within 100 feet of all school entrances, exits, and outdoor areas, except where that is a residence or residential property. Additionally, smoking, vaping, or ingesting cannabis or concentrated cannabis products is prohibited on school grounds and on school buses.

For the purpose of this policy, school grounds are defined as any buildings, structures and the surrounding outdoor areas within the school's legally defined property boundaries. The prohibition of smoking and tobacco use, including vaping and the use of electronic cigarettes, applies to any person, not just school district employees.

III. EXCEPTIONS TO THE POLICY

There are no exceptions to this policy.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES

The Superintendent of Schools or his/her designee has responsibility for the development of administrative guidelines and procedures for this policy.

The successful implementation of this policy will depend upon the thoughtful consideration and cooperation of smokers and non-smokers. All employees share the responsibility for adhering to and enforcing this policy. Any conflicts should be brought to the attention of the appropriate supervisory personnel.

V. DELEGATION OF AUTHORITY

The Superintendent or his/her designee has the overall responsibility of enforcing this policy by communicating it to all relevant parties, and by providing the necessary guidelines and instructions to all appropriate administrators.

VI. REPORTS

All necessary or required reports pertaining to the implementation of this policy will be distributed, completed and forwarded to the appropriate administrative personnel. This policy must be posted in all school buildings as public information.

VII. EXPIRATION

This policy is to be reviewed annually, or as required by court decisions or changes in the applicable statutes or regulations.

VIII. LEGAL REFERENCES

Federal Goals 2000: Educate America Act of 1994, Title X, Part C.
New York State Public Health Law Article 13-E as amended.
New York State Education Law Article 9.
Pro-Children Act of 1994, 20 U.S.C §7181.
New York Penal Law § 222.10
10 NYCRR § 1004.18

IX. SIGNATURE BLOCK

Reviewed and Approved
by Board Policy Committee _____
Chairperson Date

Reviewed and Adopted
by Board of Education _____
President Date

Received for Implementation _____
Superintendent Date

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES AND PROCEDURES TO IMPLEMENT
POLICY 9530 – PROHIBITION OF SMOKING AND TOBACCO USE

The following steps will be taken to enforce this policy:

1. The policy will be reviewed and revised on an as needed basis to comply with any changes in Federal, State or local laws.
2. “Smoke Free” signs will be posted at the front entrance of District buildings, indicating that smoking is prohibited in school buildings, on school grounds, at events and in District vehicles.
3. The Visitor Code of Conduct, which includes the statement that smoking and tobacco use, including vaping and the use of electronic cigarettes, is prohibited, shall be posted in each District building.
4. Principals, Directors and all individuals in a supervisory role will be designated as responsible agents for informing those individuals who are smoking or using tobacco, including vaping and the use of electronic cigarettes, in prohibited areas that they are in violation of the law. Individuals who witness violations of this policy should be encouraged to report such violations to Principals, Directors, or individuals in a supervisory role.
5. This policy will be included in all employee handbooks and a copy of this policy will be distributed to employees on an annual basis and will be reviewed at the opening staff meeting each school year. A statement regarding the District’s policy on smoking and tobacco use will be included in student handbooks.
6. If the violator of this policy is a student, discipline in accordance with policy 5311.1 (Discipline Policy) will be administered and records will be kept in accordance with student discipline procedures at the building level.
7. If the violator of this policy is an employee, action will be taken in accordance with the applicable negotiated agreement, Civil Service Law Section 75, and Education Law 3020-a; and records will be kept accordingly.
8. If the violator of this policy is a visitor, appropriate action shall be taken in accordance with Policy 1240.1 (Visitor Code of Conduct).

NORTH SYRACUSE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION POLICY STATEMENT POLICY 9600

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY

POLICY: 9600

EFFECTIVE DATE: 2/5/2024

DATE OF ORIGINAL POLICY: NEW

DATE OF NEXT REVIEW: 2/2025

DATED: 1/22/2024

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT

Overview

The District is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard. The goal of this policy is to promote the safety and well-being of all people in the workplace.

Acts of violence against any employee where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for: helping to create an environment of mutual respect for each other, as well as students, parents, and other visitors; following all applicable documents; and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Authorized employee representative" means an employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law, the Public Employees' Fair Employment Act.
- b) "Imminent danger" means any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of the danger can be eliminated through the enforcement procedures.
- c) "Retaliatory action" means the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.
- d) "Serious physical harm" means physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health,

or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Penal Law.

- e) "Serious violation" means a serious violation of the public employer workplace violence prevention program is the failure to:
 - 1. Develop and implement a program;

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

2. Address situations which could result in serious physical harm.
 - f) "Supervisor" means any person within the District who has the authority to direct and control the work performance of an employee or who has the authority to take corrective action regarding the violation of a law, rule, or regulation to which an employee submits written notice.
 - g) "Workplace" means any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of their employment by the District.

What is Workplace Violence

Workplace violence is any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

- a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b) Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- c) Intentional and wrongful physical contact with an employee without their consent that entails some injury;
- d) Stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

Workplace violence may be committed by:

- a) Other employees;
- b) Former employees;
- c) Students;
- d) Parents;
- e) Visitors;
- f) Individuals who have no connection to the workplace, but enter to commit a robbery or other crime; or

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

- g) An individual who has a personal relationship with an employee.

Prohibited Conduct

The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace.

Workplace Violence Prevention Advisory Committee

The District will establish a Workplace Violence Prevention Advisory Committee that will meet periodically throughout the year. The purpose of the Workplace Violence Prevention Advisory Committee is to assist the District in coordinating its efforts to comply with its responsibilities related to workplace violence prevention, including overseeing the development and maintenance of the District's Workplace Violence Prevention Program (WVPP).

The Workplace Violence Prevention Advisory Committee will include:

- a) The Workplace Violence Prevention Coordinator;
- b) All authorized employee representatives;
- c) The Chief Emergency Officer.

It may also include one or more representatives from the following groups:

- a) District-wide school safety team;
- b) The building level emergency response team(s);
- c) District/building administrators;
- d) Teachers, including at least one special education teacher; and
- e) Other District staff.

Workplace Violence Prevention Coordinator

The District will designate the following District employee to serve as its Workplace Violence Prevention Coordinator: Assistant Superintendent of Human Resources

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

The Workplace Violence Prevention Coordinator convenes and coordinates the activities and plans of the Workplace Violence Prevention Advisory Committee. The Workplace Violence Prevention Coordinator is also responsible for answering employee questions about this policy and related materials, as well as receiving workplace violence incident reports.

Authorized Employee Representatives

Authorized employee representatives will participate on the Workplace Violence Prevention Advisory Committee. Other responsibilities of the authorized employee representatives include, but are not limited to:

- a) Participating in the development and implementation of this policy.
- b) Evaluating the physical environment.
- c) Developing the WVPP.
- d) Reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any.
- e) Reviewing the effectiveness of the mitigating actions taken.
- f) Reporting violations of the District's WVPP.

Reporting Workplace Violence

The District has established and implemented a reporting system for incidents of workplace violence. If there is a developing pattern of workplace violence incidents which may involve criminal conduct or a serious injury, the District will attempt to develop a protocol with the District Attorney or police to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted. The District will provide information on these protocols and contact information to employees who wish to file a criminal complaint after a workplace violence incident.

All employees and authorized employee representatives are responsible for providing written notice to a supervisor or Workplace Violence Prevention Coordinator of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. Reports of workplace violence must be made in writing. All reports must be immediately forwarded to the Workplace Violence Prevention Coordinator.

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

Written notice is not required where imminent danger exists to the safety of a specific employee and the employee reasonably believes in good faith that reporting to a supervisor or the Workplace Violence Prevention Coordinator would not result in corrective action.

After the District receives notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice. The District will immediately respond to all reported incidents of violence or threatening behavior upon notification.

In addition to complying with the reporting requirements in this policy, District employees must comply with all other applicable reporting requirements contained in any District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Inspections by the Commissioner of Labor

At the Request of an Employee or Authorized Employee Representative

If the District has been given notice and opportunity to resolve the activity, policy, or practice and the employee or authorized employee representative still believes that a serious violation of the WVPP remains, or that an imminent danger exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor of the alleged violation or danger. The notice and request will be in writing, describing with reasonable particularity the grounds for the notice, and be signed by the employee or authorized employee representative. A copy of the written notice will be provided by the Commissioner of Labor to the District or the person in charge no later than the time of inspection, except that on the request of the person giving the notice, the person's name and the names of individual employees or authorized employee representative will be withheld.

A District representative and an authorized employee representative will be given the opportunity to accompany the Commissioner of Labor during an inspection for the purpose of aiding the inspection. Where there is no authorized employee representative, the Commissioner of Labor will consult with a reasonable number of employees concerning matters of safety in the workplace.

The authority of the Commissioner of Labor to inspect a premises pursuant to an employee complaint will not be limited to the alleged violation contained in the complaint. The Commissioner of Labor may inspect any other area of the premises in which they have reason to believe that a serious violation of the workplace violence prevention law exists.

Initiated by the Commissioner of Labor

The Commissioner of Labor may inspect any premises occupied by the District if they have reason to believe that a violation of the workplace violence prevention law has occurred. The current Public Employee Safety and Health (PESH) administrative plan will be used for the enforcement of the workplace violence prevention law, including a general schedule of inspection, which provides a rational administrative basis for the inspection.

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

Workplace Risk Evaluation and Developing a Workplace Violence Prevention Program (WVPP)

The District will engage in a process of workplace evaluation designed to identify the risks of workplace violence to which employees could be exposed.

The District will then develop and implement a written WVPP to prevent, minimize, and respond to any workplace violence. The Workplace Violence Advisory Committee, which includes all authorized employee representatives, will oversee and participate in the development of the WVPP. During the development process, the authorized employee representative(s) will provide input on those situations in the workplace that pose a threat of workplace violence.

The WVPP will include the following:

- a) A list of the risk factors identified in the workplace evaluation.
- b) The methods the District will use to prevent incidents of workplace violence. Examples include, but are not limited to:
 1. Making high-risk areas more visible to more people;
 2. Installing good external lighting;
 3. Using drop safes or other methods to minimize cash on hand;
 4. Providing training in conflict resolution and nonviolent self-defense responses; and
 5. Establishing and implementing reporting systems for incidents of aggressive behavior.
- c) A hierarchy of controls to which the program will adhere as follows: engineering controls, work practice controls, and personal protective equipment (PPE).
- d) The methods and means by which the District will address each specific hazard identified in the workplace evaluation.
- e) A system designed and implemented by the District to report any workplace violence incidents that occur in the workplace. The reports must be in writing and maintained for the annual program review.
- f) A written outline or lesson plan for employee program training.

(Continued)

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT (Cont'd.)

- g) A plan for program review and update on at least an annual basis. This review and update will detail any mitigating steps taken in response to any incident of workplace violence.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The District will not take retaliatory action against any employee because the employee exercises any right accorded to them under this policy.

Training

All employees will participate in the District's workplace violence prevention training program annually.

Notification

This policy will be posted where notices to employees are typically posted. The District will make its WVPP available to employees, authorizes employee representatives, and the Commissioner of Labor upon request and in the work area.

Whenever significant changes are made to the WVPP, the District will provide relevant information to affected employees.

X. DELEGATION OF AUTHORITY

The Superintendent of Schools or his/her designee will be responsible for implementation and oversight of this Policy.

XI. REVIEW

This Policy will be reviewed every year.

XII. LEGAL REFERENCES

Labor Law Section 27-b

12 NYCRR Section 800.6

XIII. SIGNATURE BLOCK

Reviewed and Approved

by Board Policy Committee _____

Chairperson

Date

Reviewed and Adopted

by Board of Education _____

President

Date

Received for Implementation _____

Superintendent

Date