

Romulus Central School

Instructional Staff Handbook
2023-2024



Table of Contents

Vision	5
Mission	5
Romulus Central School Student Code of Conduct	5
Penalties and Consequences	11
Due Process	11
Searches	12
Drug Free School Compliance	12
Care of School Property	12
Discipline	12
Student Dress	12
Bus – Code of Conduct	15
A Brief Outline of the Student Attendance Policy	15
Requesting a Substitute	16
ACCIDENTS/SICKNESS/MEDICAL EMERGENCIES	17
ALCOHOL, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL)	19
ANNOUNCEMENTS	19
ASSEMBLIES	19
ATTENDANCE	19
BULLYING: PEER ABUSE IN THE SCHOOLS	20
BUS PROCEDURES	21
CAFETERIA	22
CHAPERONING DUTIES (BUS & SCHOOL ACTIVITIES)	22
CHEATING/PLAGIARISM	23
CHILD ABUSE AND NEGLECT/MALTREATMENT	23
CLASSROOM OBSERVATIONS	27
CODE OF ETHICS FOR ALL DISTRICT PERSONNEL/BOARD OF EDUCATION MEMBERS	27
COMPLAINTS AND GRIEVANCES BY EMPLOYEES	29
CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT	30
CONTESTS FOR STUDENTS, STUDENT AWARDS AND SCHOLARSHIPS	31
CORPORAL PUNISHMENT	31

DANCES AND OTHER IN-SCHOOL CHAPERONING DUTIES	31
DEFENSE AND INDEMNIFICATION OF BOARD OF EDUCATION MEMBERS/EMPLOYEES	32
DISCIPLINE/STUDENT MANAGEMENT	33
DISCIPLINING OF A TENURED TEACHER OR CERTIFIED PERSONNEL	36
DRUG-FREE WORKPLACE	37
EARLY DEPARTURE	37
EMPLOYEE ACTIVITIES	37
EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION	38
EQUIPMENT	39
EVALUATION OF PERSONNEL: PURPOSES	39
FACULTY DRESS	39
FACULTY CELL PHONE USE	40
FACULTY MEETINGS	40
FAMILY AND MEDICAL LEAVE ACT	40
FIELD TRIPS	42
FIRE DRILLS	42
FUND RAISING BY STUDENTS	42
HAZING OF STUDENTS	43
HEALTH INSURANCE	43
HONOR ROLL	44
INCIDENTAL TEACHING	44
JURY DUTY	45
LESSON PLANNING	45
MAIL BOXES	45
NURSING MOTHERS	45
MONEY OR VALUABLE ITEMS	46
PROFESSIONAL CERTIFICATION: 175 HOURS OF PROFESSIONAL DEVELOPMENT REQUIREMENT	46
PROFESSIONAL ETHICS	47
PROFESSIONAL GROWTH/STAFF DEVELOPMENT	47
PROFESSIONAL STAFF: MOVEMENT	49
PROFESSIONAL STAFF: SEPARATION	49
PUNCTUALITY	49
PURCHASE REQUISITIONS	49

ROMULUS ENHANCED ASSESSMENT PROJECT (REAP)	50
SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF NEW HIRES)	50
SEXUAL HARASSMENT OF DISTRICT PERSONNEL AND STUDENTS	51
STAFF USE OF COMPUTERIZED INFORMATION RESOURCES	53
STAFF-STUDENT RELATIONS (FRATERNIZATION)	55
SUBSTITUTE PLANS	56
SUPERVISION OF STUDENTS	57
SUPPLEMENTARY SCHOOL PERSONNEL	57
TEMPORARY PERSONNEL	58
THEFT OF SERVICES OR PROPERTY	59
VISITORS TO SCHOOL	59
WORKERS' COMPENSATION	59
ROMULUS CENTRAL SCHOOL FORMS	60

ROMULUS CENTRAL SCHOOL

VISION

Romulus Central School is the distinctive small rural district, the center of a thriving community of learners, dedicated to empowering each student to be a thriving person of character and vision. Our challenging and diversified programs link Romulus to the world of the 21st Century.

AT ROMULUS WE BELIEVE THAT:

- All students can learn.
- All students deserve the very best learning opportunities that our community can provide.
- Learning is the shared responsibility of the individual, family, school, and community.
- Teaching and learning are long term investments.
- All members of the community have lifelong educational needs.
- The school serves the educational needs of the whole community.
- Learning is a way of life: It is challenging, rewarding, and exciting.
- Positive attitudes are critical to success in school and in life.
- A small scale institution promotes quality, excellence, variety, creativity, and teamwork.
- The individual will develop self-esteem and a personal vision through positive role models and experiences
- Students must be empowered with the necessary tools to respond to change and to develop a global perspective.

MISSION

Holding the belief that all students can learn and the conviction that learning is the responsibility of each student, the Romulus Central School community will provide an educational environment to encourage achievement and scholarship.

Students will be encouraged and challenged to develop responsibility toward learning, and demonstrate skills which will enable them to become productive members of society.

STUDENT CODE OF CONDUCT

The full code of conduct is available online. A code of conduct “light” has been sent to all students which highlights the most important parts of the code of conduct.

Academic Eligibility

All students are encouraged to take part in all extracurricular and athletic activities. They are also expected to study, complete assignments on time, and learn a great many things. Individual coaches and advisors may set specific expectations for the students taking part in extracurricular and athletic activities. These will be explained in and included with the training rules and introductory materials provided to students and parents by the Athletic Department.

Teachers may require that students report for extra help from 2:30 pm to 3:15 pm each day, except for the last day before a weekend. The additional 45 minutes is part of the regular school day. Students who make the effort to get additional instruction regularly will be more successful.

Students who have athletic practices at another site after school are still required to attend after school help if assigned by a teacher. Coaches will not assign consequences to students who are late for practice due to attending extra help at school.

Eligibility for Attendance at athletic games and/or extra-curricular activities

A. Students who are suspended from school on a day of an athletic game or practice session, party, school dance, or other school affair scheduled after regular school hours are not eligible for participation or attendance at such events.

B. Students are expected to attend all scheduled classes to be present for extracurricular events that evening. This includes participants and spectators. If a student is tardy to school for three days in a month they will not be allowed to participate in ANY extra-curricular activity the day of their third tardy and any subsequent days that they are tardy that month. This includes games, practices, dances, theatrical performances, or other extra-curricular activities. This does not include band/chorus concerts as these are a graded part of the curriculum. If a student is tardy to school two days in a month they will not be allowed to participate in open gym for the rest of the quarter. A student is considered tardy if they arrive late to school. The only exceptions to this will be a doctor's note, a funeral, or a previously cleared college visit/job shadow. The days reset at the beginning of each month.

Eligibility for Participation

All students in grades 7-12 will receive progress reports at 3 weeks, 5 weeks, and 7 weeks. At each pre-selected date, teachers will have students log into their SchoolTool account to check their grades. Teachers will communicate with students that if they are failing they will need to meet the obligations set forth below. The office will mail home mid-term report cards at the 5 week mark. Students in 6th grade will receive progress reports at week 5 and will need to follow the same after school rules outlined below at weeks 5 and 7.

At 3 weeks:

Students who are failing a subject (64% or below) will be removed from unstructured study hall and placed in a structured study hall during the school day. They will also be required to stay after school. The number of nights they need to stay after school is equal to the number of courses that they are failing. This will occur Monday through Thursday. If a student doesn't stay after school the required nights, they will be given ISS. A full day will be given to students who do not stay at all and a half day will be given to students who stay for some but not all of their required days. A student who is failing a course will remain on the eligibility list and will need to comply with all requirements of being on said list until a new list comes out, even if their grades are brought up to passing before that new list is generated.

At 5 weeks:

The 5 week report will determine extracurricular eligibility. Students who are failing a subject (64% or below) will be removed from unstructured study hall and placed in a structured study hall during the school day. They will also be required to stay after school. The number of nights they need to stay after school is equal to the number of courses that they are failing. This will occur Monday through Thursday. If a student doesn't stay after school the required nights, they will be given ISS. A full day will be given to students who do not stay at all and a half day will be given to students who stay for some but not all of their required days. A student who is failing a course will remain on the eligibility list and will need to comply with all requirements of being on said list until a new list comes out, even if their grades are brought up to passing before that new list is generated.

Students who are failing 2 or less subjects (64% or below) will be allowed to fully participate in after school activities. Students who are failing 3 or more subjects (64% or below) will have to meet the same criterion above, however, they will NOT be allowed to participate in after school activities for at least 2 weeks until the 7 week reports come out. If a student who was failing 3 or more subjects (64% or below) and is only failing 2 or less subjects (64% or below) when the 7 week list is generated, they will be allowed to participate under the same conditions as those students who were failing 2 or less subjects (64% or below) for the remainder of the quarter.

At 7 weeks:

Students who are failing a subject (64% or below) will be removed from unstructured study hall and placed in a structured study hall during the school day. They will also be required to stay after school. The number of nights they need to stay after school is equal to the number of courses that they are failing. This will occur Monday through Thursday. If a student doesn't stay after school the required nights, they will be given ISS. A full day will be given to students who do not stay at all and a half day will be given to students who stay for some but not all of their required days. A student who is failing a course will remain on the eligibility list and will need to comply with all requirements of being on said list until a new list comes out; even if their grades are brought up to passing before the end of the quarter. If a student who was failing 2 subjects or less (64% or below) at the 5 week list, ends up failing 3 subjects at 7 weeks, they will not be able to participate until the start of the new quarter.

Students in 7th and 8th grade who are participating in a JV or Varsity level activity, or who are taking high school level courses in middle school, will also be held to these standards. Those participating in a modified sport will not be held to these standards. If they are failing subjects their participation will be at the discretion of the coach and principal. 9th grade students who are playing on a modified team will be subjected to the ineligibility policy.

Attendance

Determination of excused or unexcused absences, tardiness and early departures is based upon our District's education and community needs, values and priorities; the Romulus School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.

Students that are returning to school after being absent must bring a dated signed excuse. All medical and dental notes should indicate the name and telephone number of the doctor, as well as the time of the appointment.

Students must attend all scheduled classes to be present for extracurricular events that evening. This includes participants and spectators. The exception to this requirement is evidence of a scheduled appointment (medical doctor, dentist, therapist, etc.) during the school day. In this case, students are expected to miss only the portion of the school day needed for the appointment and travel time. Evidence of such an appointment may include a confirmation form or a signed excuse from a parent or guardian. A student's attendance record is as important as his/hers academic record. Excessive absences or repeated lateness may require a parent conference. Lateness may result in detention for class time missed.

Although many students are excused around 2:25pm, the school day extends to approximately 3:15pm. Students requiring extra help or who have been assigned a detention by a teacher or administrator must stay until 3:15.

At the secondary (6-12) level, District policy indicates that students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for course credit. District procedures will specify how student tardiness and early departures will be calculated and factored into the District's minimum attendance standard.

Cell Phones

The use of cell phones/electronic devices is prohibited during class time, while in ISS, or structured after school time. Cell phones can only be used in between classes, at lunch, during recess, or during unstructured after school time. All cell phones will either be kept in lockers or turned into the cell phone holder at the beginning of class. Cell phone violations will result in the student having to turn their cell phone into the office at the beginning of the day and then picking it up at the end of the day. This will occur for a specific amount of time based upon the offense. Listening devices for cell phones and chromebooks may only be used with permission from the teacher.

DASA

The Dignity for All Students Act prohibits all forms of discrimination/bullying/harassment that is based upon a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, or disability. Students are prohibited from the following behaviors:

Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, disability as a basis for treating another in a negative manner on school property or at a school function.

Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's education performance, opportunities or benefits, or mental, emotional or physical well-being based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, martial or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender, gender identity or sex.

Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example "play"fighting, extortion of money, overt teasing etc. Cyberbullying, including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees. This may include instances that occur outside of normal school hours.

Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.

Discipline Procedures for a DASA violation.

If a student is removed from a class they will not return to that class for the remainder of the period. An examination by administration will determine which further consequences (if any) will be levied. Repeated behaviors and behaviors that intentionally harm another student or staff member or that target race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, martial or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender, gender identity or sex; will be given further consequences up to and including suspension from school.

Dress Code

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

Here are specific guidelines:

- No clothing/personal items (buttons, backpacks, hats, accessories) that include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, gender/gender identity, sex, sexual orientation or disability.
- No clothing/personal items that promote and/or endorse the use of alcohol, tobacco, illegal drugs, weapons and/or encourage other illegal or violent activities.
- No shirts that expose the ribs (i.e. cut-off tees with excessively large arm holes).
- No footwear that creates a safety hazard for the student or other students.
- No shorts or pants that expose the student's buttocks.
- Nothing sheer or see through may be worn without an undershirt.
- Stomach and shoulders cannot be exposed at the same time. If the shoulders are exposed with straps that are less than two inches thick and the stomach is exposed, a shirt must be worn over top of the stomach/shoulder-baring shirt.
- Skirts cannot be higher than 5 inches above the knee cap

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be considered insubordinate and subject to disciplinary action.

The following discipline code applies to the behavior of all students while present on school grounds or attending a school sponsored activity. Violations of the Romulus Central School Student Code of Conduct will result in disciplinary action, which may result in suspension from school, or school sponsored activity. The code of conduct is in compliance with Commissioner's regulations and has been initiated for the purpose of promoting good citizenship, respect for one's self, for one another and the teaching and learning process present at Romulus Central School.

1. Students are expected to participate fully in every class that they are assigned. Students are expected to be on time with all required materials including completed assignments. Students who are not prepared for class may not receive credit for the class. Students who behave in a disorderly manner may be asked to leave. A student who does not receive credit or is asked to leave a class automatically may forfeit any rights to participate in school sponsored activities for the remainder of the calendar day.

2. Students will follow reasonable requests made of them by teachers, administrators, and other school employees. Students who fail to comply with these requests will be deemed insubordinate and/or disorderly.

3. Students will be respectful to all persons and will use appropriate language at all times.

4. Students are expected to attend school and school related functions abiding by the dress code. Clothing with tobacco, alcohol, or drug-related themes will not be permitted. School is considered a workplace atmosphere and students need to consider this when choosing appropriate dress. If clothing is deemed inappropriate, the student may be sent home to change.
5. Students are not permitted to leave the school building during the school day without authorization from the principal. Students who have an appointment may bring a note from home excusing the student. All notes must be presented in the main office at the beginning of the school day.
6. Use or possession of tobacco, alcohol, and/or drugs on school property is forbidden. In the case of a student found to be under the influence or in possession of an illegal substance, the police will be notified and disciplinary action will be taken by the school district.
7. Possession of knives of any size, other sharp instruments, hazardous or toxic materials, guns, including toy guns are forbidden on school grounds or at school sponsored activities.
8. Close physical contact, kissing, embracing, etc., is not acceptable at school or during school sponsored activities.
9. Students are not expected to participate in actions that are deemed disorderly. Examples include but are not limited to:
 - a. fighting or other violent behaviors
 - b. threatening another student with bodily harm
 - c. harassment; racial, sexual or general
 - d. intimidating students or school personnel
 - e. excessive and disruptive noise
 - f. using abusive language or gestures, including racial or ethnic remarks which are considered by society at large as improper
 - g. obstructing vehicular or pedestrian traffic
 - h. creating a hazardous or physically offensive condition by any act which serves no legitimate purpose
10. Students are not expected to engage in any form of academic misconduct which includes but is not limited to:
 - a. tardiness to school or to class
 - b. excessive absences
 - c. leaving school without proper authorization
 - d. plagiarism
 - e. academic cheating
11. Students are not expected to engage in behaviors contrary to the rules and regulations stipulated by Board Policy. These regulations are deemed necessary to the maintenance of order on school property. Such actions include but are not limited to :
 - a. vandalism or any destruction of real and/or personal property which includes graffiti and arson

- b. theft
- c. truancy (the district will file a Person in Need of Supervision [PINS] petition for students who are chronic cases)
- d. possession/use/sale of drugs (legal or illegal), alcohol or tobacco products
- e. possession of weapons or objects intended as weapons
- f. fireworks or objects that could be used as explosive devices
- g. gambling
- h. hazing

Board Policy may be viewed by contacting the District Office, Main Office, or District website at www.romulucsd.org .

Penalties and Consequences

The range of penalties and consequences which may be imposed for violations of the Code of Conduct include the following:

1. verbal warning
2. written warning
3. notification to parent/guardian
4. conference with teacher
5. disruptive students may be removed from class by the teacher
6. probation
7. verbal reprimand
8. written reprimand
9. lunch detention
10. after school detention
11. suspension from transportation
12. suspension from athletic participation
13. suspension from social or extracurricular activities
14. suspension of other privileges
15. exclusion from a particular class
16. in-school suspension
17. out of school suspension
18. long term suspension
19. expulsion

Due Process

No student may be punished for alleged misconduct without due process. Students are entitled to:

1. Oral or written notice of charges
2. An explanation of the evidence and informal conference with parents/guardians
3. An opportunity to present his/her case

Searches

School lockers, desks and other such equipment are not the private property of students but the property of the school district, and as such may be opened and subject to inspection from time to time by school officials. Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, for example, a weapon or drugs. Students must be aware that such items are forbidden on school property and at school events.

Drug Free School Compliance

Romulus Central School will impose severe penalties for the possession and/or use of illegal drugs, legal drugs used for illegal purposes, and drug related paraphernalia. Penalties include notifying police, suspension, mandatory superintendent's hearing. The Superintendent of Romulus may impose a long-term suspension or expulsion from school. The use of tobacco and alcohol are also controlled substances on campus or at school related events.

Care of School Property

All students are expected to show respect and care for Romulus School property. Any damage to property should be reported to the building principal or other supervisor. Acts of vandalism are crimes against the school district and community, which supports the school. Students who willfully destroy, damage, or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law. If a student damages school property, such student and his/her parents/guardian shall be required to pay the district for the value of the damaged property up to the limit of the law.

Discipline

Failure to comply with our Code of Conduct and our school rules shall make the student subject to disciplinary action by school authorities. As school personnel we feel that we have an obligation to set an example of fairness, respect for individual rights, and for the rights of the rest of the students as a learning group. **Our goal is to work with the students and families to better understand why the behavior is occurring, to help the student understand why the behavior is unacceptable and to help change the behavior.**

Disciplinary action, when necessary, will be firm and fair so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose consequences 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. Subsequent violations will warrant greater disciplinary action.

Detention

Detention will be held after school Monday-Thursday unless otherwise announced. Students should report to the detention room at 2:35.

Detention Behavior:

1. Promptness: all students will report by 2:35 and will remain until 3:15.
2. Students are expected to be polite and respectful.
3. Students should work on school work.
4. Violation of these rules may result in additional consequences.

The following situations are considered serious and will be addressed accordingly:

1. Bullying: is defined, in general, as —a variety of negative acts carried out repeatedly. Bullying can take three forms:

- a. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- c. Psychological (including but not limited to, spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion, or intimidation).

2. Disruption of a class or assembly

3. Drugs and Alcohol: will be dealt with according to District Policy. Disciplinary action may result in a minimum of one day of in-school suspension, suspension from school activities, and referral to certified substance abuse counselor for student and parents. Authorities will be notified. Parents will be notified by the principal.

4. Forgery, stealing or other acts of dishonesty (i.e. cheating- may result in a zero on the work being done, with possible other consequences).

5. Gross Insubordination: Outright refusal to respond to a reasonable request or instruction, flagrant rudeness or belligerent demeanor.

6. Insubordination: Passive refusal to respond to a reasonable request or instruction.

7. Major Level Fighting: Physical contact with intent to inflict bodily harm.

8. Minor Level Fighting: Verbal and/or physical confrontation, threatening remarks, horseplay.

9. Possession or use of firearms, knives, other weapons or explosives, or the threat of explosives as per the Gun Free School Act.

No student shall have in his/her possession upon school property any rifle, shotgun, pistol, revolver, other firearm, knives, dangerous chemicals, explosives, or any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any instrument capable or appearing to be capable of firing a projectile, the frame or receiver of any such weapon, firearm, muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm.

Discipline issues involving illegal and look alike substances, firearms, knives, other weapons or explosives:

A. Any student in possession of an illegal and/or look-alike substance or who claims possession of, has possession of, or threatens to use firearms, knives, other weapons or explosives will be detained, separated and kept under supervision of an adult supervisor.

B. If necessary, the Seneca County Sheriff's Department will be contacted. If necessary, the New York State Troopers would be called.

C. The principal will be contacted first. In the event the building principal is unreachable, contact the administrative assistant or the Superintendent. Should an administrator be unavailable, the event advisor is in charge.

D. The parent is to be contacted and notified that law enforcement has been called in.

E. The principal will make a follow-up call and/or schedule a meeting with the parent/guardian to review the results of the discipline determination and any agency referrals.

10. Profanity/Inappropriate Language

11. Tardiness: late to school:

If a student is tardy three or more times in a marking period, a detention may be assigned. A phone call home will be made and/or a conference may be requested via a letter. Habitual tardiness will warrant more serious action (administrative review). Being prompt to school is important.

12. Threats: Verbal, physical acts of intimidation or expressions to inflict harm:

(a) When directed to a school employee or other adult, will result in a minimum of two days of out-of-school suspension, potential Superintendent's Hearing, and the legal authorities will be contacted

(b) When directed to a student or student visitor, discipline will be administered up to and including suspension. Legal authorities will be contacted.

13. Tobacco: Possession, use or distribution of a cigarette, e-cigarette, vapes, cigar, or pipe, or possession, use or distribution of smokeless tobacco on school premises or at a non-site school function, or on a bus going to or from school/school function may result in a minimum of one day in-school suspension, counseling with appropriate personnel, parental contact by principal.

14. Truancy: leaving school or school grounds at any time without a legal excuse. This is a serious safety issue. We must know where our students are at all times. A minimum of one day of in-school suspension will result. Parents will be notified and the authorities may be called.

15. Vandalism/Property Destruction:

(a) Each offense will result in the student being responsible for restitution. Detention or suspension may result and/or a Superintendent's Hearing may result. The appropriate law enforcement agency may be notified.

(b) Second and third offenses will result in the student being responsible for restitution and further disciplinary or legal action will occur.

16. Cyber Bullying

(a) Detention, suspension or a Superintendent's Hearing may result.

(b) Loss of access to the District's computer resources.

17. Websites – Chat Rooms

(a) Accessing inappropriate websites or use of chat rooms will result in loss of access to the District's computer resources.

Referrals

Discipline referrals may be issued for minor and/or consistent misbehaviors. Examples of misbehavior may include, but are not limited to: rudeness to staff or other students, loud or boisterous conduct, failure to follow directions, disruptions, etc.

Referrals may be issued by administrators, teachers, bus drivers, cafeteria workers, custodians, and aides through a google form. **Teachers are expected to contact the parents by email or by phone to inform them of the write up.**

Harassment

The Board of Education affirms its commitment to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation. The Board prohibits and condemns all forms of harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, age, marital or veteran status, or disability by employees, school volunteers, students, and non-employees as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District. The School District will act to promptly investigate all complaints. Any complaints should be brought to the attention of the building principal or superintendent.

Suspension of Handicapped Students

A child with a handicapping condition who has been suspended three times within a month's duration, or is being considered for long term suspension, will be referred to the Committee on Special Education for the purpose of determining the relationship between the improper behavior and the handicapping condition with the possibility that a modification or change of special education placement may be needed. Suspensions that add up to more than 10 days must be remanded to the Committee on Special Education in order to review the change in placement.

Pocket Knives

Any student who accidentally brings a pocket knife to school should immediately bring it to the Main Office. It will be kept there and will be returned to the student's parent/guardian. Failure to do this may result in a long-term suspension from school.

Bus Conduct

The following rules must be observed while riding a bus:

1. Obey the driver and monitors at all times.
2. Keep noise level to a minimum.
3. There will be no use of profanity.
4. Students will not be verbally or physically abusive to drivers, monitors or fellow riders.
5. Keep hands and feet out of the aisles.
6. No moving from seat to seat or in the aisles while the bus is in motion.
7. No food or drink will be permitted on the bus.
8. Throwing of objects will not be tolerated.
9. Students are expected to follow all the rules found in the regular code of conduct.

All school rules and the penalties/consequences for not abiding by the rules apply while a student is riding the bus.

A Brief Outline of Student Attendance

Daily attendance will be recorded in the Main Office.

Why good attendance is important

1. Regular school attendance helps to promote academic progress, good social adjustment, and dependability
2. Habits of punctuality and good attendance foster a sense of responsibility and work ethic that will carry into adulthood
3. Compulsory Education requires students to attend school every day that school is in session unless they have a legal excuse.

Examples of Legal Excuses:

Illness
Death in the Family
Unsafe road conditions
Religious Observance

Examples of Illegal Excuses:

Family Trips
Shopping
Babysitting
Haircuts

TARDY is defined when a student arrives in their classroom any time after 7:50am.

TRUANCY happens when the student absents himself or herself from class or school without the knowledge or permission of school or parent. Truancy is a serious situation.

A student must be in attendance 1 hour after the opening of school to be counted present. Students excused before this time will be considered absent. An automated ParentSquare call goes out to absent students each day at approximately 9:15am. On the third tardy to school, students will not be able to participate in ANY extra-curricular activity that evening.

The following procedures will be in effect regarding poor school attendance.

- 1. If a student is absent or tardy 3 times in a quarter, a phone call will be made by the classroom teacher.**
- 2. If a student is absent or tardy 6 times, an official letter will be sent home notifying you of the concern.**
- 3. If a student is absent or tardy 9 times, a school official may visit your home and the school may make a phone call to Child Protective Services for educational neglect.**

Students leaving during the day must sign out in the Main Office. Upon returning to school students should report to the Main Office.

REQUESTING A SUBSTITUTE

There is no good substitute for you!! Students perform better when their real teacher is in the class. However, if you do need a substitute please adhere to the following procedures:

Calling in:

1. Please email and call Paige Salmon.
2. Please email or text your direct supervisor

3. Please email all plans to: Paige Salmon (psalmon@romuluscsd.org), Jen Gillan (jgillan@romuluscsd.org) and Chris Puylara (cpuylara@romuluscsd.org)

A pink sheet must be filled out the day that you come back.

Planned Absences:

1. Please fill out a pink sheet and submit it directly to Paige Salmon to secure a substitute.
2. Leave plans and all materials in a conspicuous place in your classroom for the substitute.

Substitute and leave requests should be submitted in a timely manner.

ACCIDENTS/SICKNESS/MEDICAL EMERGENCIES

When a child becomes obviously ill, he/she shall be referred to the nurse.

If an accident occurs while a pupil is under school jurisdiction, please send or take the child to the nurse immediately, to determine the extent of the injury. If there is a serious accident, please fill out the accident report describing what happened. Include dates, times, injuries, etc.

Student Emergency Treatment

All staff members of the School District are responsible to obtain first aid care for students who are injured or become ill while under school supervision.

In most instances first aid should be rendered, and then the parent should be contacted to come to school and transport the student to the family physician. Beyond first aid, the medical care of the student is the parent's responsibility. However, the student's welfare is always the primary concern, and it is the responsibility of school personnel to exercise good judgment and care under all circumstances.

The Board of Education encourages all staff members to become qualified to give emergency treatment through instruction in first aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AEDs). Throughout the year, the school district may offer training to become certified in the areas, teachers are encouraged to take advantage of that opportunity.

Transporting an Ill or Injured Student

In the event of an illness or injury to a student, an ambulance may be called if warranted. This solution will be used after other alternatives, including parent/person in parental relation contact, have been made.

Insurance

The Board of Education shall approve provisions for all students to be covered by group insurance. Such student accident insurance policies are to be a co-insurance with family coverage(s) as primary.

Students with Life Threatening Allergies

Students, parents, school personnel and health care providers must all work together to provide the necessary information and training to allow children with chronic health problems to participate as fully and safely as possible in the school experience.

Particularly for those students with chronic conditions such as asthma and allergies (food, insect sting, etc.) which may result in severe, life-threatening reactions to various environmental triggers, it is necessary that the District work cooperatively with the parent(s) and the healthcare provider to:

- a) Develop an individual health care plan that includes all necessary treatments, medications, training and educational requirements for the student. If the student is eligible for accommodations based upon the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, the appropriate procedures will be followed regarding evaluation and identification;
- b) Obtain appropriate health care provider authorization in writing that includes the frequency and conditions for any testing and/or treatment; symptoms and treatment of any conditions associated with the health problem; and directions for emergencies; and
- c) Secure written parent permission and discuss parental responsibility that includes providing the health care provider's orders, providing any necessary equipment, and participation in the education and co-management of the child as he/she works toward self-management.

The District will work toward assisting students in the self-management of their chronic health condition based upon the student's knowledge level and skill by:

- a) Adequately training all staff involved in the care of the child;
- b) Assuring the availability of the necessary equipment and/or medications;
- c) Providing appropriately trained licensed persons as required by law;
- d) Providing additional appropriately trained adults to complete delegated tasks as allowed by law;
- e) Developing an emergency plan for the student; and
- f) Providing ongoing staff and student education.

Use of Epinephrine Auto-Injector Devices (Epi-Pens) in the School Setting

The administration of epinephrine by epi-pen to a student with a known severe allergy needing an anaphylactic treatment agent may be performed by a school staff member responding to an emergency situation when such use has been prescribed by a licensed prescriber. However, a registered professional nurse/nurse practitioner/physician/physician's assistant must have trained the staff member to administer the epi-pen for that particular emergency situation and given him/her approval to assist the student in the event of an anaphylactic reaction. The principal is responsible for ensuring that the training has occurred.

Documentation of training must be maintained in the Anaphylaxis Protocol for Non-Licensed School Staff Members for each affected student. The emergency response by non-licensed school staff members is permitted under the Medical Practice Act (Education Law Section 6527(4)(a)) and the Nurse Practice Act (Education Law Section 6908 (1)(a)(iv)) and is covered by the "Good Samaritan Law" (Public Health Law Section 3000-a).

ALCOHOL, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL)

The Board of Education, recognizing that students are often influenced by teachers and other members of a school's staff, impresses upon staff members the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, shall set a positive example for students.

The Board of Education, therefore, prohibits the consumption, sharing and/or selling, use and/or possession of illegal drugs, counterfeit and designer drugs or alcoholic beverages in the workplace, or when the effects of such drugs and/or alcohol use may impair an employee's job performance.

Information about any drug and alcohol counseling and/or rehabilitation programs shall be made available to employees. Data will also include the range of penalties (consistent with local, state and federal law) up to and including termination of employment and referral for prosecution that will be imposed on employees who have transgressed the terms of this policy. Additionally, confidentiality shall be ensured as required by state and federal law.

The Superintendent/designee shall periodically review the drug and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

ANNOUNCEMENTS

School announcements will be made over the P.A. system. These announcements must be of concern to the student body or the general welfare of the community. All announcements must be approved by the principal. Announcements must be in the office at least 15 minutes prior to scheduled time.

ASSEMBLIES

Assemblies provide an opportunity for students to be entertained and informed. Many of the assemblies are programs from outside the school chosen to include fine arts, practical arts, and general education. Other assemblies represent the organizations and departments within the school. They allow as many students as possible to appear before a large group in an activity which interests them, and by doing so, develop their skills and poise.

ATTENDANCE

Attendance must be logged into the computer within the first fifteen (15) minutes of the start of the school day and within fifteen (15) minutes of each scheduled educational unit and/or scheduled special.

BULLYING: PEER ABUSE IN THE SCHOOLS

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student 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 campus. The Board of Education shall require the prohibition of bullying - along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the *District Code of Conduct* for all grade levels.

For purposes of this policy, the term "bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful."

Engages in Cyberbullying Behavior

As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving District students may occur both on campus and off school grounds and may involve student use of the District Internet system or student use of personal digital devices while at school, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).

Cyberbullying has the effect of:

- a) Physically, emotionally or mentally harming a student;
- b) Placing a student in reasonable fear of physical, emotional or mental harm;
- c) Placing a student in reasonable fear of damage to or loss of personal property; and
- d) Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Also, cyberbullying that occurs off-campus, that causes or threatens to cause a material or substantial disruption in the school, could allow school officials to apply the "***Tinker*** standard" where a student's off-campus "speech" may be subject to formal discipline by school officials when it is determined that the off-campus speech did cause a substantial disruption or threat thereof within the school setting [*Tinker v. Des Moines Indep. Sch. Dist.* 393 U.S. 503 (1969)]. Such conduct could also be subject to appropriate disciplinary action in accordance with the *District Code of Conduct* and possible referral to local law enforcement authorities.

Reports of Allegations of Bullying/Cyberbullying Behavior

Any student who believes that he/she is being subjected to bullying/cyberbullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the Building Principal. The staff member/Building Principal to whom the report is made (or the staff member/Building Principal who witnesses bullying behavior) shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying. Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within the School District. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

Prevention and Intervention

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate Supervisor. Further, staff training shall be provided to ensure that all staff are familiar with requirements of the Dignity for All Students Act (DASA) and to raise awareness of the problem of bullying within the schools and to facilitate staff identification of and response to such bullying behavior among students.

Prevention and intervention techniques within the District to prevent bullying behavior 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 bullies, victims and their parents to help ensure that the bullying stops.

Rules against bullying shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The Board of Education prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

BUS PROCEDURES

1. A child needs a written request from his parent or guardian or permission from the office to use transportation other than his/her assigned bus. Such a request is also necessary to get off the bus at a location other than his/her usual point of departure.
2. Students may ride the 3:30 p.m. bus run. Teachers must call or email the transportation department to put the students' name on the late bus list.

CAFETERIA

1. Elementary teachers are to escort their students to the cafeteria in an orderly manner.
2. Elementary teachers are to assist their students through the lunch line.
3. No students may be left unsupervised in any area.
4. Teachers are to escort their students back to their classroom after lunch in an orderly manner.
5. Discipline procedures: Students who have acted improperly in the cafeteria will be given an initial warning. Upon continued offense, the monitor will issue a disciplinary note to the principal. A third offense of the same nature will involve the student being removed from the cafeteria and sent to the principal's office.

CHAPERONING AND BUS DUTIES (SCHOOL ACTIVITIES)

Bus Duty

A rotating schedule of before school and after school bus duty will be developed by the principal. Those on duty are to ensure that students enter and exit the school and buses in an orderly fashion. Those on bus duty are to ensure that all children who are supposed to be on the bus are actually on the bus.

Field Trips

All field trips must be pre-approved. That pre-approval needs to contain a general itinerary and a cost breakdown that should reflect the parameters listed below. Trip requests are requests and may not be approved.

1. If it is a club field trip, club advisors will attend and not get paid as that is a part of the stipend. Clubs are also responsible for the transportation costs associated with the trip. The district will pay for extra chaperones in order to come as close as possible to the 10 to 1 student to chaperone guidelines if that time goes outside of contract times.
2. If it is an RFEO field trip, please include the cost of 1 chaperone and transportation within the grant parameters. The district will pay for extra chaperones in order to come as close as possible to the 10 to 1 student to chaperone guidelines if that time goes outside of contract times.
3. If it is an educational field trip the district will pay for the cost of transportation and for chaperones if the time goes outside of contract times.
4. If a club/class wants to go on a fun trip (for example bowling by the student council or tubing by the 7th grade) the district will not be responsible for the cost of transportation or chaperones. District wide character education trips will not be restricted by this parameter.
5. You must submit a budget for your trip to the Principal so that a decision can be made on granting the request. Budget add ons after the field trip will not be accepted.
6. While on the field trip you are responsible for the supervision of your students. This includes while you are on the bus. The bus driver is responsible for safely transporting you and your students. At the conclusion of the trip, chaperones need to make sure that the bus is in order.

All personal belongings need to be removed and garbage needs to be put in the garbage can. Chaperones must commit to one of the two following strategies for the bus trip.

- a. You need to spread out on the bus so that one chaperone is in the front, one chaperone in the back, and if applicable one chaperone in the middle.
- b. If the chaperones are going to all sit in the front of the bus, you need to take periodic walks to the back of the bus every 15 minutes.

The guidelines below for chaperone compensation have been established as a way to help build your budget. **If you believe that your trip will fall outside of these guidelines be sure to include that in your trip proposal. Once we discuss the trip we will let you know how we can modify those guidelines, if they can be modified, keep in mind that a proposed trip may not ultimately occur. It is our hope to keep offering trip experiences to our students.**

Monday-Friday: The district will pay up to 3 hours per day.

Saturday/Sunday: The district will pay up to 7 hours per day.

Overnight Trips: The district will pay up to 5 hours on a school day and up to 10 hours for a non-school day.

CHEATING/PLAGIARISM

If a teacher suspects a student has cheated, the teacher is to investigate the suspicion. Whenever a student is found guilty of cheating, the teacher shall collect the student's paper, have a meeting with the student, contact the parents of the student and come up with an adequate remedy for the situation. Multiple instances of cheating will result in escalated consequences.

CHILD ABUSE AND NEGLECT/MALTREATMENT

Familial Child Abuse

The School District subscribes to all of the provisions of Title 6 - Child Protective Services of the Social Services Law Sections 411-428. Our purpose is to provide protective services to abused and neglected/maltreated children as described by the law, and to make all school personnel within the District aware of our legal responsibilities under this law.

Regulations shall be developed, maintained and disseminated by administration regarding the:

- a) Mandatory reporting of suspected child abuse or neglect/maltreatment;
- b) Reporting procedures and obligations of persons required to report;
- c) Provisions for taking a child into protective custody;
- d) Mandatory reporting of deaths;
- e) Immunity from liability and penalties for failure to report;

- f) Obligations for provision of services and procedures necessary to safeguard the life of a child; and
- g) Provision of information in recognizing signs of unlawful methamphetamine laboratories for all current and new school officials (i.e., "mandated reporters") who, as part of their usual responsibilities, visit children's homes.

Additionally, an ongoing training program for all current and new school officials shall be established and implemented to enable such staff to carry out their reporting responsibilities.

School Officials Required to Report

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.

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.

Report Form

The Revised May 2007 New York State Office of Children and Family Services "**Report of Suspected Child Abuse or Maltreatment**" Form LDSS-2221A may be accessed at website: <http://www.ocfs.state.ny.us/main/cps/>

Education Law Section 3209-a
Family Court Act Section 1012

Child Abuse in an Educational Setting

The School District is committed to the protection of students in educational settings from abuse and maltreatment by employees or volunteers as enumerated in law.

"Child abuse" shall mean any of the following acts committed in an educational setting by an employee or volunteer against a child:

- a) Intentionally or recklessly inflicting physical injury, serious physical injury or death; or
- b) Intentionally or recklessly engaging in conduct which creates a substantial risk of such physical injury, serious physical injury or death; or
- c) Any child sexual abuse, defined as conduct prohibited by Penal Law Articles 130 or 263; or
- d) The commission or attempted commission against a child of the crime of disseminating indecent materials to minors pursuant to Penal Law Article 235.

"Educational setting" shall mean the building(s) and grounds of the School District; the vehicles provided by the School District for the transportation of students to and from school buildings, field trips, co-curricular and extracurricular activities both on and off School District grounds; all co-curricular and extracurricular activity sites; and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.

In any case where an oral or written allegation is made to a teacher, school's registered professional nurse, school guidance counselor, school psychologist, school social worker, school administrator, School Board of Education member, or other school personnel required to hold a teaching or administrative license or certificate, that a child (defined in the law as a person under the age of twenty-one (21) years enrolled in a school district in this state) has been subjected to child abuse by an employee or volunteer in an educational setting, that person shall upon receipt of such allegation:

- a) Promptly complete a written report of such allegation including the full name of the child alleged to be abused; the name of the child's parent; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. Such written report shall be completed on a form as prescribed by the Commissioner of Education.
- b) Except where the school administrator is the person receiving such an oral or written allegation, the employee completing the written report must promptly *personally deliver* a copy of that written report to the school administrator of the school in which the child abuse allegedly occurred (subject to the following paragraph).

In any case where it is alleged the child was abused by an employee or volunteer of a school other than a school within the school district of the child's attendance, the report of such allegations shall be promptly forwarded to the Superintendent of Schools of the school district of the child's attendance and the school district where the abuse allegedly occurred.

Any employee or volunteer who reasonably and in good faith makes a report of allegations of child abuse in an educational setting in accordance with the reporting requirements of the law shall have immunity from civil liability which might otherwise result by reason of such actions.

Upon receipt of a written report alleging child abuse in an educational setting, the school administrator or Superintendent must then determine whether there is "reasonable suspicion" to believe that such an act of child abuse has occurred. Where there has been a determination as to the existence of such reasonable suspicion, the school administrator or Superintendent must follow the notification/reporting procedures mandated in law and further enumerated in administrative regulations including parental notification. When the school administrator receives a written report, he/she shall promptly provide a copy of such report to the Superintendent.

Where the school administrator or Superintendent has forwarded a written report of child abuse in an educational setting to law enforcement authorities, the Superintendent shall also refer such report to the Commissioner of Education where the employee or volunteer alleged to have committed such an act of child abuse holds a certification or license issued by the State Education Department.

Any school administrator or Superintendent who reasonably and in good faith makes a report of allegations of child abuse in an educational setting, or reasonably and in good faith transmits such a report to a person or agency as required by law, shall have immunity from civil liability which might otherwise result by reason of such actions.

Reports and other written material submitted pursuant to law with regard to allegations of child abuse in an educational setting, and photographs taken concerning such reports that are in the possession of any person legally authorized to receive such information, *shall be confidential and shall not be redisclosed except* to law enforcement authorities involved in an investigation of child abuse in an educational setting or as expressly authorized by law or pursuant to a court-ordered subpoena. School administrators and the Superintendent shall exercise reasonable care in preventing such unauthorized disclosure.

Additionally, teachers and all other school officials shall be provided an annual written explanation concerning the reporting of child abuse in an educational setting, including the immunity provisions as enumerated in law. Further, the Commissioner of Education shall furnish the District with required information, including rules and regulations for training necessary to implement District/staff responsibilities under the law.

Prohibition of "Silent" (Unreported) Resignations

The Superintendent and other school administrators are prohibited from withholding from law enforcement authorities, the Superintendent or the Commissioner of Education, where appropriate, information concerning allegations of child abuse in an educational setting against an employee or volunteer in exchange for that individual's resignation or voluntary suspension from his/her position.

Superintendents (or a designated administrator) who reasonably and in good faith report to law enforcement officials information regarding allegations of child abuse or a resignation as required pursuant to the law shall have immunity from any liability, civil or criminal, which might otherwise result by reason of such actions.

CLASSROOM OBSERVATIONS

1. Periodically, visitations will be made in each classroom for the purpose of observing the teaching-learning process. The class should proceed with as little interruption as possible to the normal routine.
2. Observations for the purpose of evaluation will be conducted according to the APPR plan adopted by the district.

CODE OF ETHICS FOR ALL DISTRICT PERSONNEL AND BOARD OF EDUCATION MEMBERS

General Provisions

Pursuant to the provisions of General Municipal Law Section 806, the Board of Education of the Romulus Central School District recognizes that there are rules of ethical conduct for members of the Board of Education and employees of the District that must be observed if a high degree of moral conduct is to be obtained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the Board of Education members and employees of the District. These rules shall serve as a guide for official conduct of the Board of Education members and employees of the District. The rules of ethical conduct of this policy, as adopted, shall not conflict with, but shall be in addition to any prohibition of General Municipal Law Sections 800-809 or any other general or special law relating to ethical conduct and interest in contracts of Board of Education members and employees.

Standards of Conduct

Every Board of Education member or employee of the Romulus Central School District shall be subject to and abide by the following standards of conduct:

Gifts

Pursuant to General Municipal Law Section 805-a, he/she shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value of seventy-five dollars (\$75) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence him/her in the performance of official duties or was intended as a reward for any official action on his/her part.

Confidential Information

He/she shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.

Disclosure of Interest in Contracts

Any District officer or employee, as well as his/her spouse, who 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 such interest in writing to his/her immediate Supervisor and to the Board of Education as soon as he/she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the Board of Education minutes.

Representation before one's own agency

He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he/she is an officer, member or employee or of any municipal agency over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer or employee.

Representation before any agency for a contingent fee

He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of services rendered.

Disclosure of interest in resolution

To the extent that he/she knows thereof, a member of the Board of Education or employee of the Romulus Central School District, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Education on any resolution before the Board of Education shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such resolution.

Investments in conflict with official duties

He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction that creates a conflict with his/her official duties.

Private employment

He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

Future employment

He/she shall not, after the termination of service or employment with the School District, appear before any Board of Education or agency of the Romulus Central School District in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

Legal Remedies

District Officers

In accordance with the Penal Law Section 60.27(5), if a District officer is convicted of a violation against the District under Penal Law Article 155 relating to larceny, the courts may require an amount of restitution up to the full amount of the offense or reparation up to the full amount of the actual out-of-pocket loss suffered by the District.

Board of Education Members and Employees

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former Board of Education member or employee of any claim, account, demand or suit against the Romulus Central School District, or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Distribution/Posting of Code of Ethics

The Superintendent of the Romulus Central School District shall cause a copy of this code of ethics to be distributed to every Board of Education member and employee of the School District within thirty (30) days after the effective date of this resolution. Each Board of Education member and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment. The Superintendent shall also cause a copy of General Municipal Law Sections 800-809 to be kept posted in each building in the District in a place conspicuous to its Board of Education members and employees. Failure to distribute any such copy of this code of ethics or failure of any Board of Education member or employee to receive such copy, as well as failure to post any such copy of General Municipal Law Sections 800-809, shall have no effect on the duty of compliance with such code of ethics or General Municipal Law Sections 800-809, nor with the enforcement of provisions thereof

Penalties

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

COMPLAINTS AND GRIEVANCES BY EMPLOYEES

In accordance with the provisions of General Municipal Law and the collective bargaining agreements, all District personnel shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination or reprisal. The District shall provide at least two (2) procedural stages and an appellate stage for the settlement of any grievance.

Complaints or grievances not covered under employee contracts shall be handled and resolved, whenever possible, as close to their origin as possible. The Superintendent is responsible for implementing regulations for the redress of complaints or grievances through proper administrative channels.

Prohibition of Retaliatory Behavior

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

Complaints and Grievances Coordinator

Additionally, the Board of Education shall ensure compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA). The Superintendent shall designate a District employee as the Title IX/Section 504/ADA Coordinator; and regulations and procedures shall be implemented to resolve complaints of discrimination based on sex or disability.

Prior to the beginning of each school year, the District shall issue an appropriate public announcement which advises students, parents/guardian, employees and the general public of the District's established grievance procedures for resolving complaints of discrimination based on sex or disability. Included in such announcement will be the name, address and telephone number of the Title IX/Section 504/ADA Coordinator.

The Title IX/Section 504/ADA Coordinator shall also be responsible for handling complaints and grievances regarding discrimination based on race, color, creed, religion, national origin, political affiliation, sexual orientation, age, military status, veteran status, marital status, predisposing genetic characteristics, or use of a recognized guide dog, hearing dog or service dog.

CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT

Conference travel shall be for official business and shall be made utilizing a cost-effective and reasonable method of travel.

All conference travel must have a completed Travel Conference Request Form on file which has been approved by the appropriate Supervisor. The Superintendent/designee approves those Travel Conference Requests which have reimbursable employee expenses greater than one hundred dollars (\$100). Travel Conference Request Forms are only to be used by District employees.

All conference reimbursement requests must be submitted using a Travel Conference Reimbursement form. When calculating your mileage you must calculate the mileage according to the distance between Romulus Central School located at 5705 Main Street, Romulus NY 14541 and the location of the other destination.

Expenses for overnight-approved travel will be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses. Meal expenses for overnight travel will only be reimbursed based on the Board of Education approved per diem rates which are modeled after the United States General Services Administration per diem rates which can be found at website:
<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>

New York State sales taxes for lodging and meals cannot be reimbursed. A Sales Tax-Exempt Form can be obtained prior to travel for hotel accommodations.

Original receipts are required when submitting for parking and tolls, however "EZ Pass" statements may be substituted with the appropriate charges highlighted.

CONTESTS FOR STUDENTS, STUDENT AWARDS AND SCHOLARSHIPS

Contests for Students

Distribution of educational material, essay contests, and poster contests must be approved in advance by the Building Principals if the sponsoring organization wishes to involve students in the project on school time. Samples of informational material should accompany the request. Upon the judgment of the Principal, the request may be forwarded to the Superintendent and the Board of Education for approval.

Student Awards and Scholarships

The School District may obtain and award to its students awards and scholarships. The Board of Education, having been entrusted by law, will hold in trust gifts, grants, bequests and legacies given or bequeathed to the Romulus Central School District and shall apply the same and/or their interest and proceeds according to the instruction of the donors and according to the procedures established by the administration.

CORPORAL PUNISHMENT

Under no circumstances are staff members to administer any kind of corporal punishment.

DANCES AND OTHER IN-SCHOOL CHAPERONING DUTIES

Duties of Faculty and Parent Chaperones:

1. Ensure that students and their guests enter the building and remain inside until they leave for the evening. Once a person leaves the building they may not be allowed back in.
2. Ensure that the students and their guests remain in the dance area and do not wander into other areas of the building.
3. Enforce the no smoking/drug free school policy.
4. Determine that each student and guest is properly dressed and refuse admittance to those who are not.

5. Be on the look-out for displays of affection or other unladylike or ungentlemanly conduct. Anyone who refuses to discontinue such conduct will be asked to leave the premises and their names reported to the office on the next school day.
6. Strictly enforce the policy regarding the non-use of alcoholic beverages.
7. Generally supervise the behavior of the students and ensure that the event ends as scheduled.

DEFENSE AND INDEMNIFICATION OF BOARD OF EDUCATION MEMBERS AND EMPLOYEES

Liability Protection Pursuant to Education Law

The Board of Education recognizes its statutory obligation to indemnify School District employees (and in certain circumstances, Board of Education members and volunteers) pursuant to the provisions of Education Law Sections 3023, 3028 and 3811. For the purposes of this policy, the term "employee" shall be as defined in the applicable statute(s).

The District shall not be subject to the duty to defend unless the employee, within the time prescribed by statute, delivers appropriate notice of the claim to the Board of Education.

- a) For purposes of Education Law Section 3811, the employee must give written notice within five (5) days after service of process upon him/her. The statute mandates only written notice of the claim to the Board of Education ; however, submission of relevant legal documents by the employee to the Board of Education is also encouraged.
- b) For purposes of Education Law Sections 3023 and 3028, the employee must deliver the original or a copy of the relevant legal documents to the Board of Education within ten (10) days after service of process upon him/her.

The District will provide legal defense and/or indemnification for all damages, costs, and reasonable expenses incurred in the defense of an action or proceeding if authorized pursuant to statute and provided that the alleged action or omission which occurred or allegedly occurred is covered by the appropriate statute(s). Furthermore, the District will not be required to provide indemnification protection and/or legal defense unless the employee was, at the time of the alleged incident, acting in the discharge of his/her duties within the scope of his/her employment or authorized volunteer duties and/or under the direction of the Board of Education.

Public Officers Law Section 18

The Board of Education hereby also confers the benefits of New York State Public Officers Law Section 18 upon the "employees" of the District, as defined in Public Officers Law Section 18; and the District assumes the liability for the costs incurred in accordance with the provisions of Public Officers Law Section 18. The benefits accorded to District employees under Public Officers Law Section 18 shall supplement and be available in addition to defense or indemnification protection conferred by other enactment or provisions of law.

The term "employees" shall include members of the Board of Education ; the Superintendent; District officers; District employees; volunteers expressly authorized to participate in a District sponsored

volunteer program; or any other person holding a position by election, appointment or employment in the service of the District, whether or not compensated. The term "employee" shall also include a former employee, his/her estate or judicially appointed representative.

Pursuant to the provisions of Public Officers Law Section 18, and upon compliance by the employee with the requirements of this statute, the District shall provide for the defense of the employee in any civil action or proceeding, state or federal, arising out of any alleged act or omission which occurred or allegedly occurred while the employee was acting within the scope of his/her public employment or duties. Furthermore, the District shall indemnify and save harmless its employees in the amount of any judgment obtained against such employees in a state or federal court, or in the amount of any settlement of a claim, provided that the act or omission from which such judgment or claim arose occurred while the employee was acting within the scope of his/her public employment or duties. However, in the case of a settlement, the duty to indemnify and save harmless shall be conditioned upon the approval of the amount of the settlement by the Board of Education.

The duty to defend and/or indemnify and save harmless, in accordance with Public Officers Law Section 18, shall be conditioned upon the delivery by the employee to the School Attorney or to the Superintendent a written request to provide for his/her defense, together with the original or a copy of any summons, complaint, process, notice, demand or pleading within ten (10) days after he/she is served with such document. Pursuant to Public Officers Law Section 18, the full cooperation of the employee in the defense of such action or proceeding and in the defense of any action or proceeding against the District based upon the same act or omission, and in the prosecution of any appeal, shall also be required as a condition for the District's duty to defend and/or indemnify and save harmless to exist.

Exceptions to Liability Coverage

Indemnification coverage and/or provision of legal defense by the District will not apply unless the actionable claim is of the type covered by the statute(s) and/or is not otherwise exempt from coverage pursuant to law. Additionally, indemnification coverage and/or the duty to provide a defense shall not arise where such action or proceeding is brought by or on behalf of the School District.

DISCIPLINE/STUDENT MANAGEMENT

It is the responsibility of each faculty member to inform students of individual classroom rules and expectations.

1. Clearly state classroom rules and enforce them in a consistent manner. It may be beneficial to mutually establish those rules with your students so that they can take ownership of those rules. Do not place yourself in a no-win situation with our students with unnecessary confrontations.
2. When it becomes necessary to send a student to the office, please call the office to ensure the student arrives in a timely manner. **You should only call ext. 315 or ext 423.**
3. Discipline begins in the classroom. **Teachers should utilize the principal's office for severe or recurring discipline problems.**
4. Teachers are requested to station themselves in the hall near their classrooms to supervise the students arriving at school.
5. Teachers are requested to go out in the hall between the changing of classes.

6. Teachers shall supervise all children at all times. Exceptions will be granted only for those individual pupils who are on errands or who are using the lavatory facilities.
7. Teachers are responsible for the discipline of respective classes. Other interested individuals (principal, parents, specialists, etc.) may be used as the teacher perceives the need.

In education, where change and new approaches are inevitable and desirable, one fact that remains is the importance of classroom management and control. If a teacher is unable to interest and spark enthusiasm in his/her students, training and planning will be useless. Classroom discipline – in the broadest sense – is the key to successful teaching. This prerequisite for good classroom instruction is easily observed.

Educators agree that certain conditions should exist in all classrooms if learning by students is to take place. In an effort to enable teachers to evaluate themselves, some of these conditions are outlined.

- a. CLASSROOM CONTROL – Student decorum, promptness in beginning and ending lessons, presence of the teacher in class organization.
- b. PROPER PHYSICAL SETTING – Physical needs, academic atmosphere, an organized classroom with effort made to reduce clutter and untidiness (light, heat, ventilation, seating, blackboards, bulletin boards, book shelves, floor, desks, chairs, noise, etc.)
- c. MUTUAL RESPECT – Evidence of respect and rapport with students should be discernible.
- d. HANDLING OF DIFFICULT SITUATIONS – Interruptions and other special discipline matters should be handled, when possible, so as not to interfere with the orderly procedure of class.
- e. QUALITY OF PLANNING AND ORGANIZATION – Smooth schedule of class activities, including student participation and the use of aids should be evident; realistic plans that can be covered within the class period.
- f. SKILL IN MOTIVATION – Student's interest, enthusiasm and participation; teacher ingenuity in varying approaches and procedures.
- g. KNOWLEDGE OF SUBJECT MATTER – The degree of transfer to student understanding.
- h. CHOICE OF SUBJECT MATTER AND PROCEDURES – Appropriateness of reference and subject matter material; use of teaching aids.
- i. ASSIGNMENTS – The purpose, length, type, and clarity of the assignment.
- j. SKILL IN QUESTIONING – Questions designed to determine insight and reasoning rather than memory alone; provocative questions.
- k. MEANS OF EVALUATION – Summaries, review, questions-several methods of evaluation should be employed and not tests alone.
- l. PROVISIONS FOR INDIVIDUAL DIFFERENCES – Evidence that the teacher knows his student and has regard for his uniqueness, personality, strengths, weaknesses, and special problems.
- m. CLASS COOPERATION, PARTICIPATION, and INTEREST – These factors should be obvious in any desirable learning situation.
- n. TEACHER ENTHUSIASM – This factor should be seen in any good teacher.

An important aim of education is to help an individual live and cooperate with others. When considering disciplinary action, this aim should be remembered. Any method of control that does not conform to this aim should have no place in school. Social control can be taught through the handling of discipline cases. It can be the means of bringing about any improvement in a student or a social group.

The functions of discipline may be classified as follows:

1. To create and preserve conditions essential to the orderly program of a school. Cooperation on the part of the student, a sense of group responsibility, and an intelligent sympathy on the part of the teacher are qualities developed in doing this.
2. To prepare students for their participation in adult life. In doing this, pupils may be granted liberties, but at the same time be balanced by being given equal responsibilities.
3. To develop the qualities of self-control, persistence, and effort.

Each teacher will find it helpful to check his/her disciplinary practice by the following list:

1. Set a good example as a teacher in matters of honesty, FAIRNESS, courtesy, kindness, orderliness, industry, and self-control. Whether you realize it or not, students look up to you and expect you to set an example.
2. BE CONSISTENT in the behavior you expect from the students. They become confused and frustrated when changes occur too frequently.
3. Establish IMMEDIATELY your rules and regulations for classroom behavior. Do not start off easy and attempt to become a disciplinarian later. It just doesn't work. Be friendly to students, but don't become a buddy.
4. Establish your own forms of punishment for minor infractions that occur in your classroom.
5. Avoid making idle threats to students that you will be unable to carry out. Set your policies and ENFORCE them FAIRLY. Students expect this from teachers.
6. Make the punishment of a student an individual matter. Do not punish the group for the misconduct of an individual.
7. Attempt to keep emotion at an even keel when disciplining a student. Remember, you are the mature adult. If a student becomes angry, your anger will only inflame the situation.
8. Create a spirit of success among the students in your class. This will eliminate many discipline problems.
9. Do not embarrass a student in front of his peers. This forces him to retaliate in order to "save face". Always give the student a graceful way out of a situation.
10. Avoid telling a student he may never come back to your class. This could prove embarrassing to you.
11. Attempt to remove or modify conditions that would cause disciplinary problems.
12. DO NOT LEAVE STUDENTS UNSUPERVISED. This leaves you open for serious problems in which the principal will not be able to give you support.
13. Systemize many matters of class management, such as taking attendance, collecting and distributing papers, inspecting desks, and reading announcements, etc.
14. Organize the work in such a manner as to keep students busy with profitable tasks during every minute of the school day. A busy student is usually not a discipline problem.

It is the feeling of administration that the classroom teacher is the first line of defense in disciplinary matters. If students feel that all discipline will be handled by the office, they will quickly lose respect for the individual classroom teacher.

If several preliminary forms of discipline do not correct a student's behavior, then that student should be sent to the office. An online discipline referral must be received by the office within 24 hours of sending the student out of class. Teachers are required to contact parents about the behavior within 24

hours of sending the student to the office. The administration will offer firm support in discipline cases. We may not always agree on the punishment, but a student will be punished if he has broken a rule.

QUICK TIPS ON CLASSROOM CONTROL

1. Move about the room frequently. Good teachers do not sit at their desks or in a chair for the entire lesson!
2. Use your eyes. Look at all parts of the room regularly.
3. Word questions clearly and insist on clearly stated answers.
4. Make all assignments and explanations clear and definite.
5. Establish classroom regulations the first day. Explain precisely what students may and may not do.
6. Strive to solve problems which arise before making referrals.
7. Don't make a major issue out of trivial offenses.
8. Don't accept insubordination.
9. Don't talk too much, too fast, or too loudly.
10. Do not use group punishment for the mistakes of individuals.
11. Avoid threats you cannot enforce. Strive to develop respect instead of fear.
12. Look for ways to relieve or prevent tensions in the classroom by varying your methods.
13. In handling discipline cases, avoid speaking to a student more than once if at all possible. Getting into arguments with students is very undesirable. The superior teacher, on the point of control, seldom "fusses" at students.
14. Lessons are started and ended on time.
15. Teachers remain with and exercise supervision over their respective students.
 - a. In the auditorium
 - b. In the cafeteria
 - c. In the halls
 - d. Outside and away from the main building, when necessary

DISCIPLINING OF A TENURED TEACHER OR CERTIFIED PERSONNEL

Tenured teachers and certain certified personnel may be subject to disciplinary charges that are set forth in Education Law Section 3012.

Procedures for a hearing regarding these disciplinary measures will be in accordance with Education Law Section 3020-a and/or in accordance with applicable contractual provisions.

Automatic Revocation of Teacher and Administrative Certificates by the Commissioner of Education

The Commissioner of Education shall revoke and annul the certificate of a teacher, teaching assistant, pupil personnel services professional, school administrator or Supervisor, or Superintendent of Schools convicted of a sex offense for which registration as a sex offender is required under the Sex Offender Registration Act. These offenses include, but are not limited to, sexual misconduct, sexual abuse, rape, statutory rape, various other criminal sexual acts, and certain kidnapping offenses. Annulment and revocation shall be in accordance with Education Law Section 305(7-a).

In addition, the Commissioner of Education shall revoke and annul the certificate of a school district administrator, school administrator or Supervisor, or School Business Administrator convicted of fraud under Penal Law Section 195.20 which makes it a felony to obtain governmental property in excess of \$1,000 through a systemic ongoing course of conduct with the intent to defraud or obtain property by false or fraudulent pretenses, representations or promises. Annulment and revocation shall be in accordance with Education Law Section 305(7-b).

DRUG-FREE WORKPLACE

It shall be the general policy of the Board of Education to affirm that all programs in the District that receive Federal funds shall guarantee that their workplaces are free of controlled substances.

"Controlled substance" means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812) and as further defined in regulation at 21 Code of Federal Regulations (CFR) Sections 1308.11-1308.15. An acknowledgment form shall be signed by the Superintendent indicating that the District is in full compliance with the Drug-Free Workplace Act. This policy shall guarantee that not only Federally funded programs, but the entire District is free of controlled substances.

"Workplace" is defined as a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District.

The Board of Education directs the administration to develop regulations to comply with this policy, and further supports such actions and activities of the administration as shall be required to maintain a drug-free workplace.

EARLY DEPARTURE

Any teacher wishing to leave prior to contract hours should receive permission from the principal. All teachers are to notify the principal when they leave the building for any purpose during the school day. For safety and security purposes, teachers need to sign out in the notebook in the main office. You will need to sign out in the office for record keeping purposes. Once you accumulate a half day (3.5 hours) you will need to fill out a pink slip for your time.

EMPLOYEE ACTIVITIES

Political Activities

The Board of Education recognizes the right of its employees, as citizens, to engage in political activities and to exercise their constitutionally-protected rights to address matters of public concern.

However, a District employee's constitutional rights to raise matters of public concern are limited when the speech or action occurs on school grounds and/or during school times. When such speech or action occurs on school grounds and/or during school time, the Board of Education can impose reasonable restrictions on the time, place and manner of the speech or action, and can further regulate the content of such speech when it materially imperils the efficient operation of the school.

Teachers may not use their classrooms or school surroundings as a means to promote their personal political views and beliefs. However, teachers are encouraged to address issues of current events for their instructional and informational value to students, to invite public and/or political figures to visit the classroom as a community resource, and to motivate students to participate in the political process.

Consulting Activities

The Board of Education acknowledges that a professional employee may be invited to speak, lead a seminar, act as a consultant or become involved in other professional activities outside of the School District. The employee may be excused from District duties at the discretion of the Superintendent/designee and may be required to request a personal/vacation day.

Solicitations by Staff

Staff members shall not be engaged in advertising or commercial solicitations on school time, except as authorized by the Superintendent and/or designee.

EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION

Personnel Records

Administrative regulations will be developed to implement the terms of this policy to maintain a personnel file for each teacher, administrator and support staff member employed by the District.

Regulations and procedures will be developed addressing the inspection by District employees of their personnel files.

Release of Personnel Information

All steps should be taken to protect the privacy of the employees of the Board of Education. To ensure the individual's privacy, directory or confidential information should not be shared with a third party except in the following situations:

- a) When members of the Board of Education need information from the employee's personnel record to aid them in performing their legal responsibilities in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies.
- b) When the employee grants permission.

Procedures for obtaining consent for release of records to third parties shall be developed by the administration.

Release of Information Concerning Former Employees

The District shall not release information concerning the employment records, personnel file or past performance of a former employee, unless such information is required to be disclosed by law. Only the initial and final dates of employment and the position held shall be provided through a written response to a written request. The former employee may authorize the release of any additional information.

EQUIPMENT

All regular supplies and materials, such as thumb tacks, paper clips, fasteners, chalk, and other items may be obtained, upon request, from the office. These are in addition to the materials which may have been ordered on requisition.

All intended purchases must follow this outline:

1. Input information into purchase requisition program & print a copy.
2. Check to see that the Purchase Order has been approved/issued. This should happen within one week.
3. When your order is shipped, check inventory and sign the packing slip, then submit it to the District Office.

EVALUATION OF PERSONNEL: PURPOSES

The administration shall undertake a continuous program of supervision and evaluation of all personnel in the School District in order to promote improved performance and to make decisions about the occupancy of positions. Evaluation of teachers providing instructional services or pupil personnel services as defined pursuant to Commissioner's Regulations will be conducted in accordance with the District's Annual Professional Performance Review (APPR).

The primary purposes of this evaluation are:

- a) To encourage and promote self-evaluation by personnel;
- b) To provide a basis for evaluative judgments by school administrators.

FACULTY DRESS

It is expected that each teacher will dress in such a manner as to be a credit to the profession and, in so doing, serve as a good example to the students. Please do not wear blue jeans unless it is a district wide dress down day.

FACULTY CELL PHONE USE

Faculty should not be on their cell phones while they are supervising students. The only exceptions to this are in an extreme emergency or if you are using it to send pictures/messages, etc. through parent

square or for school social media purposes. Those exceptions should be rare as teachers should try to wait until they are not supervising students.

FACULTY MEETINGS

1. Faculty meetings will be held at least once a month. Attendance is mandatory unless arrangements have been made with the principal. Meetings will start at 2:35 p.m., please be on time.
2. Meeting cancellation notification will be made as soon as possible.

FAMILY AND MEDICAL LEAVE ACT

The Board of Education, in accordance with the Family and Medical Leave Act of 1993 (FMLA), gives "eligible" employees of the District the right to take unpaid leave for a period of up to twelve (12) workweeks in a twelve-month period as determined by the District. The District will compute the twelve-month period according to the following time frame: a "rolling" twelve-month period will be used that is measured backward from the date an employee uses any FMLA leave.

Employees are "eligible" if they have been employed by the District for at least twelve (12) months and for at least 1,250 hours of service during the previous twelve-month period. Full-time teachers are deemed to meet the 1,250 hour test. The law covers both full-time and part-time employees.

Qualified employees may be granted leave for one (1) or more of the following reasons:

- a) The birth of a child and care for the infant;
- b) Adoption of a child and care for the infant;
- c) The placement with the employee of a child in foster care;
- d) To care for a spouse, child or parent who has a serious health condition as defined by the FMLA;
- e) A serious health condition of the employee, as defined by the FMLA, that prevents the employee from performing his/her job;
- f) Because of "any qualifying exigency" (such term to be defined by regulations issued by the Secretary of Labor) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. In the interim, the Department of Labor is encouraging employers to provide this type of leave to qualifying employees.

Service Member Family Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative of that individual) of a covered service member who is recovering from a serious illness

or injury sustained in the line of duty while on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

The term "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves.

Implementation/Benefits

At the Board of Education's or employee's option, certain types of paid leave may be substituted for unpaid leave.

An employee on FMLA leave is also entitled to have health benefits maintained while on leave. If an employee was paying all or part of the premium payments prior to leave, the employee will continue to pay his/her share during the leave period.

In most instances, an employee has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave.

The Board of Education has a right to thirty (30) days advance notice from the employee where practicable. In addition, the Board of Education may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. Failure to comply with these requirements may result in the denial of FMLA leave. The Board of Education may also require that an employee present a certification of fitness to return to work when the absence was caused by the employee's serious health condition. The Board of Education has the right to deny restoration to employment if the employee does not furnish the certificate of fitness.

Notice for Leave Due to Active Duty of Family Member

In any case in which the necessity for leave due to any qualifying exigency is foreseeable, whether because the spouse, or a son, daughter, or parent of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the employer as is reasonable and practicable.

FMLA Notice

A notice which explains the FMLA's provisions and provides information concerning the procedures for filing complaints of violations of the FMLA shall be posted in each school building.

Administration is directed to develop regulations to implement this policy, informing employees of their rights and responsibilities under the FMLA.

FIELD TRIPS

1. Field trips are taken as educational experiences. In grades K – 12, parent request forms shall be signed and kept on file prior to allowing any child to leave on such excursions.
2. In applying for permission for field trips, teachers must fill out a transportation request and seek prior approval from the principal.

FIRE DRILLS

All teachers, students, and other personnel in the building are required by regulations to vacate the building when the fire alarm sounds.

1. All teachers should know the proper exit route from their teaching area to the designated point outside the building. This information should be made known to the class prior to departure.
2. The exit route should be posted in each classroom.
3. Windows and doors should be closed upon leaving the room.
4. When the fire alarm sounds, the students will leave their classroom in a single file led by the teachers. They will proceed at a brisk walk to the exit designated for the area in which they are situated.
5. Teachers are to supervise students at all times during a fire drill. Horseplay will not be tolerated.
6. Students should remain quiet so that they can hear instructions from the teacher and/or the loudspeaker. Students who insist on talking during a fire drill should be sent to the office after the drill to receive detention.
7. The teacher should carry the class roll book for drills and emergencies as they must verify attendance once outside the building.
8. Upon completion of the drill, all students will return to their classrooms as expeditiously as possible. Please ensure that students do not lag in the halls or restrooms.

FUND RAISING BY STUDENTS

Fundraising projects in which students sell merchandise, provide services, or in other ways solicit money for school activities may be sponsored by school organizations with the express approval of the building principal. Any such plan shall have a clearly defined purpose and, in general, shall contribute to the educational experience of students and shall not conflict with instructional programs or state mandates. Fundraising activities away from school property shall be held to a minimum. All participation shall be voluntary. There should be no solicitation during the school day.

Door to door sales projects undertaken by any organization using the Romulus Central School District name shall require previous approval of the Board of Education. Profits shall be used to enhance school programs by providing money for expenditures not normally funded by the District.

Employees are cautioned against giving the impression to students that the purpose of selling items (e.g., "scratch off" cards, holiday wrappings, etc.) or paying a fee is to defray a portion of the District's educational program. At no time should a student's participation in an educational activity include such sales or fees. In addition, it is imperative that employees not deposit the proceeds of any legitimate sales activity in their own personal accounts. These activities may jeopardize a student's right to participate in the educational program on a tuition and/or fee-free basis. Further, employees engaged in such activities may be held personally liable.

HAZING OF STUDENTS

The Board of Education is committed to providing a safe, productive and positive learning environment within its schools. Hazing activities are demeaning, abusive and/or illegal behaviors that harm victims, and are inconsistent with the educational goals of the District by negatively impacting the school environment. Hazing of a student by another student or group of students is strictly prohibited on school property; in school buildings; on school buses; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus. Hazing of a student refers to soliciting, encouraging, aiding, or engaging in "hazing" behavior as defined pursuant to District policy, regulation and/or law. The Board of Education shall require the prohibition of hazing - along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the *District Code of Conduct* for all grade levels.

HEALTH INSURANCE

Health insurance for certified and support staff shall be in accordance with their respective negotiated agreements.

Continuation of Medical Insurance Coverage at Termination of Employment

Under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and their dependents are eligible to continue their insurance coverage for up to eighteen (18) months when termination of their insurance is due to a reduction in their hours worked, or upon termination of their employment.

Dependents of employees are eligible to continue their insurance for up to thirty-six (36) months upon occurrence of one (1) of the following events:

- a) Death of the covered employee; or
- b) Divorce or legal separation from the covered employee; or
- c) An employee becomes eligible for Medicare and ceases to participate in the employer-sponsored plan; or
- d) The dependents of a covered employee reach the maximum age for dependent coverage.

Those who are eligible to continue coverage have up to sixty (60) days to complete the Continuation of Coverage Election Form. They must pay the full cost of their premium plus administrative costs incurred by the District.

HONOR ROLL

All courses except physical education will be used to determine honor roll each marking period. Marks are averaged by the computer in School Tool. If the final average is 84.5 to 89.4 the student is on the honor roll. If the final average is 89.5 or higher, the student is on the high honor roll.

INCIDENTAL TEACHING

The Superintendent may assign a teacher to teach a subject not covered by such teacher's certificate or license for a period not to exceed ten (10) classroom hours a week, when no certified or qualified teacher is available after extensive and documented recruitment efforts, and provided that approval of the Commissioner of Education is obtained in accordance with the requirements as enumerated in Commissioner's Regulations.

Not later than twenty (20) business days after such an assignment, the Superintendent shall submit for approval an application, in a form satisfactory to the Commissioner, containing the following information:

- a) Evidence of extensive recruitment of a teacher certified in the appropriate area;
- b) The name and certification status of the teacher given such assignment;
- c) The subject which the teacher is being assigned to teach on an incidental basis and the total number of classes in the subject being taught on an incidental basis;
- d) The qualifications of the teacher to teach such subject on an incidental basis;
- e) The specific reasons why an incidental assignment is necessary;
- f) The anticipated duration of the incidental teaching assignment; and
- g) The number of applications, approved or pending, for authorization to make incidental teaching assignments in the same certification area for which the current authorization is being sought.

To be approved, the application shall demonstrate to the satisfaction of the Commissioner that an incidental teaching assignment is necessary, that the teacher assigned is the best qualified to teach the subject on an incidental basis, and that the requirements of Commissioner's Regulations have been met.

The Commissioner will issue a determination within twenty (20) business days of receipt of the District's application.

In the event that the application is disapproved, the Superintendent, within seven (7) business days of receipt of the notice of disapproval, shall terminate the incidental assignment. In the event that the application is approved, such approval shall be deemed to have commenced on the date of the incidental teaching assignment and shall terminate on the last day of the school year for which it is granted.

The Superintendent may renew an incidental teaching assignment, in accordance with the requirements of Commissioner's Regulations, for any subsequent school year. In addition to submitting to the Commissioner the information noted above for initial approval of an incidental teaching assignment, a renewal application must provide a number of assurances, including that the teacher assigned a course on an incidental basis has completed, or has agreed to complete, within the prescribed time period, at least three (3) semester hours of credit or the equivalent leading to certification in the subject area of the incidental assignment.

JURY DUTY

A District employee called for jury duty shall receive his/her full day's pay from the School District plus mileage from the State. No employee shall be entitled to receive the per diem allowance from the Unified Court System for any regularly scheduled workday on which jury duty is rendered if on such a day his/her wages are not withheld on account of such service.

LESSON PLANNING

1. All faculty members are required to keep and maintain lesson plans.
2. Plans for the week should be prepared before Monday. Plans can be examined by the administration at various times during the year. Daily plans should include at least one objective, activities, and a check of understanding.
3. Weekly plans should be based upon unit objectives, specific objectives, proposed activities, and a list of needed material coordinated with appropriate text, workbook identification, page numbers, etc. and a check of understanding.
4. Pupil assignments and lesson evaluations are also an important part of planning, and should always be included.
5. If lesson plans are at home on the day of absence, the teacher must assume the responsibility for getting them to school.
6. Each faculty member is required to have a completed "Substitute Information" packet on file in the Principal's Office. Information should be updated as appropriate.

MAIL BOXES

1. Teacher mail will be distributed by use of the boxes in the office. We will also post notices and reminders of routine and special activities, duties, etc. Please check this area twice each day, especially at lunch time.
2. Prior approval is needed for any faculty, staff, or community member who wishes to distribute materials in mailboxes.

NURSING MOTHERS

The District shall provide reasonable unpaid break time or permit the use of paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three (3) years following childbirth. The District shall make reasonable efforts to provide a room or other location in close proximity to the work area where the

nursing mother can express milk in privacy. The District shall not discriminate against an employee who chooses to express breast milk in the workplace.

Reasonable unpaid break time is generally no less than twenty (20) minutes and no more than thirty (30) minutes dependent upon on the proximity of the designated location for expressing breast milk. In most situations, the District is required to provide unpaid break time at least once every (3) hours if requested by the employee. At the employee's option, the District shall allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid break time(s) so long as such additional time requested falls within the District's normal work hours.

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

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

MONEY OR VALUABLE ITEMS

1. All school personnel should refrain from keeping money or other valuable items in the classrooms. Encourage pupils to safeguard their valuables.
2. Lock your room when left unoccupied.
3. Large sums of money or valuable items must be brought to the Central Office for safekeeping.

PROFESSIONAL CERTIFICATION: 175 HOURS OF PROFESSIONAL DEVELOPMENT REQUIREMENT

All District employees who hold professional teaching certificates for classroom teaching are required to complete professional development hours to maintain the validity of their certificates. Professional certificate holders must complete 175 hours every five (5) years. The five-year professional development period commences on July 1 after the effective date of the triggering certificate, and each subsequent five-year period thereafter. Each professional development year of the five-year cycle of professional development begins on July 1 and ends the following June 30. The professional development requirement may be completed at any time during the five-year professional development period.

Decisions regarding content, delivery and providers of such professional development are within the purview of the School District and shall be made within the context of the District Professional Development Plan. The Professional Development Plan shall describe how the School District will provide teachers it employs holding a professional certificate with opportunities to maintain such certificates in good standing based upon successfully completing 175 hours of professional development every five (5) years in accordance with Commissioner's Regulations.

If the professional certificate holder wishes to maintain the validity of his/her New York State professional certificate, he/she must satisfy the professional development requirement. If the certificate holder teaches less than ninety (90) days in a given school year for any reason, including an approved leave, the required hours are reduced by ten percent (10%) for each school year during which this is the case.

Certificate Holder Responsibilities

All professional certificate holders must keep records of all of their approved professional development activities/programs/coursework, regardless of the provider, for at least seven (7) years from the date of completion of the program and shall be available for review by SED. Such records shall include those items enumerated in Commissioner's Regulations Section 80-3.6(f):

- a) The title of the program;
- b) The number of hours completed;
- c) The sponsor's name and any identifying number;
- d) Attendance verification; and
- e) The date and location of the program.

While it is the responsibility of the District to report hours, it is in the interest of every professional certificate holder to verify that their professional development hours are reported and that their individual record is complete. It is recommended that professional certificate holders develop their personal professional development plan in consultation with the District, and obtain District approval before commencing any professional development activities.

PROFESSIONAL ETHICS

Realizing that harmony is the strength of any organization, it is expected that teachers will work cooperatively in a spirit of friendliness and enthusiasm for the good of the whole school without particular thought to certain departments, classes, or individuals. If there are criticisms or dissatisfactions, teachers are expected to take them up with the principal. If a satisfactory conclusion cannot be reached, the principal will arrange for a conference with the district superintendent. In all cases, problems will be handled in a confidential, courteous, professional manner by all parties.

PROFESSIONAL GROWTH/STAFF DEVELOPMENT

It is the policy of the District that attention be given to in-service, pre-service, and other staff development programs which are believed to be of benefit to the School District and its students. The Superintendent, in consultation with the appropriate administrative staff and/or teacher committees, is directed to arrange in-service programs and other staff development opportunities which will provide for the selection of subjects pertinent to the curriculum in the schools, to build from these subjects those topics or courses for in-service or staff development which will help employees acquire new methods of performing their job responsibilities or help staff improve on those techniques which are already being used in the schools, with the objective of improving professional competencies.

It is recommended that administration develop meaningful in-service and/or staff development programs which will achieve the following:

- a) Contribute to the instructional program of the schools;
- b) Contribute to improved education for students;
- c) Achieve state mandates; and
- d) Enhance the professional competencies and/or instructional abilities of staff members.

The Board of Education, therefore, encourages all employees to improve their competencies beyond that which they may obtain through the regular performance of their assigned duties. Opportunities should be provided for:

- a) Planned in-service programs, courses, seminars, and workshops offered both within the School System and outside the District.
- b) Visits to other classrooms and schools, as well as attendance at professional meetings, for the purpose of improving instruction and/or educational services.
- c) Orientation/re-orientation of staff members to program and/or organizational changes as well as District expectations.

Attendance at such professional development programs must be directly linked to the duties and responsibilities comprising the job description of the employee. Consequently, employees are encouraged to participate in the planning of staff development programs designed to meet their specific needs.

The Superintendent of Schools or his/her designee has authority to approve release time and expenses for staff members' attendance at professional training conferences, study councils, in-service courses, workshops, summer study grants, school visitations, professional organizations and the like within budgetary constraints.

A conference request form/course approval form must be submitted by the employee and approved by the designated administrator prior to the employee's attendance at such conference or other professional development program.

Mentoring Programs for First Year Teachers

First year probationary teachers must participate in a mentoring program as a component of the School District's Professional Development Plan. The purpose of the mentoring program is to increase the retention of new teachers and improve their ability to assist students in attaining State learning standards. The mentor's role is to provide guidance and support to a new teacher. The district shall choose the mentor and the mentor will submit a list of topics covered as well as dates when those topics were covered. The district will also provide other resources for probationary teachers which can include but are not limited to book talks, and online curriculum. Additional mentor responsibilities may be negotiated and reflected in a collective bargaining agreement.

PROFESSIONAL STAFF: MOVEMENT

The administration has the right to move a staff member within their tenure area. Staff members wishing to move within their tenure area will be considered by the administration and will participate in the interview process along with other candidates. This does not mean that they are guaranteed that position. Staff members wishing to move into a new tenure area and who have appropriate certification will be considered by the administration and will participate in the interview process along with other candidates. This does not mean that they are guaranteed that position.

PROFESSIONAL STAFF: SEPARATION

A probationary professional staff member may be discontinued at any time during his/her probationary period on the recommendation of the Superintendent and by a majority vote of the Board of Education.

If the Superintendent will be submitting to the Board of Education a negative recommendation for tenure, a recommendation to discontinue the services of a probationary professional staff member, or a recommendation to extend the tenure appointment, the Superintendent must give the probationary employee written notice thirty (30) days prior to the Board of Education meeting at which such recommendation will be considered. If a majority of the Board of Education accepts the recommendation and votes to dismiss, the professional staff member must then be given a written notice at least thirty (30) days prior to the effective date of termination of services. The District will adhere to all other statutory timeframes.

The Board of Education shall expect any professional staff member desiring to terminate his/her services to provide the Board of Education with a minimum of thirty (30) days notice before the effective termination date.

When possible, a professional staff member shall make every effort to terminate employment at the end of the school year. Resignations must be in writing and include the effective date.

PUNCTUALITY

In this profession, in which we strive to instill certain traits in our students, punctuality on the part of members of the profession is not only admirable, but also necessary. Each teacher and staff member should be punctual for all duties. You are expected to be ready to receive students at 7:45 Monday through Thursday and at 7:50 on Friday. **Those times are NOT the arrival times but the times when you are expected to perform your job duties.**

PURCHASE REQUISITIONS

No staff member may purchase materials and charge them to the school system without a purchase requisition approval.

ROMULUS ENHANCED ASSESSMENT PROJECT (REAP)

The Romulus Central School Board of Education recognizes that the classroom alone cannot fully educate the whole child and that good citizenship encompasses a larger community than just that of the school. This local graduation requirement (REAP) is also necessary for graduation participation.

Romulus Enhanced Academic Policy (REAP)

1. Romulus will provide a day of service to the community once a year.
2. If students perform service above and beyond the service day they will receive a chord at graduation and earn additional credits. If students perform an additional 15 hours they will receive a chord at graduation. If students perform an additional 30 hours they will receive one credit hour.
3. The senior capstone research project will be a final exam for all seniors.

SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF NEW HIRES)

Unless otherwise authorized in accordance with law and regulation, the District shall not employ or utilize a prospective school employee, as defined below, unless such prospective school employee has been granted a "full" clearance for employment by the State Education Department (SED). The School District shall require a prospective school employee who is not in the SED criminal history file to be fingerprinted for purposes of a criminal history record check by authorized personnel of the designated fingerprinting entity. For purposes of this provision of law, the term "criminal history record" shall mean a record of all convictions of crimes and any pending criminal charges maintained on an individual by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI).

The District shall utilize SED's Web-based application known as *TEACH for instantaneous access to important information about certification and fingerprinting. Through TEACH, SED provides an individual with the ability to apply for fingerprint clearance for certification and/or employment and view the status of his/her fingerprint clearance request. Through TEACH, the School District is able, among other applications, to submit an online request for fingerprint clearance for a prospective employee, view the status of a fingerprint clearance request, and determine whether a subsequent arrest letter has been issued.

Safety of Students

The District will develop internal building and/or program procedures to help ensure the safety of students who have contact with an employee holding a conditional appointment or emergency conditional appointment. Such procedures will address the safety of students in the classroom, students attending off-campus activities under the supervision of the School District, and students participating in extracurricular and/or co-curricular activities (including sports and athletic activities).

Safety procedures to be addressed include, but are not limited to, the following: supervision of the employee holding conditional appointment/emergency conditional appointment as determined appropriate by the applicable building/program administrator; and periodic visitations by the building/program administrator to the classroom, program and/or activity assigned to the employee

holding conditional appointment/emergency conditional appointment.

Access to TEACH

Information regarding fingerprinting of new hires, including relevant laws and regulations, frequently asked questions (FAQs), an up-to-date chart for "Who Must be fingerprinted", and instructions on the fingerprinting process are found on www.highered.nysed.gov/tcert/ospra. To request access to TEACH, e-mail TEACHHELP@mail.nysed.gov.

SEXUAL HARASSMENT OF DISTRICT PERSONNEL AND STUDENTS

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District employees an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board of Education prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises and in another state. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a) Submission of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- b) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; and
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

The Board of Education acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances should be evaluated. The Board of Education recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from co-workers as well as Supervisors, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District. The District will designate, at a minimum, two (2) Complaint Officers, one (1) of each gender.

In order for the Board of Education to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee who believes that they have been a victim of sexual harassment in the work environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment to the District's designated Complaint Officers through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the Complaint Officer is the alleged offender, the employee should report his/her complaint to the next level of supervisory authority.

Upon receipt of an informal/formal complaint (even an anonymous complaint), the District will conduct a thorough investigation of the charges. However, even in the absence of a complaint, if the District has knowledge of or has reason to know of or suspect any occurrence of sexual harassment, the District will investigate such conduct promptly and thoroughly.

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

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

Prohibition of Retaliatory Behavior

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

Finding That Harassment Did Not Occur

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

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.

In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment did not occur.

Knowingly Makes False Accusations

Employees and/or students who *knowingly* make false accusations against another individual as to allegations of harassment may also face appropriate disciplinary actions.

Privacy Rights

As part of the investigation, the District has the right to search all school property and equipment including District computers, rooms, desks, cabinets, lockers, computers, etc. that are provided by the District for the use of students and staff.

Development and Dissemination of Administrative Regulations

Regulations will be developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable Complaint Officer(s).

Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees, express the District's condemnation of such conduct, and explain the sanctions for harassment. Training programs will be established for employees to help ensure awareness of the issues pertaining to sexual harassment in the workplace, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated Supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks and/or school calendars.

STAFF USE OF COMPUTERIZED INFORMATION RESOURCES

The Board of Education will provide staff with access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may also include the opportunity for some staff to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations.

The Board of Education encourages staff to make use of the DCS to explore educational topics, conduct research and contact others in the educational world. The Board of Education anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the Board of Education directs the Superintendent/designee(s) to provide staff with training in the proper and effective use of the DCS.

Staff use of the DCS is conditioned upon written agreement by the staff member that use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file in the District office.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate staff conduct and use as well as prescribed behavior.

District staff shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.

Staff members who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

Misuse/Abuse of Software and/or Electronic Communication Systems

An employee in the School District who is aware of any misuse or abuse of any software or electronic communications system owned or rented by the District shall notify his/her immediate Supervisor or Building Principal.

Administrators who are aware of any abuse/misuse shall notify the Superintendent/designee and appropriate disciplinary action shall occur based on the circumstances and in accordance with all applicable laws, bargaining agreements, and District policies and regulations including the District's Code of Conduct.

Privacy Rights

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The Computer Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that information stored on the DCS will be private.

Implementation

Administrative regulations will be developed to implement the terms of this policy, addressing general parameters of acceptable staff conduct as well as prohibited activities so as to provide appropriate guidelines for employee use of the DCS.

STAFF-STUDENT RELATIONS (FRATERNIZATION)

The Board of Education requires that all School District employees maintain a professional, ethical relationship with District students that is conducive to an effective, safe learning environment; and that staff members act as role models for students at all times, whether on or off school property and both during and outside of school hours. Staff must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety.

Staff members are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, employees shall not entertain students or socialize with students in such a manner as to create the perception that a dating relationship exists. Similarly, any action or comment by a staff member which invites romantic or sexual involvement with a student is considered highly unethical, in violation of District policy, and may result in the notification of law enforcement officials and the filing of criminal charges and/or disciplinary action by the District up to and including termination of employment.

Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student unrelated to course work or official school matters; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. ("Frequent personal communication with a student unrelated to course work or official school matters" means any form in which that personal communication may occur including, but not limited to, voice or text-based communication via phone, e-mail, instant messaging, text messaging or through social networking Web sites.)

Even if the student participated "willingly" in the activity (regardless of the student's age), inappropriate fraternization of staff with students is against District policy and may be in violation of professional standards of conduct and New York State Law. However, inappropriate employee conduct does not need to rise to the level of criminal activity for such conduct to be in violation of District rules and subject to appropriate disciplinary sanctions.

Any student who believes that he/she has been subjected to inappropriate staff behavior as enumerated in this policy, as well as students, school employees or third parties who have knowledge of or witness any possible occurrence of inappropriate staff-student relations, shall report the incident to any staff member or either the employee's Supervisor, the student's Principal or the District's designated Complaint Officer. In all events such reports shall be forwarded to the designated Complaint Officer for further investigation. Anonymous complaints of inappropriate fraternization of staff members with students shall also be investigated by the District. Investigations of allegations of inappropriate staff-student relations shall follow the procedures utilized for complaints of harassment within the School District. Allegations of inappropriate staff-student behavior shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

Any employee having knowledge of or reasonable suspicion that another employee may have engaged in inappropriate conduct with a student that may constitute child abuse (specifically, child abuse in an educational setting) must *also* follow the District's reporting procedures for such allegations; and such information will be reported by the designated administrator as required by state law to law

enforcement officials, the State Education Department and/or Child Protective Services as may be applicable.

If a student initiates inappropriate behavior toward a staff member, that employee shall document the incident and report it to their Building Principal or Supervisor.

The District shall promptly investigate all complaints of inappropriate staff-student relations, and take prompt corrective action to stop such conduct if it occurs.

Prohibition of Retaliation

The Board of Education prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of inappropriate staff-student relations. Follow-up inquiries and/or appropriate monitoring shall be made to ensure that the alleged conduct has not resumed and that all those involved in the investigation have not suffered retaliation. Any act of retaliation is subject to appropriate disciplinary action by the District.

District Responsibility/Training

The Principal of each school and/or program Supervisor shall be responsible for informing students, staff and volunteers of the requirements of this policy, including the duty to report and the procedures established for investigation and resolution of complaints.

The District's policy (or a summary thereof) shall be disseminated as appropriate to staff, students and parents. Further, this topic shall be addressed in the District Code of Conduct.

Disciplinary Sanctions

Any staff member who engages in inappropriate conduct with a student, prohibited by the terms of this policy, shall be subject to appropriate disciplinary measures up to and including termination of employment in accordance with legal guidelines, District policy and regulation, and the applicable collective bargaining agreement. A violation of this policy may also subject the employee to criminal and/or civil sanctions as well as disciplinary action by the State Education Department.

SUBSTITUTE PLANS

Substitute Plans

When a sub is needed every teacher is to send the secretary an email with the following attachments:

- 1) Class roster/ any medical alerts (allergies etc.)
- 2) Schedule
- 3) Lesson Plans with materials if needed
- 4) In lesson plans please leave a quick note of where your emergency/ safety chart is located.

SUPERVISION OF STUDENTS

Students working on any activity must be supervised by the teacher or staff member in charge of the activity. This applies to all in school and extracurricular activities as well as sports activities and events. Permission to hold practices or meetings must not be granted unless a teacher or staff member is definitely in charge.

- a) District personnel will be fully responsible for the supervision of all students in either their class or their after-school activities.
- b) Coaches will maintain supervision over the dressing rooms by personally being present during the dressing periods. Coaches are responsible for the supervision of their athletes at the end of practice. This may entail bus duty, or making sure students have transportation home.
- c) Students are not to be sent on any type of errand away from the building.

SUPPLEMENTARY SCHOOL PERSONNEL

Teacher Aides

In accordance with the Regulations of the Commissioner, the Board of Education may employ teacher aides to assist in the daily operation of the school through non-teaching duties.

The duties and responsibilities to be assumed by teacher aides shall be outlined by the Superintendent in accordance with Civil Service guidelines. Teacher aides shall be responsible to the Building Principal/designee.

A teacher aide may be assigned to assist teachers in such non-teaching duties as:

- a) Managing records, materials and equipment;
- b) Attending to the physical needs of children; and
- c) Supervising students and performing such other services as support teaching duties when such services are determined and supervised by a teacher.

Teaching Assistants

In accordance with the Regulations of the Commissioner, the Board of Education may employ teaching assistants to provide, under the general supervision of a licensed or certified teacher, **direct instructional service** to students.

Teaching assistants assist teachers by performing duties such as:

- a) Working with individual students or groups of students on special instructional projects;

- b) Providing the teacher with information about students that will assist the teacher in the development of appropriate learning aspects;
- c) Assisting students in the use of available instructional resources and assisting in the development of instructional materials;
- d) Utilizing their own special skills and abilities by assisting in instructional programs in such areas as foreign language, arts, crafts, music, and similar subjects; and
- e) Assisting in related instructional work as required.

Teaching assistants who hold a pre-professional teaching assistant certificate shall have the same scope of duties as enumerated above for other teaching assistants. Within that scope of duties, teaching assistants holding a pre-professional teaching assistant certificate may, at the discretion of the District, and while under the general supervision of a teacher, perform such duties as:

- a) Working with small groups of students so that the teacher can work with a large group or individual students;
- b) Helping a teacher to construct a lesson plan;
- c) Presenting segments of lesson plans, as directed by the teacher;
- d) Communicating with parents of students at a school site or as otherwise directed by a teacher; and
- e) Helping a teacher to train other teaching assistants.

Licensure and certification requirements shall be as mandated pursuant to Commissioner's Regulations.

TEMPORARY PERSONNEL

District's needs may sometimes require temporary appointments. The terms of these appointments shall be defined by the Board of Education on a case-by-case basis.

Student Teachers

The Romulus Central School District shall cooperate with teacher training institutions in the placement of student teachers in order to provide beginning teachers with the best possible student teaching experience.

Student teachers shall be protected from liability for negligence or other acts resulting in accidental injury to any person by the School District, as provided by law.

Substitute Teachers

A substitute teacher qualified to teach in the Romulus Central School District shall be employed, whenever possible, by the Superintendent of Schools in the absence of a regular teacher. It is recognized that fully certified persons will not always be available for employment as substitute teachers.

Eligibility for Service

Per Commissioner's Regulations Section 80-5.4, there shall be three (3) categories of substitutes as follows:

- a) Substitutes with valid teaching certificates or certificates of qualification. Service may be rendered in any capacity, for any number of days. If employed on more than an "itinerant" basis, such persons will be employed in an area for which they are certified.
- b) Substitutes without a valid certificate, but who are completing collegiate study towards certification at the rate of not less than six (6) semester hours per year. Service may be rendered in any capacity, for any number of days, in any number of school districts. If employed on more than an "itinerant" basis, such persons will be employed in the area for which they are seeking certification.

The Board of Education shall annually establish the ordinary rate for per diem substitute teachers.

THEFT OF SERVICES OR PROPERTY

The theft of services or property from the District by an employee will result in immediate disciplinary action that can lead to dismissal or other penalty, and shall not preclude the filing of criminal or civil charges by the District.

VISITORS TO THE SCHOOL

1. Visitor's Pass- All visitors must sign in to the main office and have a visitor's pass displayed at all times.

WORKERS' COMPENSATION

Employees injured in the performance of their duties are covered by Workers' Compensation Insurance. Employees shall report work-related injuries immediately to their immediate Supervisor. Delay in reporting, if necessary, must be justified to the satisfaction of the Board of Education and/or the insurance agency.

Reimbursement for Workers' Compensation Insurance benefits shall be in accordance with their respective negotiated agreements.

ROMULUS CENTRAL SCHOOL FORMS

Usable copies of these forms are available in the Main Office

1.) **Leave Request** – Staff members must complete the pink leave request forms (half-page size) any time they would like to take a day off. This includes time off for field trips, meetings, conferences, etc. These forms can be obtained in the Main Office and should be turned in to your direct supervisor once completed. If you are leaving the building for any purpose, you must sign out in the main office. If approved, small amounts of time can be accumulated throughout the school year until they equal a half day (3.5 hours). If those increments are going to be longer than 2 hours you must take a half day.

2.) **Conference Requests and Reimbursement Vouchers** – Staff members must complete these yellow forms (full-page size) any time they would like to attend a conference or need to be reimbursed for conference expenses, extra time pay, homework hall pay, etc. These forms can be obtained in the Main Office and should be turned in to your direct supervisor once completed. After attendance at a conference, the back side of the form should be completed and again returned to your direct supervisor. You must also fill out a pink slip so that appropriate substitute coverage can be found.

3.) **Transportation Request** – Any staff member who would like to take a field trip with their students that requires school bus transportation must complete the pink Transportation form. These forms can be obtained in the Main Office and should be turned in to your direct supervisor once completed.

4.) **Building Use/Facilities Request** – Any staff member who would like to use another space/room in the building must fill out a building/facilities use form. This includes use of other classrooms, cafeteria, auditorium, board room, gym space, etc. Please be sure to list all equipment needed for each use. These forms can be obtained in the Main Office and should be turned in to your direct supervisor once completed.

5.) **Activity Request** – Any staff member who would like to schedule a school activity should complete a white activity request form. Activities that need forms include: school dances, fundraisers, overnight field trips, etc. These forms can be obtained in the Main Office and should be turned in to your direct supervisor once completed.

6.) **Course Approval** – Any staff member who, according to contract, can be reimbursed for college coursework should fill out the white course approval form. These forms can be obtained in the Main Office and should be signed by your direct supervisor and then turned in to the Superintendent's secretary for final approval. Please be sure that all supplementary paperwork is attached to this form when turned in.

7) **Purchase Requisitions** – Any staff member who is requesting the purchase of supplies, textbooks, etc. for their classroom should complete the white purchase requisition form. These forms can be obtained in the Main Office and should be turned in to your direct supervisor once completed.

8.) **Request for Peer Mediation** – Any staff member who would like to refer a student for peer mediation should fill out the white peer mediation request form. These forms can be obtained from a

Peer Mediation advisor or in the Main Office. Once completed, the form can be turned in to the Peer Mediation team.

9.) **Student Behavior Referral** – Any time a staff member writes up a behavioral incident, they must complete a behavior referral form. These carbon-copy forms can be obtained in the Main Office. Once the form is completed please take the time to call the student’s parent at home or at work to let them know their child was referred to the office. Once the phone call home is made, the form should be turned in to the Principal’s Office.

10.) **Academic/Ineligibility Report** – Any staff member who has a student failing their course at the end of an eligibility period needs to submit their list of students who are failing their course to the main office and the structured study hall person.

11.) **DASA (Dignity for All Students) Harassment Complaint Form** – Please send any student who complains of harassment to the Main Office for completion of this form. It is also available on the school website.

