

Victor Central School
Board of Education
PROPOSED AGENDA
Regular Meeting, Thursday, September 14, 2023– 5:30 PM
Early Childhood School Boardroom

***It is expected that, upon opening the meeting, a motion will be made to adjourn to executive session
and that the regular meeting will begin at 7:15 PM***

✓ *Board Action Expected*

1. Meeting Called to Order by President Tim DeLucia

- ✓ • *Motion to enter executive session to discuss the employment history of specific individuals*
✓ • *Motion to enter regular session*

Meeting Called to Order by President Tim DeLucia

A. Moment of Silence

B. Pledge to the Flag

C. Greetings to Visitors/Public Participation Reminder

D. Reading of Fire Evacuation Procedure

(In case of a fire, would everyone please follow the EXIT signs to the outside of the building.
Please stay completely clear of the building to provide space for any Fire Department
vehicles. Thank you!)

✓ **2. Approval of the Agenda**

3. Superintendent's Update

4. Presentations/Recognitions:

- **None at this time**

5. Public Participation: Although the Board's work is open to the public, this is not a meeting with the public. At this time privilege of the floor is offered to those who have signed up to speak. The Chair will be happy to recognize those of you who wish to speak. When you approach the microphone, please identify yourself before presenting your thoughts.

(Individual comments will be limited to 3 minutes and the total time for this portion of the agenda will be limited to 30 minutes.)

Please note, issues related to specific School District personnel or students must be brought to the attention of the Superintendent of Schools privately as they are not discussable at this venue. Thank you.

✓ **6. Acceptance of Consent Items (5 min.)**

A. Minutes of the Regular Meeting of August 10, 2023 and the Special Meeting of August 24, 2023;

B. Treasurer's Report for the month ending July 31, 2023;

C. Personnel Agenda;

D. Recommendations of the Committee on Special Education from the meetings of February 27, 2023, April 28, 2023, May 2, 11, 2023, June 20, 21, 2023, July 27, 2023, August 11, 14, 15, 16, 17, 18, 28, 29, 30, 31, 2023, September 1, 5, 6, 7, 8, 11, 12, 13, 2023 and of the Committee on Preschool Special Education from the meetings of August 10, 21, 22, 24, 28, 29, 2023, September 7, 12, 2023;

E. Appoint Natalie Sonnevile as a DASA Coordinator for the Intermediate School and Keith Pedzich as a DASA Coordinator for the Senior High School;

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- F. Bloomfield Central School District Swimmer to participate with the Victor Central School District as a Team of One in Varsity Girls' Swimming and Diving for the 2023-2024 School Year;**
- G. Resolution Authorizing Litigation Against Social Media Companies;**
- H. Approve Resolution Funding of the 2022 Capital Reserve: Based on the recommendation of the Superintendent of Schools, we recommend the funding of the 2022 Capital Reserve, as authorized by Section 3651 of the New York State Education Law, up to a maximum of \$8,000,000 from unappropriated fund balance as of June 30, 2023;**
- I. Accept the following donation:**
 - \$1,585.00 from the Victor Boys Volleyball Booster Club to be applied toward the purchasing of needed competition uniforms**

7. A. Campus News

B. Summer Programming Update (*Karen Finter, Karyn Ryan; 15 min.*)

C. Use of the Victor Learning Center (formerly 200 S. High St.) (*Tim Terranova; 10 min.*)

D. Capital Project Update (*Derek Vallese; 10 min.*)

E. Committee Selection for Wayne-Finger Lakes BOCES Liaison

- ✓ **F. Approve the following field trips:**
- Girls Volleyball to Halfmoon, NY from 10/13/23 – 10/14/23 to participate in a volleyball tournament;**
 - Victor Marching Band to College Park, MD from 10/20/23 – 10/22/23 to participate in the Bands of America Regional Championship;**
 - Four Senior High Students to Attend the NYSSMA Conference All-State Festival in Rochester, NY from 11/30/23 – 12/1/23;**
 - Ice Hockey to Buffalo, NY from 12/1/23 – 12/2/23 to participate in hockey competitions;**
 - SEAS Club Skiing/Snowboarding Trip to Lake George, NY from 3/1/24 – 3/3/24;**
 - DECA to Rochester, NY from 3/6/24 – 3/8/24 to participate in the New York State Career Conference;**
 - Senior High School Music Students to Sellinsgrove, PA from 4/19/24 – 4/20/24 to Susquehanna University to visit music master classes;**
 - SEAS Club Camping/Hiking Trip to Saranac Lake, NY from 5/17/24 – 5/19/24;**
 - Senior High School grades 9-12 to Sorrento, Italy and Athens & The Acropolis, Greece from 6/25/24 – 7/3/24;**

- ✓ **G. Policy Review: First and Final Reading**
- Code of Conduct; Policy 5300**

- ✓ **H. Policy Review: Second and Final Reading**
- Homebound Instruction; Policy 4327**

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I. Policy Review: First reading

- **Staff-Student Relations (Fraternization); Policy 9100**

8. Meeting Reports

- A. Monroe County School Boards Association Committee Reports**
- B. Standing Committee Updates**

9. Upcoming Events

- A. Next Regular Board Meeting, Thursday, October 12, 2023 at 7:15 PM**

✓ **10. Adjourn**

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**
Unapproved Minutes of the Regular Meeting of August 10, 2023
Early Childhood School Boardroom
953 High Street
Victor, New York 14564

CALL TO ORDER	Vice-president Christopher Parks called the meeting to order at 6:15 PM
Members Present	Bryan Adams, Kristin Elliott, Elizabeth Mitchell, Christopher Parks, Adam Snyder
Members Absent	Tim DeLucia, Lisa Kostecki
ENTER EXECUTIVE SESSION	A motion was made by E. Mitchell, seconded by A. Snyder, to enter executive session at 6:16 PM to discuss the employment history of a specific individual. The motion was carried. 5 yes 0 no 0 abstentions
REGULAR SESSION	A motion was made by K. Elliott, seconded by E. Mitchell, to return to regular session at 6:43 PM. The motion was carried. 5 yes 0 no 0 abstentions
APPROVE AGENDA	A motion was made by E. Mitchell, seconded by K. Elliott, to approve the agenda for the meeting. The motion was carried. 5 yes 0 no 0 abstentions
SUPERINTENDENT'S UPDATE	Superintendent Terranova provided three brief updates. The first was on the upcoming Capital Project. The NYS Education Department has not made a decision on the aid ability on specific aspects of the project that involve expansion at the Senior High School, Junior High School and the Intermediate School. In order for the District to lessen any impact on taxpayers the District has to have a clear understanding on how much aid ability will be received on the expansions. He said Mr. Vallese along with the architect are working to push the State to try and get information on that. When the information is received it will be brought to the Board and they will clarify the scope of the project. The hope is the Board will vote on the approval of the project in the October Board meeting, however that depends on the State Education Department. If the Board is able to approve the project in October they would look for a public vote in either November or December. His second update was around the summer programs and the start of school. He visited the summer programming over the past couple of weeks. The start of school will be Wednesday, September 6 th . According to the Village of Victor they are on schedule with completing the roadwork on High Street before the opening of school. Dr. Terranova said he has not heard any final decision from NYS Department of Transportation around the request to adjust the speed limit on High Street and Lane Road by the District's entrances and exits. They thought they would have a decision by July. Superintendent Terranova sent them an email a couple of days ago. Lastly he spoke about the Leadership Retreat that took place from July 24-26 on campus.
PERSENTATIONS/ RECOGNITIONS	There were no formal presentations or recognitions.

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PUBLIC PARTICIPATION

Tara Glynn, Co-president of PTSA introduced herself. She said she along with Kristin Morabito are Co-presidents. She handed out the new membership forms as their membership drive is underway and they look forward to working alongside the Board of Education throughout the school year.

CONSENT ITEMS

Motion by B. Adams, seconded by K. Elliott, to approve upon recommendation of the Superintendent the following consent items:

MINUTES

Minutes of the Regular/Organizational Meeting of July 13, 2023;

FINANCIAL STATEMENTS

Treasurer's Report for the month ending June 30, 2023;

PERSONNEL

The following personnel items:

All appointments on these pages are made in compliance with New York State Education Law relating to criminal history background clearances for new employees. Conditional clearances under that law have been requested for all new employees.

Instructional Probationary Appointments:

The probationary appointment of **Lauren Matthys**, who has certification as a School Psychologist, to a probationary position as a School Psychologist, effective August 14, 2023, at an annual salary of \$68,233, leading towards tenure as a School Psychologist.

The probationary appointment of **Morgan Sabert**, who has certification as an Occupational Therapist, to a probationary position as an Occupational Therapist, effective August 30, 2023, at an annual salary of \$53,276, leading towards a permanent appointment as an Occupational Therapist.

The probationary appointment of **Elizabeth Lawson**, who has certifications in Childhood Education Grades 1-6, Early Childhood Education Birth-Grade 2, and Students with Disabilities Grades 1-6, to a probationary position as an Elementary Teacher, effective August 30, 2023, at an annual salary of \$59,453, leading towards tenure in Elementary Education.

The probationary appointment of **Kaitlin Locke**, who has certifications in Childhood Education Grades 1-6, Student with Disabilities Grades 1-6, Early Childhood Education Birth-Grade 2, and Students with Disabilities Birth-Grade 2, to a probationary position as a Special Education Teacher, effective August 30, 2023, at an annual salary of \$56,526, leading towards tenure in Special Education.

The probationary appointment of **Marsha Maxon**, who has certifications in Students with Disabilities Grades 7-12, Students with Disabilities Grades 5-9, Home Economics, and Business and Distributive Education, to a probationary position as a Business

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Teacher, effective August 30, 2023, at an annual salary of \$59,826, leading towards tenure in Business Education.

The probationary appointment of **Caitlin Henderson**, who has certifications in Childhood Education Grades 1-6, Middle Childhood Education Grades 5-9 Mathematics, Student with Disabilities Grades 1-6, Students with Disabilities Grades 5-9, and Students with Disabilities Grades 5-9 Mathematics, to a probationary position as an Elementary Teacher, effective August 30, 2023, at an annual salary of \$59,226, leading towards tenure in Elementary Education.

The probationary appointment of **Katherine Thomas**, who has certifications in Childhood Education Grades 1-6 and Student with Disabilities Grades 1-6, to a probationary position as a Special Education Teacher, effective August 30, 2023, at an annual salary of \$47,149, leading towards tenure in Special Education.

**Part Time
Appointments:**

The appointment of **Amanda Cline**, who has pending certification in Visual Arts, to a part-time (.6fte) position as an Art Teacher effective August 30, 2023, and ending June 30, 2024, at an annual salary of \$28,769.

The appointment of **Brian Bailey**, who has certification in Physical Education, to a part-time (.8fte) position as a Physical Education Teacher effective August 30, 2023, and ending June 30, 2024, at an annual salary of \$35,975.

The appointment of **Allison Jensen**, who has certification in Students with Disabilities Grades 1-6, to a part-time (.6fte) position as an Intervention Teacher on Special Assignment effective August 30, 2023, and ending June 30, 2024, at an annual salary of \$38,577.

Appointments:

The appointment of the following as Summer Enrichment Teachers at an hourly rate of \$40.00: **Leah Sarneckis**

The appointment of **Andrea Tait**, Wellness Coordinator, for the 2023/2024 school year, at an annual rate of \$1800.

The appointment of **Vivian Richelsen**, Healthy Ambassador, for the 2023/2024 school year, at an annual rate of \$600.

**Long Term Substitute
Appointments:**

The appointment of **Jacqueline Koslofsky**, who has certification in Childhood Education Grades 1-6, to a long term substitute position as an Elementary Teacher, effective August 30, 2023, and ending June 30, 2024, at an annual salary of \$54,826.

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Leaves of Absence: The granting of a childcare leave of absence for **Chelsey Arcangeli**, Social Studies Teacher, effective approximately November 3, 2023, and extending through February 9, 2024.

The granting of a childcare leave of absence for **Catherine Bossard**, Special Education Teacher, effective August 30, 2023, and extending through February 13, 2024.

Resignations: The resignation of **Erin Michele**, Physical Education Teacher, effective July 17, 2023.

The resignation of **Lindsey Oliver**, Music Therapist, effective August 29, 2023.

The resignation of **Patrick Dennis**, Technology Education Teacher, effective August 29, 2023.

The resignation of **Steven Metzger**, Science Teacher, effective August 29, 2023.

Co-Curriculars:

	<u>Teacher Leaders</u>	<u>Name</u>
Strand 1	Bilingual Education & World Languages K-12	Anne Stekl
	Career Occupational Studies	Mark Selvek
	ELA Building Level (K-3)	Lauren Freitas
	ELA Building Level (K-3)	Amy Hogan
	English/Language Arts (9-12)	Laura Avissato
	ELL (K-12)	Cristie Rydzynski
	Library Media	Maggie Elliott
	Math Building Level (K-3)	Kimberly McConnell
	Math Building Level (K-3)	Leslie Summerson
	Math (9-12)	Dawn Knapp
	Music (K-12)	Kristin Mellema
	PE & Health (K-6)	Christine Phelps
	PE & Health (7-12)	David Vistocco
	School Counseling (K-12) – Shared Position	Gina Sanzotta
	School Counseling (K-12) – Shared Position	Mary Banaszak
	School Psychologist (K-12)	Anne Clark
	Science (9-12)	Kristina Sykes
	Social Studies (9-12)	Erica Thompson
	Special Education (K-12)	Caitlin Mack-Elliott
	Theater Arts (K-12)	Jeremy Hawkinson
	Visual Arts (K-12)	Shawn Duckworth
Strand 2	Elementary Grade Teacher Leader (K-3)	Kristen MacLean
	Elementary Grade Teacher Leader (K-3)	Leah Besaw
	Elementary Grade Teacher Leader (K-3)	Steve Fish
	Elementary Grade Teacher Leader (K-3)	Mikayla Brennan
	Science & Social Studies (K-3)	Dana DiSabato

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Science & Social Studies (K-3)	Adrienne Dahlstrom
Special Education (Pre K-3)	Jeffrey Pistrutto
Special Education (Intermediate)	Gisela Armbruster
Special Education (Jr. High)	Kristina Buschang
Special Education (Sr. High)	Johanna Arnitz

Strand 3

Bilingual Education & World Languages (6-8)	Ann Marie Crye
Chemical Hygiene Officer	Jeff Schraever
ELA AIS (K-6)	Laura Colcord
ELA Building Level (4-6)	Kathleen Habecker
English Language Arts (7-8)	Hannah Morris
Instructional Technology/Computer (ECS) – split position	Christina Burke
Instructional Technology/Computer (Primary) – split position	Michele Linse
Instructional Technology/Computer (Intermediate)	Maggie Elliott
Instructional Technology/Computer (Jr. High)	Erika Eberhardt
Instructional Technology/Computer (Sr. High)	Danyelle Westbrook
Intermediate ELA 4 th Grade - Shared Position	Kim Bavis
Intermediate ELA 4 th Grade - Shared Position	Rachel Lawrence
Intermediate ELA 5 th Grade - Shared Position	Shari Bischooping
Intermediate ELA 5 th Grade - Shared Position	Kelley Ginster
Intermediate ELA 6 th Grade - Shared Position	Valarie Pezzimenti
Intermediate Math 4 th Grade	Matthew Schosek
Intermediate Math 5 th Grade	Michelle Ricigliano
Intermediate Math 6 th Grade	Maire Welling
Math (7-8)	Thomas Zaccardo
Math AIS (K-6)	Kylie Hegeman
Math Building Level (4-6) – Shared Position	Maire Welling
Math Building Level (4-6) – Shared Position	Haley Erwin
Nursing (K-12)	Corinne Fox
Nursing (K-12)	Kristin Renkert
PreK	Lynne Reeves
Science (4-6)	Shawna Spriggs
Science (7-8)	Paula Smith
Social Studies (7-8)	Dan Taylor

Strand 4

Health (K-6)	Amanda Muster
Intermediate Elementary 5 th Grade – Shared Position	Sarah Basta
Intermediate Elementary 5 th Grade – Shared Position	Heather Hyer
Intermediate Elementary 6 th Grade	Joy Volkmuth

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Aquatics Director

Fall, Winter, & Spring

Lindsay Karl

Driver Education Coordinator

Summer, Fall, & Spring

Andrew Purdie

Co-Curriculars:

Clubs & Advisors

<u>Name</u>	<u>Band</u>
Int. Student Council	Kathleen Habecker 1
Int. Math Olympiad	Amy Smith-Faczan 1
Jr. High Academic Challenge Bowl	Matthew Halloran 2
Jr. High Culinary Club	Karen Ierlan 1
Jr. High Garden Club	Joanna Schoff 2
Jr. High Jazz Band	Zach Pelton 1
Jr. High Library Club	Linda Tabit 1
Jr. High Pops Orchestra	Elizabeth Knapp 1
Jr. High Positive Connections Club	Jessica D'Ambrosio 1
Jr. High Spanish Club	Ann Marie Crye 1
Jr. High Student Council	Christie Gordon 3
Jr. High Victor Pride Coalition	Amy Noye 1
Jr. High Yearbook	Amy Cheslek 3
Sr. High Academic Teams Assistant	Stephanie Schlueter 3
Sr. High Aquatics Leaders	Lindsay Karl 1
Sr. High Art Club	Andrew Reddout 1
Sr. High Chess Club	Ryan Horst 1
Sr. High DECA (Business Club)	Susan Utz 4
Sr. High DECA (Business Club)	Mike Cutaia 4
Sr. High Diversity Equity Inclusion – Split Position	Todd Forrest 1 (2)
Sr. High Diversity Equity Inclusion – Split Position	Emily Paolicelli 1 (2)
Sr. High Drama Club – Split Position	Jeremy Hawkinson 1 (2)
Sr. High Drama Club – Split Position	Matthew Mayne 1 (2)
Sr. High French Club	Anne Stekl 2
Sr. High Gay Straight Alliance	Emily Paolicelli 1
Sr. High Global Competency	Cristie Rydzynski 3
Sr. High Global Competency Assistant	Lauren Santella 1
Sr. High International Club	Angelica Sanzotta 1
Sr. High Junior Class Advisor	LeeAnne Birkemeier 2
Sr. High Junior Class Advisor	Anne Stekl 2
Sr. High Key Club	Michelle Mahoney-Merkley 3
Sr. High Key Club	Andrew Buttram 3
Sr. High Literacy Magazine	Mallory Horsfall 1
Sr. High Math Academic Team Advisor – Split Position	Dawn Knapp 3 (2)
Sr. High Math Academic Team Advisor – Split Position	Ashley Wagner 3 (2)
Sr. High Medical Explorers	Kim Spitzer 2
Sr. High Outdoor Activity	Kelly Ahern 2
Sr. High Positive School Climate Club Advisor	Johanna Arnitz 2
Sr. High Quiddich Club	Laura Dunbar 1
Sr. High SEAS Club	Steve Cronmiller 2
Sr. High Senior Class Advisor	Eric Dahlstrom 3
Sr. High Senior Class Advisor	Alyse Wuest 3

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Sr. High Yearbook	Timothy Caughlin	4
Sr. High Yearbook Assistant	David Denner	2
Sr. High Spanish Club	Vivian Richelsen	2
Sr. High Student Council	Jonathan Aldrich	3
Sr. High Student Council	Danyelle Westbrook	3
Tri-M Honor Society Advisor – Split Position	Laura Brewer	1 (4)
Tri-M Honor Society Advisor – Split Position	Gretchen Judge	1 (4)
Tri-M Honor Society Advisor – Split Position	Kristin Mellema	1 (4)
Tri-M Honor Society Advisor – Split Position	Dominic Marini	1 (4)
Sr. High Victor Cares Advisor	Deb McManis	3
Sr. High Victor Cares Advisor – Split Position	Matthew Mayne	3 (2)
Sr. High Victor Cares Advisor – Split Position	Laura Dunbar	3 (2)
Sr. High Wellness Club	Vivian Richelsen	1

Co-Curriculars:	<u>Music</u>	<u>Name</u>	<u>Group</u>
	First Robotics	Peter Fleckenstein	5
	First Robotics Assistant	Melissa Gydesen	1
	Jazz Ensemble	Zachary Pelton	1
	SH Fall Play Stage Technician	Timothy Caughlin	1
	SH Fall Play Assistant	David Denner	1
	SH Fall Play Assistant	Aaron Isaacs	1
	SH Fall Play Assistant	Nathan Wolf	1
	SH Fall Play Assistant	Wendy Sentiff	1
	SH Fall Play Director	Jeremy Hawkinson	4
	SH Spring Musical Asst. .25 Capacity	Timothy Caughlin	2
	SH Spring Musical Asst. .25 Capacity	Matthew Mayne	2
	SH Spring Musical Asst. .50 Capacity	Sarah Reilly	2
	SH Spring Musical Assistant	Nathan Wolf	2
	SH Spring Musical Assistant	LeeAnne Birkemeier	2
	SH Spring Musical Assistant	David Denner	2
	SH Spring Musical Assistant	Aaron Isaacs	2
	SH Spring Musical Assistant	Laura Brewer	2
	SH Spring Musical Assistant	Erin Fetzner	2
	SH Spring Musical Assistant	Kristin Mellema	2
	SH Spring Musical Assistant	Wendy Sentiff	2
	SH Spring Musical Director	Jeremy Hawkinson	5
	JH Musical Assistant	Kaitlyn Barthelmes	2
	JH Musical Assistant	Christie Gordon	2
	JH Musical Assistant	Anthony D'Agostino	2
	JH Musical Assistant	Eric Dahlstrom	2
	JH Musical Assistant	Aaron Isaacs	2
	JH Musical Assistant	Matthew Mayne	2
	JH Musical Assistant	Sarah Reilly	2
	JH Musical Assistant	Laura Brewer	2
	JH Musical Assistant	Karen Mellema	2
	JH Musical Director	LeeAnne Birkemeier	5
	Marching Band Brass Instructor	Noel Wallace	2
	Marching Band Color Guard Tech	Rachel Brown	1

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Marching Band Director	Mark Gowman	5
Marching Band Drill Designer	Michael Neubert	4
Marching Band Drill Instructor	Dennis Slater	1
Marching Band Percussion Instructor	Elizabeth Gowman	3
Marching Band Summer Assistant	Laura Brewer	1
Percussion Ensemble Director	Mark Gowman	4
Winter Percussion Technician	Elizabeth Gowman	2
Winter Color Guard	Michelle Bills	4
Cadet Guard Director	Michelle Bills	1

Athletics:	<u>Position</u>	<u>Name</u>	<u>Level</u>	<u>Years</u>
Football	Modified Assistant	Jameson Ricigliano	3	3
Cross Country	Varsity Assistant	Bonnie Binggeli	5	3
Soccer – Girls	JV Assistant	Grace Dunnigan	5	1
Indoor Track & Field	Varsity Assistant	Ryan Horst	5	10
Coaching Resignations:	The resignation of Nicolette Frunzi , Basketball Girls Modified Coach.			

Non-Instructional Appointments:

The appointment of **Jashira Calderon**, from Part Time Food Service Helper to Part Time Assistant Cook, effective August 30, 2023, at an hourly rate of \$17.00.

The appointment of **Morgan Harris**, Part Time Food Service Helper, effective August 30, 2023, at an hourly rate of \$15.17.

The appointment of **Asmaa Osman**, Part Time Food Service Helper, effective August 30, 2023, at an hourly rate of \$15.17.

The appointment of **Dahianara Morales**, Part Time Food Service Helper, effective August 30, 2023, at an hourly rate of \$15.17.

The appointment of **Kathryn Selleck**, Claims Auditor, effective August 1, 2023, at an annual rate of \$6,000, which will be prorated based on start date.

The appointment of **Natalie Castaldo**, from Teacher Aide Substitute to Part Time Teacher Aide, effective August 30, 2023, at an hourly rate of \$15.17.

The appointment of **Jenna Wagner**, from Teacher Aide Substitute to Full Time Teacher Aide, effective August 30, 2023, at an hourly rate of \$15.17.

The promotional appointment of **Suzette Cannan**, from Senior Typist to Centralized Purchasing and Receiving Clerk, effective August 26, 2023, at an hourly rate of \$21.03.

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The appointment of **Kelly Mason**, from Part Time Teacher Aide to Full Time Teacher Aide, effective August 30, 2023.

The appointment of **Audrey Vigliotti**, Full Time Teacher Aide, effective August 30, 2023, at an hourly rate of \$15.17.

Resignations:

The resignation of **Lynne Lubaszewski**, Claims Auditor, effective July 31, 2023.

The resignation of **Luis Cruz**, Full Time Cleaner, effective July 31, 2023.

The resignation of **Ayeisha Otano Morales**, Full Time Cleaner, effective July 31, 2023.

The resignation of **Colette Gotham**, Full Time Teacher Aide, effective August 7, 2023.

Per Diem and Substitute Positions:

<u>Candidate</u>	<u>Position</u>
Owen Pettee	Summer Groundskeeper
Dahianara Morales	Cleaner
Josslyn Weimer	Lifeguard
Joseline Ortiz Orellana	Cleaner
Luis Cruz	Cleaner
Ayeisha Otano Morales	Cleaner

CSE/CPSE RECOMMENDATIONS

Recommendations of the Committee on Special Education from the meetings of February 15, 2023, March 1, 8, 13, 15, 21, 22, 23, 24, 28, 29, 30, 2023, April 10, 12, 13, 14, 18, 19, 21, 25, 26, 2023, May 1, 3, 4, 8, 10, 11, 12, 16, 17, 18, 19, 22, 23, 24, 26, 30, 31, 2023, June 2, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 20, 22, 23, 2023, July 12, 14, 19, 20, 26, 27, 28, 31, 2023, August 1, 2, 3, 4, 7, 8, 9, 2023 and from the Committee on Preschool Special Education from the meetings April 17, 18, 20, 2023, May 9, 23, 30, 31, 2023, June 13, 2023, July 10, 11, 18, 25, 2023, August 1, 2023;

SCHOOL PHYSICIAN

Appoint Dr. Carl Devore as the Occupational Medicine School Physician for the 2023-2024 school year;

DONATIONS

The following donations:

- Thirty (30) new Cheerleading Warm-ups, valued at \$6,413.00 from the Victor Cheerleaders Boosters Association to the Victor Central School District;
- \$2,000.00 from Victor Track & Field Booster Club to the Victor Central School District to be applied towards the purchasing of competition uniforms;
- \$500.00 from PTSA to the Victor Intermediate School to be used for

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Literacy Programs;

Mrs. Elliott said she is completely overwhelmed at the generosity of the members of the community, the boosters and PTSA. Thank you.

SURPLUS

Declare the following as surplus:

- Hewlett Packard Laserjet M401dn Printers with VCS Tag #s 013276, 013277, 013279, 013281, 013333;
- Hewlett Packard Laserjet M401dne Printers with VCS Tag #s 013739, 014268, 014505, 014699, 014824;
- Textbooks listed on a memo from K. Williamson to T. Terranova dated 8/1/2023;

2023-2024 VICTOR FARMINGTON LIBRARY TAX RATE

WHEREAS, the Board of Education will continue to collect taxes for the Victor Farmington Library for the current budget of the 2023-2024 school year a sum not to exceed \$839,633;

THEREFORE BE IT RESOLVED, that the Board fix the equalized tax rates by towns and confirm the extension of the taxes as they appear on the following described tax roll: Victor, 0.265854; Farmington, 0.210025; East Bloomfield, 0.250029; Macedon, 0.223430; and Perinton, 0.295813;

AND BE IT HEREBY DIRECTED the tax warrant of this Board, duly signed shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2023 and end October 31, 2023 giving the tax warrant an effective period of sixty-two days at the expiration of which time the tax collector shall make an accounting in writing to the Board; **AND IT IS FURTHER DIRECTED THAT** the delinquent tax penalties shall be fixed as follows: 1st month free period, 2nd month interest of 2 percent added.

2022-2023 YEAR-END BUDGET TRANSFERS

The 2022-2023 Year-end Budget Transfers as per a memo from D. Vallese to T. Terranova dated 8/2/23;

DISTRICT OWNED CELL PHONES

The two working supervisors and three custodians in the facilities department to have District owned cell phones while on campus;

ANNUAL RESERVE AND FINANCIAL PLAN

The Annual Reserve and Financial Plan for the 2023-2024 school year as submitted;
Assistant Superintendent for Business, Derek Vallese provided a brief overview of the Reserve Plan. He said on June 8th the Audit Committee met and reviewed the plan for the upcoming school year. The Audit Committee has decided to move forward with funding the Capital Reserves. He also reminded the Board about their previous discussion around BOCES Aid. New York State has agreed with Victor's calculation, and we should be seeing an additional \$700,000 in BOCES Aid for the 2022-2023 school year. The reserve funding limits will need to be increased so we are in compliance with the 4% appropriated fund balance. This will generate a revised Reserve Plan Memo from Mr. Vallese for the Board to approve in September.

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REVISED CORRECTIVE ACTION PLAN

The Revised Corrective Action Plan for the Extraclassroom Audit Report for year ended June 30, 2022; and

AWP CONSULTANTS

Approve AWP Consultants as facilitators for the Board of Education Retreat; District Clerk, Maureen Goodberlet reminded the Board of the services provided by AWP Consultants last year. The Board agreed to move ahead with the overview this year, including the information from the two new Board members.

The motion to accept the foregoing consent items was carried.
5 yes 0 no 0 abstentions (*end of consent items*)

CAMPUS NEWS

Superintendent Terranova summarized campus news and events that were provided to him by the VCS Administrators.

NEW TEXTBOOK PRESENTATION / APPROVAL

Jennifer Case the 7-12 Humanities Coach and Laura Avissato an English 9 Teacher and Teacher Leader at the Senior High School presented the books *The Giver*, written by Lois Lowry and *Patron Saints of Nothing*, written by Randy Ribay to the Board of Education for their consideration of approval. Ms. Case started out by introducing the book *The Giver*. She said the 7th grade team is looking to add the book in both the original format as well as the new graphic novel adaptation to their third quarter unit. The unit focuses on the concept of finding your voice and empowers the students to think about the impact their own voice can have as well as the importance of listening to the perspective of others. She provided a brief synopsis of the book. Ms. Avissato introduced the book *Patron Saints of Nothing*. She said the English 9 staff would like to add the book to their curriculum and provided a brief synopsis. She said in the text identity, family and complexities of truth are explored ultimately leading to growth for the main character. The story speaks to Victor students as they are learning more about themselves and their world. She said approval of the book would allow them to have increasingly more diverse text. Mr. Snyder said with the book *Patron Saints of Nothing*, what kind of things are you speaking to when you mention the depth of the family's culture and having his eyes open to peoples identities. Ms. Avissato provided further detail of the book to the Board.

Textbook Approval

A motion was made by E. Mitchell, seconded by A. Snyder, to approve the textbooks *The Giver* and *Patron Saints of Nothing*.
The motion was carried. 5 yes 0 no 0 abstentions

2023-2024 MANAGEMENT PLAN – YEAR 2 OVERVIEW

Assistant Superintendent for Instruction Karen Finter provided a Management Plan Overview for the 2023-2024 school year. Two years ago, the Strategic Plan process set tasks across three areas in terms of culture, learning and instruction, and student supports and opportunities. The goals and pillars of the plan have not changed. The Management Plan action steps are locally developed and change from year to year, with a lot of feedback from different stakeholders. Mrs. Finter discussed the development timeline for the Year 2

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

2023-2024 MANAGEMENT PLAN – YEAR 2 OVERVIEW Continued

Management Plan. In May 2023 key people reviewed year 1 tasks to identify carryovers into year 2. In June 2023 carryover tasks were finalized and incorporated into year 2. Between June and July 2023 key individuals and stakeholder groups provided input into the action step development. Between July and August 2023 action steps were finalized. In September 2023 action steps will be used to form building and department goals and the workplan for 2023-2024. She said the work is incredibly integrated and there is a clear direction moving forward. Management Plan themes include aligned goals to move the entire District in the same direction, engaging instructional systems to support achievement for all students, and organizational areas to grow including staff retention and wellness as well as improved safety and security and parent support and communication to name a few. Mrs. Finter then spoke briefly about the pillars in the plan. In culture the major themes include mission, vision and values, work around wellness, safety, security and facilities planning, continuity and transitions, and Diversity, Equity and Inclusion (DEI). The second pillar is learning and instruction. Assessment is a big area of focus. Grading is also a focus; however, it is a foundational year to gather information and then it will be launched with faculty the following year. Curricular program reviews and ongoing curriculum development and revision to ensure vertical alignment is a focus as well as instructional best practices. The third pillar is student supports and opportunities. One focus is to develop a District-wide Multi-Tiered Systems of Support and align building plans and practices. Another is to analyze services and supports for sub-groups, including professional development for educators and making recommendations based on the analysis. A third focus is to continue to build a tiered system for Social-Emotional Learning that identifies and clarifies team member roles and responsibilities. Mrs. Finter then went over the next steps. They will share and reflect on the main themes with faculty and staff during the opening of school. The plan will be utilized with administration, teacher leaders, faculty and staff to inform the 2023-2024 goal setting and action step development across buildings and departments. The plan will be reviewed with Shared Decision-Making Teams. The Board will be provided periodic updates throughout the school year. Mrs. Mitchell said she appreciated being able to stop into the leadership retreat where a lot of the work was taking place. The focus and the path forward is exciting. Dr. Terranova thanked Mrs. Finter for a very specific and clear overview of a very complex document.

2023-2024 SCHOOL TAX RATE AND TAX COLLECTION PROCESS

Assistant Superintendent for Business, Derek Vallese presented on the tax rate and tax collection process. He went over the year-to-year comparison. He compared the equalization rate in comparison to the tax rate. All the tax rates went down other than Victor and that is in correlation with the equalization rate. Farmington's equalization rate went from 88% to 100%. Because of this, the tax rate for Farmington has decreased \$3.93 per thousand. Overall, the true tax rate, if every town was assessed at 100%, is down to \$14.06 per thousand from last year or \$1.77 per thousand, 11.2%. During the budget development process, the estimated tax rate was \$16.03 per thousand and that was as Farmington was going through the reassessment. He said the District was below the estimated rate by \$2.03 per thousand. Mr. Vallese then talked about

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

2023-2024 SCHOOL TAX RATE AND TAX COLLECTION PROCESS Continued

the tax collection process. The tax collector for Victor took another position in another municipality. The position has been filled, however that person cannot start until August 22nd. With tax collection starting on September 1st, in the best interest of the community Mr. Vallese reached out to Ontario County to see if they would collect taxes on the District's behalf this year. They currently collect taxes for the Canandaigua City School District. Mr. Baxter from Ontario County was very helpful in the process had made it seamless. The only major impact to the community will be where to mail payments and the location of the drop box. To pay in person community members can place the payment in the drop box located at the Victor Town Hall, 85 East Main Street, Victor. Ontario County will pick up the taxes every day, not just once a week. If someone wants to pay in person and have their bill stamped "Paid" they can still come to the Business Office. If someone wants to mail their payment, they will be mailed to Ontario County Treasurer's Office in Canandaigua, NY. Mrs. Mitchell asked how residents will be aware of the change. Mr. Vallese said it is in the District calendar and it will be on the tax bills coming out. He said they are having a conversation with the county about possibly putting a slip in with the tax bills when they are mailed.

Tax Rate Approval

A motion was made by B. Adams, seconded by E. Mitchell, to approve the 2023-2024 Victor Central School District tax rate.

WHEREAS, the Board of Education has been authorized by the voters at the Annual School Meeting to raise for the current budget of the 2023-2024 school year a sum not to exceed \$56,247,957 (including \$2,412,878 STAR est. exemption funds);

THEREFORE BE IT RESOLVED, that the Board fix the equalized tax rates by towns and confirm the extension of the taxes as they appear on the following tax roll: Victor, 17.830644; Farmington, 14.086225; East Bloomfield, 16.769248; Macedon, 14.401321; and Perinton, 19.198555;

AND BE IT HEREBY DIRECTED the tax warrant of this Board, duly signed shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2023 and end October 31, 2023 giving the tax warrant an effective period of sixty-two days at the expiration of which time the tax collector shall make an accounting in writing to the Board; **AND IT IS FURTHER DIRECTED THAT** the delinquent tax penalties shall be fixed as follows: 1st month free period, 2nd month interest of 2 percent added.

The motion to approve the tax rates was carried. 5 yes 0 no 0 abstentions

Tax Collection Inter- municipal Agreement Approval

A motion was made by K. Elliott, seconded by A. Snyder, to approve the Inter-municipal Agreement for the 2023-2024 school year between The County of Ontario and Victor Central School District to collect real property taxes on behalf of the District.

The motion was carried. 5 yes 0 no 0 abstentions

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

BOARD COMMITTEES

After discussion, Board members agreed to the following committee assignments for the 2023-2024 school year:

Advocacy Committee	T. DeLucia, L. Kostecki
Athletic Hall of Fame Committee	C. Parks
Audit Committee	T. DeLucia, K. Elliott, L. Kostecki
BOCES Liaison and (Alternate)	TBD (K. Elliott)
District-wide School Safety Team (Alternate)	A. Snyder (C. Parks)
Diversity, Equity and Inclusion Committee	B. Adams, K. Elliott, L. Kostecki
Facilities Committee	K. Elliott, E. Mitchell
Graduates of Distinction Committee	B. Adams
Inquiry Program Committee	K. Elliott
Monroe County SBA Information Exchange Committee (Alternate)	T. DeLucia (B. Adams)
Monroe County SBA Labor Relations Committee (Alternate)	T. DeLucia (E. Mitchell)
Monroe County SBA Legislative Committee (Alternate)	T. DeLucia (A. Snyder)
Policy Sub-committee	L. Kostecki, E. Mitchell, A. Snyder
Technology Committee	B. Adams, L. Kostecki
Visual and Performing Arts Hall of Fame	K. Elliott

After discussion the Board of Education decided to table the decision of the BOCES Liaison until the September 14th meeting.

RESCIND TRIP

A motion was made by E. Mitchell, seconded by K. Elliott, to rescind the following trip:

- French Trip for Grades 9-12 to France from 3/26/24 – 4/6/24 to participate in the Victor-Rennes Exchange Program

The motion was carried. 5 yes 0 no 0 abstentions

APPROVE TRIPS

A motion was made by E. Mitchell, seconded by A. Snyder, to approve the following trips:

- Varsity Cheerleaders to Orlando, FL from 2/8/2024 – 2/13/2024 to participate in the Varsity Cheerleading Nationals;
- Varsity Baseball to Myrtle Beach, SC from 3/29/2024 – 4/7/2024 to participate in Spring Training;
- Senior high School French Students to Paris, France from 3/27/2024 – 4/3/2024

The motion was carried. 5 yes 0 no 0 abstentions

POLICY REVIEW

First Reading

The following policy was brought to the Board as a first read:

- Homebound Instruction; Policy 4327

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

MEETING REPORTS Mrs. Mitchell said she has been attending, virtually, the Summer Law Conference through New York State School Boards Association. She said it has been informative and a wonderful learning opportunity. When she finishes, she would be happy to share the information with the Board.

UPCOMING EVENTS

New Teacher Orientation The New Educator Orientation Welcome will take place on August 23, 2023 from 8:00 AM – 8:30 AM in the Early Childhood School Auditorium.

Superintendent's Conference Day Superintendent's Conference Day, opening day for staff, will take place on Wednesday, August 30th from 8:00 – 9:30 AM in the JH/SH Performing Arts Center.

Regular Board Meeting The next Regular Board Meeting will take place on Thursday, September 14, 2023 at 7:15 PM in the Early Childhood School Boardroom.

ADJOURN A motion was made by E. Mitchell, seconded by K. Elliott, to adjourn the meeting at 8:39 PM.
The motion was carried. 5 yes 0 no 0 abstentions

Respectfully submitted,

Maureen A. Goodberlet
District Clerk

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**Unapproved Minutes of a Special Meeting of August 24, 2023
District Office
953 High Street
Victor, NY 14564**

**CALL TO
ORDER**

President Tim DeLucia called the meeting to order at 6:04 PM.

**Members Present
Members Absent**

Tim DeLucia, Kristin Elliott, Lisa Kostecki, Elizabeth Mitchell,
Bryan Adams, Christopher Parks, Adam Snyder

**ENTER
EXECUTIVE
SESSION**

A motion was made by L. Kostecki, seconded by K. Elliott, to enter executive session at 6:04 PM to discuss the employment history of a specific individual. The motion was carried. 4 yes 0 no 0 abstentions

**ENTER
REGULAR
SESSION**

A motion was made by K. Elliott, seconded by E. Mitchell, to enter regular session at 6:09 PM. The motion was carried. 4 yes 0 no 0 abstentions

**APPROVE
AGENDA**

A motion was made by E. Mitchell, seconded by L. Kostecki, to approve the agenda. The motion was carried. 4 yes 0 no 0 abstentions

**PERSONNEL
AGENDA**

A motion was made by K. Elliott, seconded by L. Kostecki, to approve the following:
All appointments on these pages are made in compliance with New York State Education Law relating to criminal history background clearances for new employees. Conditional clearances under that law have been requested for all new employees.

**Instructional
Probationary
Appointments:**

The probationary appointment of **Keith Pedzich**, who has certification in English Grades 7-12, and as a School Building Leader and School District Leader, to a probationary position as a Senior High School Assistant Principal, effective August 25, 2023, at an annual salary of \$85,000, which will be prorated based on start date, leading towards tenure as a Senior High School Assistant Principal.

The motion was carried. 4 yes 0 no 0 abstentions

ADJOURN

A motion was made by E. Mitchell, seconded by K. Elliott, to adjourn the meeting at 6:12 PM.
The motion was carried. 4 yes 0 no 0 abstentions

Respectfully submitted,

Maureen A. Goodberlet
District Clerk



Treasurer's Report

July 2023

<u>Account Description</u>	<u>Bank</u>	<u>Beginning Balance</u>	<u>Monthly Receipts</u>	<u>Monthly Disbursements</u>	<u>Ending Balance</u>
Cash Accounts					
General Fund Checking	Canandaigua National Bank	1,592,256.38	2,345,867.26	3,050,775.60	887,348.04
General Fund Money Market	Canandaigua National Bank	488,199.71	40,030.10	-	528,229.81
General Fund Tax Checking	Canandaigua National Bank	-	-	-	-
General Fund Tax Money Market	Five Star Bank	-	-	-	-
Multifund Insured Cash Sweep	Five Star Bank	1,925,768.20	5,452.90	768,322.26	1,162,898.84
School Lunch Fund Checking	Canandaigua National Bank	4,276.85	1,062.21	1,061.94	4,277.12
School Lunch Fund Money Market	Canandaigua National Bank	1,060,702.93	48,578.28	24,937.84	1,084,343.37
Special Aid Fund Checking/Sweep	Canandaigua National Bank	64,471.39	100,000.00	100,890.91	63,580.48
Capital Fund Checking-29M	Canandaigua National Bank	1,778,062.20	45.09	205,389.70	1,572,717.59
Trust & Agency Fund - Checking	Canandaigua National Bank	589,793.43	319,147.11	341,912.68	567,027.86
Trust & Agency Fund - Payroll Checking	Canandaigua National Bank	4,916.62	34,210.27	36,363.20	2,763.69
Trust & Agency Fund - Direct Deposit Checking	Five Star Bank	28.14	769,065.87	769,065.87	28.14
Total Cash		\$ 7,508,475.85	\$ 3,663,459.09	\$ 5,298,720.00	\$ 5,873,214.94
Investments					
General Fund Certificate of Deposit	Canandaigua National Bank	-	-	-	-
General Fund	NYCLASS	25,879,335.94	108,498.50	2,200,000.00	23,787,834.44
Capital Fund	NYCLASS	-	-	-	-
Debt Service Fund	NYCLASS	2,731,617.41	11,587.30	-	2,743,204.71
Total Investments		\$ 28,610,953.35	\$ 120,085.80	\$ 2,200,000.00	\$ 26,531,039.15
District Totals		\$ 36,119,429.20	\$ 3,783,544.89	\$ 7,498,720.00	\$ 32,404,254.09

I hereby certify that the above cash balances are in agreement with bank statements as reconciled


 School District Treasurer

Extraclass Fund
From July 1, 2023 to July 31, 2023

<u>Activities</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Balance</u>
CLASS OF 2022	-	-		-
CLASS OF 2023	4,405.80			4,405.80
CLASS OF 2024	10,844.39			10,844.39
CLASS OF 2025	3,715.64			3,715.64
CLASS OF 2026	2,261.72			2,261.72
CLASS OF 2028	1,232.73			1,232.73
CLASS OF 2029	-	1,227.53		1,227.53
AQUATIC LEADERS	-			-
ART CLUB	149.52			149.52
BUSINESS CLUB	1,045.99			1,045.99
DRAMA CLUB	13,235.61			13,235.61
FRENCH CLUB	10,160.93			10,160.93
GO GREEN GARDEN TEAM	66.27			66.27
GLOBAL COMPETENCY	410.55			410.55
INTERNATIONAL CLUB	208.02			208.02
J.H. MUSICAL	28,702.80			28,702.80
J.H. STORE	996.37			996.37
J.H. ST. CO.	5,953.59			5,953.59
J.H. YEARBOOK	499.44			499.44
KEYCLUB	287.54			287.54
MEDICAL EXPLORERS	110.75			110.75
MENTORING CLUB	3,690.69			3,690.69
N.H.S.	2,388.57			2,388.57
OUTDOOR ACTIVITY	538.77			538.77
POSITIVE SCHOOL CLIMATE	3,206.85			3,206.85
SALES TAX	5,959.81			5,959.81
SEAS	105.73			105.73
S.H. ORCHESTRA	14,883.36			14,883.36
SH SCHOOL STORE	7,070.87			7,070.87
S.H. ST. CO.	14,864.77			14,864.77
SH YEARBOOK	2,211.99			2,211.99
SPANISH CLUB	2,973.61			2,973.61
VICTOR MUSIC SOCIETY	1,196.74			1,196.74
VICTOR CARES	15,548.80			15,548.80
WELLNESS CLUB	386.81			386.81
TOTALS	159,315.03	1,227.53	-	160,542.56

Bank Balance	161,528.63
Checks Outstanding	986.07
Interest Not Posted	-
Bank Error	
Outstanding Transfer to General	
Returned Checks	
Electronic Payment	
Total Reconciled Bank Balance	160,542.56

Jill Smith, Extraclass Treasurer

Victor Central School District

Revenue Status Report As Of: 07/31/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Revenue Account	Subfund	Description	Original Estimate	Current Estimate	Year-to-Date	Current Cycle	Anticipated Balance	Excess Revenue
1001 Real Property Taxes Tom			56,247,957.00	56,247,957.00	0.00	0.00	56,247,957.00	0.00
1081 Other Pmts in Lieu of Taxes			3,385,889.00	3,385,889.00	0.00	0.00	3,385,889.00	0.00
1090 Int. & Penal. on Real Prop.Tax			50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
1120 Nonprop. Tax Distrib. By Co.			90,000.00	90,000.00	0.00	0.00	90,000.00	0.00
2230 Day School Tuit-Oth Dist. NYS			40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
2401 Interest and Earnings			85,000.00	85,000.00	114,124.32	114,124.32	46,408.36	75,532.68
2410 Rental of Real Property,Indiv.			40,000.00	40,000.00	4,120.00	4,120.00	35,880.00	0.00
2450 Commissions			0.00	0.00	990.42	990.42	0.00	990.42
2701 Refund PY Exp-BOCES Aided Srvc			200,000.00	200,000.00	3,314.07	3,314.07	196,685.93	0.00
2703 Refund PY Exp-Other-Not Trans			100,000.00	100,000.00	8,607.73	8,607.73	91,392.27	0.00
2770 Other Unclassified Rev.(Spec)			10,000.00	10,000.00	24,634.99	24,634.99	0.00	14,634.99
3101 Basic Formula Aid-Gen Aids (Ex			35,068,618.00	35,068,618.00	5,113.38	5,113.38	35,063,504.62	0.00
3103 BOCES Aid (Sect 3609a Ed Law)			3,094,276.00	3,094,276.00	0.00	0.00	3,094,276.00	0.00
3260 Textbook Aid (Incl Txtbk/Lott)			254,960.00	254,960.00	0.00	0.00	254,960.00	0.00
3262 Computer Sftwre, Hrdwre Aid			131,527.00	131,527.00	0.00	0.00	131,527.00	0.00
3263 Library A/V Loan Program Aid			26,150.00	26,150.00	0.00	0.00	26,150.00	0.00
4601 Medic.Ass't-Sch Age-Sch Yr Pro			100,000.00	100,000.00	5,113.37	5,113.37	94,886.63	0.00
5999 Appropriated Fund Balance			0.00	1,355,994.96	0.00	0.00	1,355,994.96	0.00
Total GENERAL FUND			98,924,377.00	100,280,371.96	166,018.28	166,018.28	100,205,511.77	91,158.09

Selection Criteria

Criteria Name: Shared: BOE Modified
 As Of Date: 07/31/2023
 Suppress revenue accounts with no activity
 Show Actual revenue in 'As Of' cycle
 Show special revenue accounts 5997-5999
 Print Summary Only
 Sort by: Fund/State Revenue
 Printed by PENNY L. JOHNSTON

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

Victor Central School District

Budget Status Report As Of: 07/31/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
1010 Board Of Education							
4 Contractual and Other		18,240.00	18,595.00	12,765.42	12,765.42	0.00	5,829.58
45 Materials & Supplies		1,768.00	1,768.00	0.00	0.00	0.00	1,768.00
49 BOCES Services		3,120.00	3,120.00	0.00	0.00	3,000.00	120.00
Subtotal of 1010 Board Of Education		23,128.00	23,483.00	12,765.42	12,765.42	3,000.00	7,717.58
1040 District Clerk							
16 Noninstructional Salaries		49,112.00	49,112.00	4,085.22	4,085.22	45,437.42	-410.64
Subtotal of 1040 District Clerk		49,112.00	49,112.00	4,085.22	4,085.22	45,437.42	-410.64
1060 District Meeting							
4 Contractual and Other		1,456.00	1,456.00	0.00	0.00	0.00	1,456.00
45 Materials & Supplies		3,640.00	3,640.00	0.00	0.00	0.00	3,640.00
Subtotal of 1060 District Meeting		5,096.00	5,096.00	0.00	0.00	0.00	5,096.00
1240 Chief School Administrator							
15 Instructional Salaries		222,568.00	222,568.00	18,081.46	18,081.46	198,895.94	5,590.60
16 Noninstructional Salaries		49,112.00	49,112.00	4,085.22	4,085.22	44,937.41	89.37
4 Contractual and Other		6,214.00	6,214.00	3,214.77	3,214.77	0.00	2,999.23
45 Materials & Supplies		1,040.00	1,040.00	0.00	0.00	380.00	660.00
Subtotal of 1240 Chief School Administrator		278,934.00	278,934.00	25,381.45	25,381.45	244,213.35	9,339.20
1310 Business Administration							
15 Instructional Salaries		151,987.00	151,987.00	12,271.16	12,271.16	134,982.84	4,733.00
16 Noninstructional Salaries		150,686.00	150,686.00	7,750.22	7,750.22	76,989.13	65,946.65
4 Contractual and Other		7,090.00	10,668.00	0.00	0.00	5,528.00	5,140.00
45 Materials & Supplies		2,200.00	2,619.00	508.07	508.07	2,010.93	100.00
49 BOCES Services		115,000.00	122,591.08	0.00	0.00	114,196.08	8,395.00
Subtotal of 1310 Business Administration		426,963.00	438,551.08	20,529.45	20,529.45	333,706.98	84,314.65
1320 Auditing							
16 Noninstructional Salaries		0.00	0.00	500.00	500.00	5,515.38	-6,015.38
4 Contractual and Other		43,680.00	45,580.00	10,900.00	10,900.00	27,880.00	6,800.00
Subtotal of 1320 Auditing		43,680.00	45,580.00	11,400.00	11,400.00	33,395.38	784.62
1325 Treasurer							
16 Noninstructional Salaries		85,280.00	85,280.00	7,092.80	7,092.80	78,020.80	166.40
4 Contractual and Other		500.00	500.00	0.00	0.00	0.00	500.00
45 Materials & Supplies		1,000.00	1,000.00	38.17	38.17	861.83	100.00
Subtotal of 1325 Treasurer		86,780.00	86,780.00	7,130.97	7,130.97	78,882.63	766.40
1330 Tax Collector							
4 Contractual and Other		17,500.00	17,500.00	0.00	0.00	9,863.47	7,636.53
45 Materials & Supplies		100.00	100.00	0.00	0.00	0.00	100.00
Subtotal of 1330 Tax Collector		17,600.00	17,600.00	0.00	0.00	9,863.47	7,736.53
1345 Purchasing							

Victor Central School District
Budget Status Report As Of: 07/31/2023
Fiscal Year: 2024
Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
16 Noninstructional Salaries		45,000.00	45,000.00	0.00	0.00	0.00	45,000.00
4 Contractual and Other		15,080.00	15,080.00	0.00	0.00	0.00	15,080.00
Subtotal of 1345 Purchasing		60,080.00	60,080.00	0.00	0.00	0.00	60,080.00
1420 Legal							
4 Contractual and Other		100,000.00	105,298.68	3,132.43	3,132.43	104,000.00	-1,833.75
49 BOCES Services		28,000.00	28,000.00	0.00	0.00	27,810.00	190.00
Subtotal of 1420 Legal		128,000.00	133,298.68	3,132.43	3,132.43	131,810.00	-1,643.75
1430 Personnel							
15 Instructional Salaries		161,434.00	161,434.00	13,033.86	13,033.86	143,372.45	5,027.69
16 Noninstructional Salaries		221,550.00	221,550.00	16,009.98	16,009.98	196,456.92	9,083.10
4 Contractual and Other		126,000.00	126,161.25	14,609.45	14,609.45	36,399.40	75,152.40
45 Materials & Supplies		1,350.00	1,350.00	0.00	0.00	0.00	1,350.00
49 BOCES Services		8,320.00	8,320.00	0.00	0.00	8,320.00	0.00
Subtotal of 1430 Personnel		518,654.00	518,815.25	43,653.29	43,653.29	384,548.77	90,613.19
1480 Public Information and Services							
15 Instructional Salaries		56,081.00	56,081.00	4,754.54	4,754.54	52,299.86	-973.40
16 Noninstructional Salaries		66,000.00	66,000.00	3,365.39	3,365.39	135,746.80	-73,112.19
4 Contractual and Other		22,500.00	22,633.00	133.00	133.00	216.00	22,284.00
45 Materials & Supplies		13,000.00	13,266.00	4,213.56	4,213.56	9,039.56	12.88
49 BOCES Services		66,560.00	66,560.00	0.00	0.00	66,560.00	0.00
Subtotal of 1480 Public Information and Services		224,141.00	224,540.00	12,466.49	12,466.49	263,862.22	-51,788.71
1620 Operation of Plant							
16 Noninstructional Salaries		1,851,832.00	1,851,832.00	50,631.21	50,631.21	727,237.96	1,073,962.83
4 Contractual and Other		1,258,100.00	1,314,275.94	55,914.69	55,914.69	414,847.66	843,513.59
45 Materials & Supplies		225,000.00	225,000.00	4,597.80	4,597.80	114,274.40	106,127.80
Subtotal of 1620 Operation of Plant		3,334,932.00	3,391,107.94	111,143.70	111,143.70	1,256,360.02	2,023,604.22
1621 Maintenance of Plant							
16 Noninstructional Salaries		773,307.00	773,307.00	34,031.58	34,031.58	538,280.39	200,995.03
2 Equipment		216,763.00	231,914.00	10,216.81	10,216.81	17,630.00	204,067.19
4 Contractual and Other		692,050.00	728,623.80	78,217.14	78,217.14	483,176.86	167,229.80
45 Materials & Supplies		250,000.00	414,594.33	10,925.61	10,925.61	246,398.03	157,270.69
49 BOCES Services		20,000.00	20,000.00	0.00	0.00	200.00	19,800.00
Subtotal of 1621 Maintenance of Plant		1,952,120.00	2,168,439.13	133,391.14	133,391.14	1,285,685.28	749,362.71
1622 Security of Plant							
16 Noninstructional Salaries		373,000.00	373,000.00	9,611.34	9,611.34	265,540.94	97,847.72
2 Equipment		60,000.00	60,000.00	0.00	0.00	0.00	60,000.00
4 Contractual and Other		165,000.00	203,368.40	38,368.40	38,368.40	110,000.00	55,000.00
45 Materials & Supplies		5,000.00	39,997.59	0.00	0.00	34,997.59	5,000.00
Subtotal of 1622 Security of Plant		603,000.00	676,365.99	47,979.74	47,979.74	410,538.53	217,847.72
1670 Central Printing & Mailing							

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Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
4 Contractual and Other		72,800.00	73,026.65	10,905.74	10,905.74	44,502.34	17,618.57
Subtotal of 1670 Central Printing & Mailing		72,800.00	73,026.65	10,905.74	10,905.74	44,502.34	17,618.57
1680 Central Data Processing							
49 BOCES Services		700,000.00	760,847.16	0.00	0.00	760,847.16	0.00
Subtotal of 1680 Central Data Processing		700,000.00	760,847.16	0.00	0.00	760,847.16	0.00
1910 Unallocated Insurance							
4 Contractual and Other		300,000.00	300,000.00	192,126.00	192,126.00	31,400.00	76,474.00
Subtotal of 1910 Unallocated Insurance		300,000.00	300,000.00	192,126.00	192,126.00	31,400.00	76,474.00
1920 School Association Dues							
4 Contractual and Other		12,000.00	12,000.00	0.00	0.00	0.00	12,000.00
Subtotal of 1920 School Association Dues		12,000.00	12,000.00	0.00	0.00	0.00	12,000.00
1981 BOCES Administrative Costs							
49 BOCES Services		795,000.00	795,000.00	0.00	0.00	795,000.00	0.00
Subtotal of 1981 BOCES Administrative Costs		795,000.00	795,000.00	0.00	0.00	795,000.00	0.00
2010 Curriculum Devel and Suprvsn							
15 Instructional Salaries		759,813.00	759,813.00	82,902.16	82,902.16	588,908.84	88,002.00
16 Noninstructional Salaries		177,233.00	177,233.00	7,351.58	7,351.58	129,268.31	40,613.11
4 Contractual and Other		25,000.00	26,150.00	2,419.48	2,419.48	0.00	23,730.52
45 Materials & Supplies		30,900.00	36,400.00	424.96	424.96	2,481.59	33,493.45
Subtotal of 2010 Curriculum Devel and Suprvsn		992,946.00	999,596.00	93,098.18	93,098.18	720,658.74	185,839.08
2020 Supervision-Regular School							
15 Instructional Salaries		1,284,313.00	1,284,313.00	98,526.22	98,526.22	1,006,633.80	179,152.98
16 Noninstructional Salaries		430,369.00	430,369.00	15,871.71	15,871.71	315,900.62	98,596.67
4 Contractual and Other		10,952.00	10,952.00	0.00	0.00	3,145.20	7,806.80
45 Materials & Supplies		10,480.00	9,280.00	65.54	65.54	2,313.60	6,900.86
Subtotal of 2020 Supervision-Regular School		1,736,114.00	1,734,914.00	114,463.47	114,463.47	1,327,993.22	292,457.31
2060 Research, Planning & Evaluation							
4 Contractual and Other		2,800.00	1,600.00	750.00	750.00	0.00	850.00
45 Materials & Supplies		500.00	500.00	281.61	281.61	1,000.00	-781.61
Subtotal of 2060 Research, Planning & Evaluation		3,300.00	2,100.00	1,031.61	1,031.61	1,000.00	68.39
2070 Inservice Training-Instruction							
15 Instructional Salaries		45,000.00	45,000.00	6,609.56	6,609.56	0.00	38,390.44
4 Contractual and Other		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
45 Materials & Supplies		5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
49 BOCES Services		98,800.00	112,101.46	0.00	0.00	112,101.46	0.00
Subtotal of 2070 Inservice Training-Instruction		158,800.00	172,101.46	6,609.56	6,609.56	112,101.46	53,390.44
2110 Teaching-Regular School							
10 Teacher Salaries, Pre-K		89,501.00	89,501.00	0.00	0.00	0.00	89,501.00
12 Teacher Salaries, K-6		11,640,768.00	11,640,768.00	5,099.81	5,099.81	10,138,923.04	1,496,745.15

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Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
13 Teacher Salaries, 7-12		10,093,423.00	10,093,423.00	4,515.72	4,515.72	9,366,835.01	722,072.27
14 Substitute Tchr Salaries		663,000.00	663,000.00	4,682.86	4,682.86	26,889.00	631,428.14
16 Noninstructional Salaries		1,000,438.00	1,000,438.00	2,055.51	2,055.51	805,671.08	192,711.41
2 Equipment		240,982.00	248,476.75	0.00	0.00	37,611.31	210,865.44
4 Contractual and Other		145,130.00	149,684.38	4,486.99	4,486.99	11,215.40	133,981.99
45 Materials & Supplies		434,815.00	439,803.65	34,123.23	34,123.23	172,349.83	233,330.59
471 Tuition Pd To NYS Pub Sch		60,000.00	60,000.00	6,501.74	6,501.74	0.00	53,498.26
473 Payment to Charter School		25,000.00	25,000.00	0.00	0.00	0.00	25,000.00
48 Textbooks		132,679.00	136,414.68	0.00	0.00	86,240.30	50,174.38
49 BOCES Services		438,370.00	467,695.58	0.00	0.00	456,335.58	11,360.00
Subtotal of 2110 Teaching-Regular School		24,964,106.00	25,014,205.04	61,465.86	61,465.86	21,102,070.55	3,850,668.63
2250 Prg For Sdnts w/Disabil-Med Elgble							
13 Teacher Salaries, 7-12		215,392.00	215,392.00	0.00	0.00	0.00	215,392.00
15 Instructional Salaries		4,886,596.00	4,886,596.00	435.00	435.00	3,078,803.59	1,807,357.41
16 Noninstructional Salaries		3,022,886.00	3,022,886.00	2,266.95	2,266.95	1,818,799.95	1,201,819.10
4 Contractual and Other		255,350.00	257,188.03	1,304.03	1,304.03	108,838.00	147,046.00
45 Materials & Supplies		60,000.00	63,981.00	231.00	231.00	4,397.50	59,352.50
471 Tuition Pd To NYS Pub Sch		9,000.00	18,796.14	0.00	0.00	9,796.14	9,000.00
472 Tuition-All Other		965,000.00	1,007,206.54	21,894.92	21,894.92	427,511.62	557,800.00
473 Payment to Charter School		20,000.00	20,000.00	0.00	0.00	0.00	20,000.00
49 BOCES Services		2,650,000.00	2,811,234.44	0.00	0.00	163,884.44	2,647,350.00
Subtotal of 2250 Prg For Sdnts w/Disabil-Med Elgble		12,084,224.00	12,303,280.15	26,131.90	26,131.90	5,612,031.24	6,665,117.01
2259 Prg for English Language Learners							
15 Instructional Salaries		738,090.00	738,090.00	0.00	0.00	498,706.70	239,383.30
45 Materials & Supplies		4,215.00	4,215.00	260.41	260.41	739.59	3,215.00
Subtotal of 2259 Prg for English Language Learners		742,305.00	742,305.00	260.41	260.41	499,446.29	242,598.30
2280 Occupational Education(Grades 9-12)							
49 BOCES Services		835,000.00	835,000.00	0.00	0.00	835,000.00	0.00
Subtotal of 2280 Occupational Education(Grades 9-12)		835,000.00	835,000.00	0.00	0.00	835,000.00	0.00
2330 Teaching-Special Schools							
4 Contractual and Other		0.00	0.00	359.00	359.00	3,949.00	-4,308.00
49 BOCES Services		38,800.00	38,940.62	0.00	0.00	38,940.62	0.00
Subtotal of 2330 Teaching-Special Schools		38,800.00	38,940.62	359.00	359.00	42,889.62	-4,308.00
2610 School Library & AV							
15 Instructional Salaries		389,686.00	389,686.00	0.00	0.00	385,949.70	3,736.30
16 Noninstructional Salaries		119,927.00	119,927.00	0.00	0.00	120,925.14	-998.14
4 Contractual and Other		3,360.00	3,360.00	0.00	0.00	0.00	3,360.00
45 Materials & Supplies		7,628.00	7,628.00	165.39	165.39	109.61	7,353.00
46 Sch. Library AV Loan Prog		66,049.00	66,049.00	559.35	559.35	21,341.06	44,148.59
49 BOCES Services		88,566.00	88,566.00	0.00	0.00	88,566.00	0.00

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Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
Subtotal of 2610 School Library & AV		675,216.00	675,216.00	724.74	724.74	616,891.51	57,599.75
2630 Computer Assisted Instruction							
15 Instructional Salaries		169,713.00	169,713.00	9,082.58	9,082.58	99,908.42	60,722.00
16 Noninstructional Salaries		441,963.00	441,963.00	21,695.98	21,695.98	421,177.40	-910.38
22 State Aided Comp Hardware		155,000.00	167,748.20	1,889.03	1,889.03	29,410.74	136,448.43
4 Contractual and Other		87,000.00	89,558.00	1,107.25	1,107.25	17,428.00	71,022.75
45 Materials & Supplies		30,000.00	30,000.00	1,133.80	1,133.80	9,081.92	19,784.28
46 Sch. Library AV Loan Prog		118,000.00	118,000.00	4,168.04	4,168.04	192.00	113,639.96
49 BOCES Services		1,143,000.00	1,711,993.85	0.00	0.00	1,711,993.85	0.00
Subtotal of 2630 Computer Assisted Instruction		2,144,676.00	2,728,976.05	39,076.68	39,076.68	2,289,192.33	400,707.04
2810 Guidance-Regular School							
15 Instructional Salaries		1,385,128.00	1,385,128.00	52,611.28	52,611.28	1,225,305.20	107,211.52
16 Noninstructional Salaries		147,886.00	147,886.00	4,084.07	4,084.07	71,322.54	72,479.39
Subtotal of 2810 Guidance-Regular School		1,533,014.00	1,533,014.00	56,695.35	56,695.35	1,296,627.74	179,690.91
2815 Health Srvcs-Regular School							
16 Noninstructional Salaries		432,402.00	432,402.00	3,165.00	3,165.00	352,670.00	76,567.00
4 Contractual and Other		160,000.00	163,699.20	3,699.20	3,699.20	7,210.00	152,790.00
45 Materials & Supplies		27,000.00	27,028.50	28.50	28.50	9,899.74	17,100.26
Subtotal of 2815 Health Srvcs-Regular School		619,402.00	623,129.70	6,892.70	6,892.70	369,779.74	246,457.26
2820 Psychological Srvcs-Reg Schl							
15 Instructional Salaries		1,124,305.00	1,124,305.00	35,654.71	35,654.71	849,690.29	238,960.00
Subtotal of 2820 Psychological Srvcs-Reg Schl		1,124,305.00	1,124,305.00	35,654.71	35,654.71	849,690.29	238,960.00
2825 Social Work Srvcs-Regular School							
15 Instructional Salaries		442,050.00	442,050.00	7,698.21	7,698.21	167,867.21	266,484.58
Subtotal of 2825 Social Work Srvcs-Regular School		442,050.00	442,050.00	7,698.21	7,698.21	167,867.21	266,484.58
2830 Pupil Personnel Srvcs-Special Schools							
15 Instructional Salaries		431,007.00	431,007.00	18,565.42	18,565.42	194,869.58	217,572.00
16 Noninstructional Salaries		204,021.00	204,021.00	11,393.77	11,393.77	188,595.05	4,032.18
4 Contractual and Other		800.00	800.00	0.00	0.00	0.00	800.00
Subtotal of 2830 Pupil Personnel Srvcs-Special Schools		635,828.00	635,828.00	29,959.19	29,959.19	383,464.63	222,404.18
2850 Co-Curricular Activ-Reg Schl							
15 Instructional Salaries		240,525.00	240,525.00	0.00	0.00	0.00	240,525.00
4 Contractual and Other		34,400.00	45,000.00	0.00	0.00	10,600.00	34,400.00
45 Materials & Supplies		16,770.00	20,301.59	2,457.34	2,457.34	1,176.00	16,668.25
Subtotal of 2850 Co-Curricular Activ-Reg Schl		291,695.00	305,826.59	2,457.34	2,457.34	11,776.00	291,593.25
2855 Interscholastic Athletics-Reg Schl							
15 Instructional Salaries		884,302.00	884,302.00	431.25	431.25	0.00	883,870.75
16 Noninstructional Salaries		60,000.00	60,000.00	0.00	0.00	24,906.42	35,093.58
2 Equipment		127,600.00	127,600.00	-18,155.36	-18,155.36	63,409.47	82,345.89

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4 Contractual and Other		274,000.00	282,644.54	6,158.30	6,158.30	133,532.68	142,953.56
45 Materials & Supplies		78,000.00	78,000.00	106.86	106.86	40,584.11	37,309.03
Subtotal of 2855 Interscholastic Athletics-Reg Schl		1,423,902.00	1,432,546.54	-11,458.95	-11,458.95	262,432.68	1,181,572.81
5510 District Transportation Services							
16 Noninstructional Salaries		2,504,375.00	2,504,375.00	29,747.49	29,747.49	1,736,309.98	738,317.53
2 Equipment		6,500.00	6,500.00	0.00	0.00	2,100.00	4,400.00
4 Contractual and Other		313,500.00	336,044.82	140,626.69	140,626.69	57,926.05	137,492.08
45 Materials & Supplies		640,000.00	640,000.00	171.05	171.05	437,779.72	202,049.23
Subtotal of 5510 District Transportation Services		3,464,375.00	3,486,919.82	170,545.23	170,545.23	2,234,115.75	1,082,258.84
5530 Garage Building							
16 Noninstructional Salaries		499,150.00	499,150.00	27,408.97	27,408.97	289,726.52	182,014.51
4 Contractual and Other		63,050.00	70,792.47	2,065.87	2,065.87	32,581.94	36,144.66
Subtotal of 5530 Garage Building		562,200.00	569,942.47	29,474.84	29,474.84	322,308.46	218,159.17
5581 Transportation from Boces							
49 BOCES Services		15,965.00	17,384.64	0.00	0.00	17,384.64	0.00
Subtotal of 5581 Transportation from Boces		15,965.00	17,384.64	0.00	0.00	17,384.64	0.00
7310 Youth Program							
15 Instructional Salaries		0.00	0.00	10,404.02	10,404.02	0.00	-10,404.02
Subtotal of 7310 Youth Program		0.00	0.00	10,404.02	10,404.02	0.00	-10,404.02
9010 State Retirement							
8 Employee Benefits		1,693,874.00	1,693,874.00	33,187.90	33,187.90	868,493.85	792,192.25
Subtotal of 9010 State Retirement		1,693,874.00	1,693,874.00	33,187.90	33,187.90	868,493.85	792,192.25
9020 Teachers' Retirement							
8 Employee Benefits		3,623,000.00	3,623,000.00	41,683.33	41,683.33	2,881,886.86	699,429.81
Subtotal of 9020 Teachers' Retirement		3,623,000.00	3,623,000.00	41,683.33	41,683.33	2,881,886.86	699,429.81
9030 Social Security							
8 Employee Benefits		3,731,457.00	3,731,457.00	57,046.20	57,046.20	2,930,820.82	743,589.98
Subtotal of 9030 Social Security		3,731,457.00	3,731,457.00	57,046.20	57,046.20	2,930,820.82	743,589.98
9040 Workers' Compensation							
8 Employee Benefits		401,700.00	401,700.00	145,361.00	145,361.00	145,361.00	110,978.00
Subtotal of 9040 Workers' Compensation		401,700.00	401,700.00	145,361.00	145,361.00	145,361.00	110,978.00
9045 Life Insurance							
8 Employee Benefits		23,000.00	23,000.00	2,523.98	2,523.98	23,976.02	-3,500.00
Subtotal of 9045 Life Insurance		23,000.00	23,000.00	2,523.98	2,523.98	23,976.02	-3,500.00
9050 Unemployment Insurance							
8 Employee Benefits		15,000.00	15,000.00	0.00	0.00	0.00	15,000.00
Subtotal of 9050 Unemployment Insurance		15,000.00	15,000.00	0.00	0.00	0.00	15,000.00
9055 Disability Insurance							
8 Employee Benefits		30,000.00	30,000.00	2,724.00	2,724.00	19,000.00	8,276.00

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Subtotal of 9055 Disability Insurance		30,000.00	30,000.00	2,724.00	2,724.00	19,000.00	8,276.00
9060 Hospital, Medical, Dental Insurance							
8 Employee Benefits		17,127,572.00	17,127,572.00	1,124,884.85	1,124,884.85	11,048,977.43	4,953,709.72
Subtotal of 9060 Hospital, Medical, Dental Insurance		17,127,572.00	17,127,572.00	1,124,884.85	1,124,884.85	11,048,977.43	4,953,709.72
9089 Other (specify)							
8 Employee Benefits		225,000.00	225,000.00	0.00	0.00	0.00	225,000.00
Subtotal of 9089 Other (specify)		225,000.00	225,000.00	0.00	0.00	0.00	225,000.00
9711 Serial Bonds-School Construction							
6 Principal		4,465,000.00	4,465,000.00	0.00	0.00	0.00	4,465,000.00
7 Interest		2,270,150.00	2,270,150.00	0.00	0.00	0.00	2,270,150.00
Subtotal of 9711 Serial Bonds-School Construction		6,735,150.00	6,735,150.00	0.00	0.00	0.00	6,735,150.00
9732 Bond Antic Notes-Bus Purchases							
6 Principal		581,613.00	581,613.00	0.00	0.00	0.00	581,613.00
7 Interest		85,027.00	85,027.00	0.00	0.00	0.00	85,027.00
Subtotal of 9732 Bond Antic Notes-Bus Purchases		666,640.00	666,640.00	0.00	0.00	0.00	666,640.00
9789 Other Debt (specify)							
6 Principal		230,707.00	230,707.00	230,706.73	230,706.73	0.00	0.27
7 Interest		101,034.00	101,034.00	101,034.24	101,034.24	0.00	-0.24
Subtotal of 9789 Other Debt (specify)		331,741.00	331,741.00	331,740.97	331,740.97	0.00	0.03
9901 Transfer to Other Funds							
95 Transfer-Special Aid Fund		200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
Subtotal of 9901 Transfer to Other Funds		200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
Total GENERAL FUND		98,924,377.00	100,280,371.96	3,056,787.32	3,056,787.32	63,106,291.63	34,117,293.01

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**
Personnel Agenda, September 14, 2023

All appointments on these pages are made in compliance with New York State Education Law relating to criminal history background clearances for new employees. Conditional clearances under that law have been requested for all new employees.

**Instructional
Probationary
Appointments:**

The probationary appointment of **Svetlana Mitris**, who has certification as a Teacher Assistant, to a probationary position as a Teacher Assistant, effective August 30, 2023, at an annual salary of \$39,838, leading towards tenure as a Teacher Assistant.

The probationary appointment of **Maddilyn Mulcahy**, who has a pending license as a Speech/Language Therapist, to a probationary position as a Speech/Language Therapist, effective August 30, 2023, at an annual salary of \$49,549, leading towards tenure in Speech/Language Education.

The probationary appointment of **Heather Aprile**, who has certifications in Early Childhood Education Birth-Grade 2, Students with Disabilities Birth-Grade 2, Childhood Education Grades 1-6, Students with Disabilities Grades 1-6, and English to Speakers of Other Languages, to a probationary position as an ENL Teacher, effective September 20, 2023, at an annual salary of \$54,826, leading towards tenure as an ENL Teacher.

The probationary appointment of **Caren Hess**, who has certification in Social Studies Grades 7-12, to a probationary position as a Teacher Assistant, effective August 30, 2023, at an annual salary of \$42,837, leading towards tenure as a Teacher Assistant.

The probationary appointment of **Tricia Partridge**, who has certifications in Childhood Education Grades 1-6 and Students with Disabilities Grades 1-6, to a probationary position as a Special Education Teacher, effective September 27, 2023, at an annual salary of \$47,949, leading towards tenure in Special Education Teacher.

The probationary appointment of **Brett Leader**, who has certification in Physical Education, to a probationary position as a Physical Education Teacher, effective August 30, 2023, at an annual salary of \$47,685, leading towards tenure in Physical Education.

The probationary appointment of **Sarah Johnson**, who has certifications in Biology Grades 7-12 and General Science Grades 7-12, to a probationary position a STEM Coach, effective September 11, 2023, at an annual salary of \$79,900, leading towards tenure in Science Education.

The probationary appointment of **Alexandra Scharet**, who has certification as a School Social Worker, to a probationary position a School Social Worker, effective October 2, 2023, at an annual salary of \$53,157, leading towards tenure as a School Social Worker.

The probationary appointment of **Julie Alberlan**, who has pending certifications in Biology Grades 7-12 and Students with Disabilities Grades 7-12, to a probationary position a Special Education Teacher, effective September 5, 2023, at an annual salary of \$49,976, leading towards tenure in Special Education.

The probationary appointment of **Ryan Rothfuss**, who has certification as a Teacher Assistant, to a probationary position as a Teacher Assistant, effective October 10, 2023, at an annual salary of \$30,349, leading towards tenure as a Teacher Assistant.

The probationary appointment of **Brian Bailey**, who has certification in Physical Education, to a probationary position as a Physical Education Teacher, effective August 30, 2023, at an annual salary of \$44,969, leading towards tenure in Physical Education.

**Part Time
Appointments:**

The appointment of **Ryan Burns**, who has certification in Social Studies Grades 7-12, to a part-time (.4fte) position as a Social Studies Teacher effective August 30, 2023, and ending June 30, 2024, at an annual salary of \$19,020.

The appointment of **Steven Mascari**, who has certification in Technology Education, to a part-time (.6fte) position as a Technology Teacher effective August 30, 2023, and ending June 30, 2024, at an annual salary of \$59,743.

Appointments:

The appointment of **Erin Hart**, who has pending certifications in Childhood Education Grades 1-6 and Students with Disabilities Grades 1-6, to a Building Substitute position effective September 6, 2023, and ending June 26, 2024, at a daily rate of \$200.

The appointment of **Denise DiMarzo**, who has certifications in Childhood Education Grades 1-6, Business and Distributive Education, and as a School District Administrator, to a Building Substitute position effective September 6, 2023, and ending June 26, 2024, at a daily rate of \$200.

The appointment of **Samantha Jansen**, who has certifications in Literacy Birth-Grade 6, Students with Disabilities Birth-Grade 2, Early Childhood Education Birth-Grade 2, Childhood Education Grades 1-6, and Students with Disabilities Grades 1-6, to a Building Substitute position effective September 6, 2023, and ending June 26, 2024, at a daily rate of \$200.

The appointment of **Satvinder Devgun**, who has certification in Biology Grades 7-12, to a Building Substitute position effective September 6, 2023, and ending June 26, 2024, at a daily rate of \$200.

The appointment of **Nicole Bell**, who has pending certifications in Childhood Education Grades 1-6 and Early Childhood Education Birth-Grade 2, to a Building Substitute position effective September 6, 2023, and ending June 26, 2024, at a daily rate of \$200.

**Long Term
Substitute
Appointments:**

The appointment of **Timothy DiSanto**, who has certification in Special Education and PreKindergarten, Kindergarten, and Grades 1-6, to a long term substitute position as a Special Education Teacher, effective August 30, 2023, and at which time the position is filled, at an annual salary of \$82,065.

Resignations:

The resignation of **Megan Ruller**, School Social Worker, effective September 8, 2023.

The resignation of **Nicolette Frunzi**, Physical Education Teacher, effective August 29, 2023.

**Athletics:
Gymnastics**

<u>Position</u>	<u>Name</u>	<u>Level</u>	<u>Years</u>
Volunteer	Carol Mancari	-	-
Volunteer	Jason Mancari	-	-
Varsity Assistant	Ryan Horst	4	10

**Indoor Track and
Field**

Athletics

Resignations:

The resignation of **Alyssa Sproule**, Girls JV Lacrosse Coach.

Co-Curriculars:

	<u>Teacher Leaders</u>	<u>Name</u>
Strand 3	Social Studies Grades 4-6	Jamie Condon
Strand 4	Intermediate Elementary 4 th Grade	Julie Gietler

Co-Curriculars:**Clubs & Advisors**

	<u>Name</u>	<u>Band</u>
Sr. High Dollars for Scholars	Laura Fiorito	3
Sr. High Dollars for Scholars	Julie Merges	3
Sr. High Freshman Class	Joseph Carey	1 (2)
Sr. High Academic Teams	Andrew Purdie	4
Sr. High Sophomore Class	Alison Baker	1 (2)
Sr. High Sophomore Class	Courtney Tortarella	1 (2)
Jr. High French Club	Darcel Ross	2
Jr. High Student Council	Caleb Benson	3
Jr. High Math Olympiad	Susan Ibrisimovic	1

Co-Curriculars:**Music**

	<u>Name</u>	<u>Group</u>
JH Musical Assistant	Shari Bischooping	2
Marching Band Assistant	Caelin Kordziel	2
Marching Band Assistant	Lindy Rohr	2 (2)
Marching Band Assistant	Julia Solan	2 (2)
Marching Band Color Guard	Christina Eames	3

Non-Instructional**Appointments:**

The appointment of **Janene Sweet**, Senior Account Clerk, effective August 22, 2023, at an hourly rate of \$23.23.

The appointment of **Elijah Flansburg**, Full Time Teacher Aide, effective August 30, 2023, at an hourly rate of \$15.62.

The appointment of **Marimar Manzano**, Full Time Teacher Aide, effective August 30, 2023, at an hourly rate of \$15.17.

The appointment of **Mona Khan**, from Part Time Teacher Aide to Full Time Teacher Aide, effective August 30, 2023.

The appointment of **Lillian Hewitson**, from Substitute Teacher Aide to Full Time Teacher Aide, effective August 30, 2023, at an hourly rate of \$15.17.

The appointment of **Michelle Palazzo**, from Substitute Teacher Aide to Part Time Teacher Aide, effective August 30, 2023, at an hourly rate of \$15.17.

The appointment of **Rebecca Krenzer**, from School Bus Driver Trainee to Full Time School Bus Driver, effective August 30, 2023, at an hourly rate of \$21.99.

The appointment of **Lisa McIntyre**, Full Time Teacher Aide, effective August 30, 2023, at an hourly rate of \$15.17.

The appointment of **Jorge Coria**, Full Time Teacher Aide, effective August 30, 2023, at an hourly rate of \$15.17.

The appointment of **Michael Santana**, Campus Security Guard, effective August 30, 2023, at an annual rate of \$45,000.

The appointment of **Joanna Vella**, Music Therapist, effective September 11, 2023, at an annually salary of \$48,006.

The appointment of **Juanita Reffelt**, from Part Time Teacher Aide to Full Time Teacher Aide, effective August 30, 2023.

The appointment of **Ethan Harrell**, Information Technology Support Technician I, effective September 13, 2023, at an hourly rate of \$21.72.

The appointment of **Brianna Perales**, from Teacher Aide Substitute to Full Time Teacher Aide, effective August 30, 2023, at an hourly rate of \$15.17.

The appointment of **Jennifer Fung**, from Part Time Teacher Aide to Full Time Teacher Aide, effective August 30, 2023.

The appointment of **Zenaida Paniagua**, Part Time Food Service Helper, effective August 30, 2023, at an hourly rate of \$15.17.

The appointment of **Peter Slaughter**, Cleaner, effective August 30, 2023, at an hourly rate of \$16.10.

The appointment of **Edward Gagner**, Full Time School Bus Driver, effective August 30, 2023, at an hourly rate of \$22.64.

The appointment of **Shakym Parker Matias**, Full Time Cleaner, effective September 11, 2023, at an hourly rate of \$15.65.

The appointment of **John Boot**, from School Bus Driver Trainee to Full Time School Bus Driver, effective August 30, 2023, at an hourly rate of \$21.99.

The appointment of **Mallory Udick**, Part Time Teacher Aide, effective September 18, 2023, at an hourly rate of \$15.17.

The appointment of **Melissa Peters**, Full Time Teacher Aide, effective September 11, 2023, at an hourly rate of \$15.17.

The appointment of **Brittany Chamberlain**, Full Time Teacher Aide, effective September 18, 2023, at an hourly rate of \$15.82.

The appointment of **Cathy Haggerty**, Part Time Food Service Helper, effective September 18, 2023, at an hourly rate of \$16.02.

The appointment of **Helana Brasley**, Full Time Teacher Aide, effective September 18, 2023, at an hourly rate of \$16.02.

Resignations:

The resignation of **Amanda Cooley**, Full Time Teacher Aide, effective August 8, 2023.

The resignation of **Khanhtrang Cointot**, Part Time Teacher Aide, effective August 29, 2023.

The resignation of **Ryan Clune**, Full Time School Bus Driver, effective August 29, 2023.

The resignation of **Scott Chizuk**, Full Time Teacher Aide, effective August 10, 2023.

The resignation of **Jeffrey Beckett**, Audio Visual Technician, effective August 18, 2023.

The resignation of **Andrew Habecker**, Full Time Teacher Aide, effective August 11, 2023.

The resignation of **Darlene Evich**, Part Time Teacher Aide, effective August 29, 2023.

The resignation of **Michelle Soller**, Full Time Teacher Aide, effective September 4, 2023.

The resignation of **Paul Kaseman**, Full Time Teacher Aide, effective August 22, 2023.

The resignation of **Linda Sanders**, Part Time School Bus Driver, effective June 21, 2023.

The resignation of **Michelle Gilbert**, Full Time Teacher Aide, effective August 30, 2023.

The resignation of **Rebecca Castle**, Network Engineer II, effective August 28, 2023.

The resignation of **Nikole Carmel**, Part Time Teacher Aide, effective August 29, 2023.

The resignation of **Miranda Berdy**, Full Time Teacher Aide, effective August 29, 2023.

The resignation of **James Palmiere**, Full Time Teacher Aide, effective August 29, 2023.

The resignation of **Louise Foley**, Part Time School Bus Monitor, effective September 5, 2023.

The resignation, due to retirement, of **Carol Gizzo**, Cleaner, effective September 27, 2023.

The resignation of **Jaclyn Corrado**, Full Time Teacher Aide, effective September 25, 2023.

The resignation of **Kenneth Poole**, Full Time Teacher Aide, effective September 22, 2023.

The resignation of **Peter Deckert**, Full Time School Bus Driver, effective September 11, 2023.

Terminations:

The termination of **Asmaa Osman**, Food Service Helper, effective September 6, 2023.

**Per Diem and
Substitute Positions:**

<u>Candidate</u>	<u>Position</u>
Andrew Rine	Lifeguard
Michael Benschop	School Bus Driver Trainee/ School Bus Monitor
Jessica Shoemaker	School Bus Monitor
Betzaida Cruz Cardona	School Bus Driver Trainee/ School Bus Monitor
Michael Burke	School Bus Driver
Michelle Gilbert	Teacher Aide/Typist
Nikole Carmel	Teacher Aide
Matthew Buttaccio	Food Service Helper
Sarah Ballard	Teacher Aide
Louise Foley	School Bus Monitor
Nancy Iadanza	Elementary



VICTOR CENTRAL
SCHOOL DISTRICT

953 High Street, Victor, New York 14564 www.victorschools.org p 585.924.3252 f 585.742.7057

Duane Weimer, *Director of Health, Physical Education, and Athletics*

ONE YEAR AGREEMENT

BETWEEN

BLOOMFIELD CENTRAL SCHOOL DISTRICT

AND

VICTOR CENTRAL SCHOOL DISTRICT

CONCERNING SWIMMING & DIVING GIRL'S INTERSCHOLASTIC TEAM

SERVICES

This Agreement is effective September 1, 2023 by and between the Bloomfield Central School District (Bloomfield herein), a school district within the State of New York, and the Victor Central School District (Victor herein), a school district within the State of New York.

RECITALS

Victor maintains a high school Varsity Girls' Swimming and Diving team which participates in high school interscholastic competition. Bloomfield does not. Bloomfield desires to field a Bloomfield Varsity Girls' Swimming & Diving team and to have Victor provide the coaching and all facilities and services for the Bloomfield team. This would be accomplished through an Intermunicipal agreement pursuant to General Municipal Law Article 5-G (Sections 119-m *et seq.*). Victor is agreeable to providing this service to Bloomfield for the one-year period of school year 2023-2024.

AGREEMENT

NOW, THEREFORE, it is mutually covenanted and agreed by and between the parties as follows:

1. **Term of the Agreement.** This Agreement shall be effective for a one-year period consisting of school year 2023-2024, which school year begins July 1, 2023 and ends June 30, 2024. This Agreement shall remain in effect for that term except upon ninety (90) days' prior written notice to terminate the Agreement by either party to the other by regular U.S. mail or email or facsimile. Upon termination of this Agreement, regardless of which party initiated the termination, and regardless of the reason for the termination, Victor shall have no further responsibility to Bloomfield, or any Bloomfield student, with respect to the provision of Girl' Varsity Swimming & Diving Team opportunities or activities. The ceasing of any responsibility for such service by Victor shall take effect immediately upon termination of this Agreement. Bloomfield shall have no obligation to make any payment to Victor with respect to any period of time after the termination of this Agreement irrespective of the reason for the termination.

2. **Girls' Varsity Swimming & Diving Team Services.** During the term of this Agreement, Victor shall provide all reasonably necessary services and facilities for the Bloomfield Girls' Varsity Swimming & Diving team to include required coaches and/or advisors and required resources, including places for practices and meets and including making payment for any referee's fee or portion of referee's fee attributable to the participation of the Bloomfield team in any event or competition. Victor shall use its best efforts to obtain any and all approvals for the Bloomfield team, including approval for participation in any league, conference, tournament, play-off, etc. The foregoing shall not be deemed a representation or warranty by Victor that any such approvals shall be granted.

3. **Compensation/Sharing of Expense.** It is expressly understood that only one Bloomfield student will participate on the team and that the additional cost to Victor is negligible. Therefore, there will be no charge imposed on Bloomfield by this Agreement. Bloomfield shall present to Victor a certificate of insurance.

4. **Approval/Adoption of Agreement.** This Agreement will not become effective until approved by a majority vote of the voting strength of the Board of Education of Bloomfield and a majority vote of the voting strength of the Board of Education of Victor. Moreover, this Agreement shall be deemed to incorporate the provisions of Victor Board of Education Regulation 5280-R.2.

5. **Limitation to Bloomfield Team.** In no event shall participation by a Bloomfield student on the Bloomfield team entitle the Bloomfield student to participate on any Victor team. The Bloomfield student shall wear a Bloomfield uniform. The parties understand that coaches, advisors and other personnel and resources will be used by both the Victor team and the Bloomfield team and agree that this shall not constitute an impermissible conflict of interest.

6. **Right to Terminate the Girls' Varsity Swimming & Diving Team.** Any provision of this Agreement to the contrary notwithstanding, Victor reserves the right to eliminate or cancel the team at any time; provided that if Victor does terminate or cancel the team, this Agreement shall immediately terminate and not be subject to any 90 days' written notice requirement.

7. **Indemnification and Hold Harmless Agreement.** In consideration of the services to be rendered and the facilities and resources to be provided by Victor, Bloomfield does hereby agree to indemnify and hold Victor, its officers, agents and employees harmless from any and all claims or liability, including the cost of defense arising out of or in any way attributable to the activities of the Bloomfield girls' varsity swimming & diving team under this agreement.

8. **Applicable Law.** This Agreement shall be governed by the laws of the State of New York.

Bloomfield Central School District

Victor Central School District

By:  8-21-2023
Andrew M. Doell Date
Superintendent

By: _____
Dr. Timothy Terranova Date
Superintendent

RESOLUTION AUTHORIZING LITIGATION AGAINST SOCIAL MEDIA COMPANIES

WHEREAS, the Surgeon General of the United States Public Health Service has issued an Advisory on Social Media and Youth Mental Health which:

- “calls attention to the growing concerns about the effects of social media on youth mental health;”
- emphasized that “now is the time to act swiftly and decisively to protect children and adolescents from risk of harm;”
- “[t]he onus of mitigating the potential harms of social media should not be placed solely on the shoulders of parents and caregivers;” and
- “[t]echnology companies play a central role and have a fundamental responsibility in designing a safe online environment and in preventing, minimizing, and addressing the risks associated with social media.”

WHEREAS, the Surgeon General of the United States Public Health Service has further concluded that:

- “Social media use by youth is nearly universal. Up to 95% of youth ages 13-17 report using a social media platform, with more than a third saying they use social media ‘almost constantly.’”
- “nearly 40% of children ages 8-12 use social media;”
- “in early adolescence ... brain development is especially susceptible to social pressures, peer opinions, and peer comparison;”
- “[s]ocial media may ... perpetuate body dissatisfaction, disordered eating behaviors, social comparison, and low self-esteem, especially among adolescent girls;”
- “[i]n a nationally representative survey of girls aged 11-15, one-third or more say they feel ‘addicted’ to a social media platform;”
- “[o]ver half of teenagers report that it would be hard to give up social media;” and
- [t]here is a consistent relationship between excessive social media use “depression among youth.”

WHEREAS, the Surgeon General of the United States Public Health Service has specifically urged that it is “urgent that we take action.”

WHEREAS, it has been reported that students, “[m]ore than ever, were glued to [their cellphones] during class.”

WHEREAS, it has been reported that “a growing number of educators ... find themselves on the front lines of a fight to change how students use social media” and “there was been a push for more schools to ... develop programs to help educate students on the dangers of social media.”

WHEREAS, the Victor Central School District (the “School District”) has and continues to experience significant problems with student use of social media, which use, among other things: (i) has created a substantial and ongoing interruption of and disturbance to its educational mission; (ii) has resulted in the diversion of substantial resources in an attempt to abate and prevent such use and its results harms; and (iii) poses a significant risk to the health and well-being of its students; and

WHEREAS, the School District is a leader in education excellence whose faculty and administrators care deeply about the education and well-being of its students;

NOW, THEREFORE, BE IT RESOLVED BY THE SCHOOL DISTRICT:

That the Board of Education authorizes the law firm of Wagstaff & Cartmell, LLP and Ferrara Fiorenza PC to initiate litigation and file suit against any appropriate parties to seek compensation to the School District for damages suffered by the School District and its students as a result of the development, operation, and marketing of social media platforms, and to seek any other appropriate relief. The School District hereby authorizes its Superintendent of Schools or their designee to sign all appropriate documents and fee agreements on behalf of the School District.

Adopted this _____ day of _____, 2023

Board of Education Representative(s)



Maureen Goodberlet <goodberletm@victorschools.org>

Request #279 for your review

1 message

Form Approvals <businessforms@victorschools.org>
To: Goodberletm@victorschools.org

Fri, Jul 7, 2023 at 6:48 PM

REQUEST [#279](#) | RECIPIENTS: 4 of 7 | JUL 07, 2023***UPDATED VCS Field Trip Form***

You have been requested to review the following:

Requestor's Email Address:	gloverm@victorschools.org
Requestor's First Name:	Matthew
Requestor's Last Name:	Glover
School:	HS
Course / Grade Level of Students::	8th-12th
Short Description or Name of Field Trip:	Volleyball Tournament for JV and Varsity
Select the appropriate type of field trip:	Athletics
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	25-30
Departure Date::	Oct 13, 2023
Place of Departure::	Impact Athletic Center
Type of Transportation::	Parents driving their kids
Departure load time: (please allow 15-30 minutes to allow for time to load):	2:30 PM
Departure Time::	2:30 PM

Destination (include EXACT address)::	Impact Athletic Center
Time you plan to REACH your destination::	5:45 PM
Return Date::	Oct 14, 2023
Load time for DEPARTURE from destination: (Please allow 15-30 minutes to load):	5:00 PM
Time you plan to LEAVE your destination::	5:00 PM
Estimated Round-Trip Mileage:	420 miles
Return Time::	8:30 PM
Would you like the bus to stay with the group or may it return at a different time?:	No, the bus can return at a different time
Arrangements for meals (if necessary)::	Boosters providing dinner for both teams and breakfast
On trip: What instructional activities will occur on the trip?:	team bonding and great play
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	will discuss tournament and watch film
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	no classes missed
What specific instructional plans have been made for any student missing the field trip?:	none
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	none
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	4-5 coaches and parents
Special arrangements, instructions, or comments::	none
Will you be requesting this trip again next year?:	Yes
School and/or District Funding Requested?:	No
If fundraising is involved, please describe::	none
Out of Pocket Cost to Student (if any)::	\$0
Cost to Chaperone (if any)::	\$0
Cost Breakdown per Student - Event Fee::	\$0

Cost Breakdown per Student - Meals:: \$0

Cost Breakdown per Student - Travel:: parents driving so gas

Cost Breakdown per Student - Other:: \$0

Cost Breakdown per Student TOTAL:: \$0

Email Address: gloverm@victorschools.org

Is this an overnight trip?: Yes

Please select the correct Nurse for your building.: HS, Kim Spitzer

Approval history

In progress

Approved by siestob@victorschools.org

Approved by weimerd@victorschools.org

Approved by clinkk@victorschools.org

Approve

Decline

Comment

This is an automated email sent by formapprovals.com; do not reply to or forward this email. You are receiving this email because you are a workflow participant of this request. Your form administrator is businessforms@victorschools.org



Maureen Goodberlet <goodberletm@victorschools.org>

Request #292 for your review

1 message

Form Approvals <businessforms@victorschools.org>
To: Goodberletm@victorschools.org

Mon, Aug 14, 2023 at 7:48 AM

REQUEST #292 | RECIPIENTS: 3 of 6 | AUG 12, 2023

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	gowmanm@victorschools.org
Requestor's First Name:	Mark
Requestor's Last Name:	Gowman
School:	HS
Course / Grade Level of Students::	Marching Band
Short Description or Name of Field Trip:	Bands of America Regional Championship
Select the appropriate type of field trip:	Non-required co-curricular
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	75
Departure Date::	Oct 20, 2023
Place of Departure::	SH Bandroom, Lower Loop
Type of Transportation::	Charter Coach Bus
Departure load time: (please allow 15-30 minutes to allow for time to load):	6:00 AM
Departure Time::	6:15 AM

Destination (include EXACT address)::	University of Maryland ;
Time you plan to REACH your destination::	3:00 PM
Return Date::	Oct 22, 2023
Time you plan to LEAVE your destination::	9:00 AM
Estimated Round-Trip Mileage:	700
Return Time::	10:00 PM
On trip: What instructional activities will occur on the trip?:	Performance
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	Dedicated homework time on trip
What specific instructional plans have been made for any student missing the field trip?:	N/A
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	N/A
Estimated Number of Chaperones (including teachers/staff/parents)::	15
Will you be requesting this trip again next year?:	Maybe
School and/or District Funding Requested?:	No
Out of Pocket Cost to Student (if any)::	TBD
Cost to Chaperone (if any)::	TBD
Cost Breakdown per Student - Event Fee::	TBD
Cost Breakdown per Student - Meals::	TBD
Cost Breakdown per Student - Travel::	TBD
Cost Breakdown per Student TOTAL::	TBD
Email Address:	gowmanm@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	HS, Kim Spitzer

Approval history

In progress

Approved by siestob@victorschools.org

Approved by clinkk@victorschools.org

Approve

Decline

Comment

This is an automated email sent by formapprovals.com; do not reply to or forward this email. You are receiving this email because you are a workflow participant of this request. Your form administrator is businessforms@victorschools.org



Maureen Goodberlet <goodberletm@victorschools.org>

Request #314 for your review

1 message

Form Approvals <vallesed@victorschools.org>

Mon, Sep 11, 2023 at 12:50 PM

To: Goodberletm@victorschools.org

REQUEST #314 | RECIPIENTS: 3 of 6 | SEP 11, 2023

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	mellemak@victorschools.org
Requestor's First Name:	Kristin
Requestor's Last Name:	Mellema
School:	HS
Course / Grade Level of Students::	Wind Ensemble, Varsity Choir & Philharmonic Orchestra/11th & 12th
Short Description or Name of Field Trip:	NYSSMA Conference All-State Festival
Select the appropriate type of field trip:	Extra curricular
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	4
Departure Date::	Nov 30, 2023
Place of Departure::	Victor
Type of Transportation::	Parents/Students provide transportation -NO BUS TRANSPORTATION NEEDED
Departure load time: (please allow 15-30 minutes to allow for time to load):	12:30 PM
Departure Time::	12:30 PM

Destination (include EXACT address)::	Rochester Riverside Convention Center,
Time you plan to REACH your destination::	1:00 PM
Return Date::	Dec 03, 2023
Load time for DEPARTURE from destination: (Please allow 15-30 minutes to load):	12:00 PM
Time you plan to LEAVE your destination::	1:00 PM
Estimated Round-Trip Mileage:	36
Return Time::	1:30 PM
Would you like the bus to stay with the group or may it return at a different time?:	No, the bus can return at a different time
Arrangements for meals (if necessary)::	All meals are provided for student musicians by NYSSMA and included in the registration fee.
Preparation: How will the student be prepared for the trip as an instructional activity?:	Students will study the music for the festival/concert with their ensemble teacher.
On trip: What instructional activities will occur on the trip?:	Students will rehearse together, work with nationally recognized conductors, attend a college fair and perform at a concert at Eastman Theatre on Sunday.
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	Students will share their experience with their classmates and recordings can also be shared in class.
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	Students will make up any missed work.
What specific instructional plans have been made for any student missing the field trip?:	NA
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	Kristin Mellema will need coverage for her 3AC and 4AC classes. Gretchen Judge will need coverage for her 4AC class. Laura Brewer will need coverage for her 1AC class.
Do you have any supporting documents such as an itinerary?:	No
Estimated Number of Chaperones (including teachers/staff/parents)::	3

Special arrangements, instructions, or comments:: 4 of our VSH student musicians were selected as alternates, meaning they may be asked to participate if a selected student on the same instrument/voice part does not register.

Will you be requesting this trip again next year?: Maybe

School and/or District Funding Requested?: Yes

Out of Pocket Cost to Student (if any):: 0

Cost to Chaperone (if any):: \$205 (Cost includes workshops for teachers.)

Cost Breakdown per Student - Event Fee:: \$700

Cost Breakdown per Student - Meals:: included in registration fee

Cost Breakdown per Student - Travel:: 0

Cost Breakdown per Student - Other:: 0

Cost Breakdown per Student TOTAL:: \$700

Email Address: mellemak@victorschools.org

Is this an overnight trip?: Yes

Please select the correct Nurse for your building.: HS, Kim Spitzer

Approval history

In progress

Approved by siestob@victorschools.org

Approved by clinkk@victorschools.org

Approve

Decline

Comment

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Gmail

Maureen Goodberlet <goodberletm@victorschools.org>

Request #298 for your review

1 message

Form Approvals <businessforms@victorschools.org>
To: Goodberletm@victorschools.org

Fri, Aug 25, 2023 at 10:42 AM

REQUEST #298 | RECIPIENTS: 3 of 6 | AUG 25, 2023

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	ferrerim@victorschools.org
Requestor's First Name:	Mike
Requestor's Last Name:	Ferreri
School:	HS
Course / Grade Level of Students::	9-12
Short Description or Name of Field Trip:	Overnight Ice Hockey Contests
Select the appropriate type of field trip:	Extra curricular
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	25
Departure Date::	Dec 01, 2023
Place of Departure::	North Parking Lot - Senior High School
Type of Transportation::	School Bus
Departure load time: (please allow 15-30 minutes to allow for time to load):	2:45 PM
Departure Time::	3:00 PM

Destination (include EXACT address)::	Niagara University
Time you plan to REACH your destination::	5:00 PM
Return Date::	Dec 02, 2023
Load time for DEPARTURE from destination: (Please allow 15-30 minutes to load):	3:00 PM
Time you plan to LEAVE your destination::	3:00 PM
Estimated Round-Trip Mileage:	200
Return Time::	5:00 PM
Would you like the bus to stay with the group or may it return at a different time?:	Yes, the bus can stay with the group
Arrangements for meals (if necessary)::	N/A
Preparation: How will the student be prepared for the trip as an instructional activity?:	N/A
On trip: What instructional activities will occur on the trip?:	Team Building Activities
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	Strong positive relationships
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	Students will not miss any school/Classes
What specific instructional plans have been made for any student missing the field trip?:	Students will not miss any school/classes
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	N/A
Do you have any supporting documents such as an itinerary?:	No
Estimated Number of Chaperones (including teachers/staff/parents)::	6
Special arrangements, instructions, or comments::	N/A
Will you be requesting this trip again next year?:	Maybe
School and/or District Funding Requested?:	No
If fundraising is involved, please describe::	Booster Club
Out of Pocket Cost to Student (if any)::	N/A

Cost to Chaperone (if any)::	N/A
Cost Breakdown per Student - Event Fee::	N/A
Cost Breakdown per Student - Meals::	N/A
Cost Breakdown per Student - Travel::	N/A
Cost Breakdown per Student - Other::	N/A
Cost Breakdown per Student TOTAL::	N/A
Email Address:	ferrerim@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	HS, Kim Spitzer

Approval history

In progress

Approved by siestob@victorschools.org

Approved by clinkk@victorschools.org

Approve

Decline

Comment

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Gmail

Maureen Goodberlet <goodberletm@victorschools.org>

Request #303 for your review

1 message

Form Approvals <businessforms@victorschools.org>

Tue, Sep 5, 2023 at 2:21 PM

To: Goodberletm@victorschools.org

REQUEST #303 | RECIPIENTS: 3 of 6 | SEP 05, 2023

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	cronmillers@victorschools.org
Requestor's First Name:	Steve
Requestor's Last Name:	Cronmiller
School:	HS
Course / Grade Level of Students::	9-12
Short Description or Name of Field Trip:	ski/snowboard to Gore Mt
Select the appropriate type of field trip:	Extra curricular
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	30
Departure Date::	Mar 01, 2024
Place of Departure::	SH bus loop
Type of Transportation::	Charter bus
Departure load time: (please allow 15-30 minutes to allow for time to load):	2:15 PM
Departure Time::	2:30 PM

Destination (include EXACT address)::

Lake George, NY

Time you plan to REACH your destination:: 7:30 PM

Return Date:: Mar 03, 2024

Load time for DEPARTURE from destination: (Please allow 15-30 minutes to load): 3:00 PM

Time you plan to LEAVE your destination:: 3:15 PM

Estimated Round-Trip Mileage: 400

Return Time:: 7:00 AM

Would you like the bus to stay with the group or may it return at a different time?: Yes, the bus can stay with the group

Arrangements for meals (if necessary):: some meals are included, some are not

Preparation: How will the student be prepared for the trip as an instructional activity?: n/a

On trip: What instructional activities will occur on the trip?: n/a

Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?: n/a

What instructional provisions have been made to help participants keep up with other classes that they will miss?: n/a

What specific instructional plans have been made for any student missing the field trip?: n/a

Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.: no coverage needed

Do you have any supporting documents such as an itinerary?: Yes

Estimated Number of Chaperones (including teachers/staff/parents):: 4-5

Special arrangements, instructions, or comments:: Charter bus will hold near tennis courts and pull in to bus loop after HS bus departure

Will you be requesting this trip again next year?: Yes

School and/or District Funding Requested?: Yes

If fundraising is involved, please describe::	n/a
Out of Pocket Cost to Student (if any)::	few meals and spending \$
Cost to Chaperone (if any)::	j0
Cost Breakdown per Student - Event Fee::	\$400
Cost Breakdown per Student - Meals::	some are included
Cost Breakdown per Student - Travel::	included
Cost Breakdown per Student - Other::	n/a
Cost Breakdown per Student TOTAL::	\$400
Upload supporting itinerary:	File Upload 1
Email Address:	cronmillers@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	HS, Kim Spitzer

Approval history

In progress

Approved by siestob@victorschools.org

Approved by clinkk@victorschools.org

Approve

Decline

Comment

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Maureen Goodberlet <goodberletm@victorschools.org>

Request #306 for your review

1 message

Form Approvals <businessforms@victorschools.org>

Wed, Sep 6, 2023 at 8:15 AM

To: Goodberletm@victorschools.org

REQUEST #306 | RECIPIENTS: 3 of 6 | SEP 06, 2023

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	utzs@victorschools.org
Requestor's First Name:	Sue
Requestor's Last Name:	Utz
School:	HS
Course / Grade Level of Students::	9-12
Short Description or Name of Field Trip:	DECA NYS Career Conference
Select the appropriate type of field trip:	Non-required co-curricular
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	75
Departure Date::	Mar 06, 2024
Place of Departure::	Senior High
Type of Transportation::	Bus
Departure load time: (please allow 15-30 minutes to allow for time to load):	12:30 PM
Departure Time::	12:45 PM

Destination (include EXACT address)::

Rochester NY

Time you plan to REACH your destination::

1:15 PM

Return Date::

Mar 08, 2024

Load time for DEPARTURE from destination:
(Please allow 15-30 minutes to load):

11:45 AM

Time you plan to LEAVE your destination::

12:00 PM

Estimated Round-Trip Mileage:

30 miles

Return Time::

12:30 PM

Would you like the bus to stay with the group or
may it return at a different time?:

No, the bus can return at a different time

Arrangements for meals (if necessary)::

Meals are included in the price of the conference

Preparation: How will the student be prepared
for the trip as an instructional activity?:Students will attend weekly DECA meeting (starting in
September) to prepare for the competition.On trip: What instructional activities will occur on
the trip?:Students will compete against the best of DECA
members from the entire state. They will also have
opportunities to hear guest speakers, attend
networking events and attend opening and closing
ceremonies.Upon Return: What activities will occur to enrich
the experience and determine if the objectives
were accomplished?:Students will find out at the conference if they have
earned the opportunity to compete at the International
Career Conference (to be held in Anaheim CA during
April)What instructional provisions have been made
to help participants keep up with other classes
that they will miss?:Students are aware that they are responsible for any
work missed while attending the competition. Teachers
will be notified well in advance of the students who will
be out of class.What specific instructional plans have been
made for any student missing the field trip?:If a student misses the event, they will be expected to
attend class. They will be finished with DECA for the
year.Please note any scheduled teaching
assignments (classes, study halls, supervisory
assignments, etc.) that will need coverage
during the time period of this field trip.:Mike Cutaia, ERica Thompson and Adriana Kulakowski
will need sub coverage as they will attend/chaperone
conference

Do you have any supporting documents such as an itinerary?: Yes

Estimated Number of Chaperones (including teachers/staff/parents):: 5

Special arrangements, instructions, or comments:: N/A

Will you be requesting this trip again next year?: Yes

School and/or District Funding Requested?: Yes

If fundraising is involved, please describe:: We hold multiple fundraisers (cookie sale, Chipotle night) as well as seek donations from local businesses

Out of Pocket Cost to Student (if any):: Approximately \$500

Cost to Chaperone (if any):: \$600 per chaperone

Cost Breakdown per Student - Event Fee:: There is no breakdown... the conference is a flat fee that covers hotel, convention center, security, meals, etc.

Cost Breakdown per Student - Meals:: -

Cost Breakdown per Student - Travel:: -

Cost Breakdown per Student - Other:: -

Cost Breakdown per Student TOTAL:: As stated above, approximately \$500 per student. The chapter tries to offset the cost (depending on how many qualify).

Upload supporting itinerary: [File Upload 1](#)

Email Address: utzs@victorschools.org

Is this an overnight trip?: Yes

Please select the correct Nurse for your building.: HS, Kim Spitzer

Approval history

In progress

Approved by siestob@victorschools.org

Approved by clinkk@victorschools.org

Approve

Decline

Comment

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Maureen Goodberlet <goodberletm@victorschools.org>

Request #296 for your review

1 message

Form Approvals <businessforms@victorschools.org>
To: Goodberletm@victorschools.org

Fri, Aug 25, 2023 at 7:49 AM

REQUEST #296 | RECIPIENTS: 3 of 6 | AUG 24, 2023

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	judgeg@victorschools.org
Requestor's First Name:	Gretchen
Requestor's Last Name:	Judge
School:	HS
Course / Grade Level of Students::	10-12 music
Short Description or Name of Field Trip:	VSH music students trip to Susquehanna University for college visit/ masterclasses, Friday night performance and Saturday Hershey Park
Select the appropriate type of field trip:	Non-required co-curricular
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	150
Departure Date::	Apr 19, 2024
Place of Departure::	SH bus loop
Type of Transportation::	Niagara Scenic coach bus
Departure load time: (please allow 15-30 minutes to allow for time to load):	6:00 AM
Departure Time::	6:30 AM

Destination (include EXACT address)::	Susquehanna University, 2001 Susquehanna, PA 16801
Time you plan to REACH your destination::	11:30 AM
Return Date::	Apr 20, 2024
Load time for DEPARTURE from destination: (Please allow 15-30 minutes to load):	6:00 PM
Time you plan to LEAVE your destination::	6:30 PM
Estimated Round-Trip Mileage:	400
Return Time::	11:30 PM
Arrangements for meals (if necessary)::	some meals included in trip cost, some will be student's individual cost
Preparation: How will the student be prepared for the trip as an instructional activity?:	Students will prepare with their music ensembles during class on repertoire that will be performed.
On trip: What instructional activities will occur on the trip?:	College campus tour, work with college professors, attend area professional performance.
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	Shared class work across all 3 advanced ensembles.
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	Students will speak with teachers prior to the trip.
What specific instructional plans have been made for any student missing the field trip?:	rehearsals will proceed as usual
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	Friday April 19 block 4
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	10
Special arrangements, instructions, or comments::	Coach busses are included in our trip for safe transport of instruments.
Will you be requesting this trip again next year?:	Maybe
School and/or District Funding Requested?:	No

If fundraising is involved, please describe::	We will have opportunities for students to fundraise individually AND as a group.
Out of Pocket Cost to Student (if any)::	\$250-300 - all but 2 meals included
Cost to Chaperone (if any)::	n/a
Cost Breakdown per Student - Event Fee::	\$35
Cost Breakdown per Student - Meals::	\$50
Cost Breakdown per Student - Travel::	\$175
Cost Breakdown per Student TOTAL::	\$250-300
Upload supporting itinerary:	File Upload 1
Email Address:	judgeg@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	HS, Kim Spitzer

Approval history

In progress

Approved by siestob@victorschools.org

Approved by clinkk@victorschools.org

Approve

Decline

Comment

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Maureen Goodberlet <goodberletm@victorschools.org>

Request #302 for your review

1 message

Form Approvals <businessforms@victorschools.org>
To: Goodberletm@victorschools.org

Tue, Sep 5, 2023 at 1:22 PM

REQUEST [#302](#) | RECIPIENTS: 3 of 6 | SEP 05, 2023***UPDATED VCS Field Trip Form***

You have been requested to review the following:

Requestor's Email Address: cronmillers@victoschools.org

Requestor's First Name: Steve

Requestor's Last Name: Cronmiller

School: HS

Course / Grade Level of Students:: 9-12

Short Description or Name of Field Trip: Camping/hiking in ADK mts

Select the appropriate type of field trip: Extra curricular

Have BOTH the District and Building calendars
been checked for potential conflicts?: Yes

Estimated number of Students:: 24

Departure Date:: May 17, 2024

Place of Departure:: SH bus loop

Type of Transportation:: school bus

Departure load time: (please allow 15-30
minutes to allow for time to load): 9:00 AM

Departure Time:: 9:30 AM

Destination (include EXACT address)::	Fish Creek pond State Park
Time you plan to REACH your destination::	3:30 AM
Return Date::	May 19, 2024
Load time for DEPARTURE from destination: (Please allow 15-30 minutes to load):	11:00 AM
Time you plan to LEAVE your destination::	11:15 AM
Estimated Round-Trip Mileage:	500 miles
Return Time::	4:00 PM
Would you like the bus to stay with the group or may it return at a different time?:	Yes, the bus can stay with the group
Arrangements for meals (if necessary)::	most meals student pay for or pack in, see itinerary.
Preparation: How will the student be prepared for the trip as an instructional activity?:	Outdoor education and physical education
On trip: What instructional activities will occur on the trip?:	n/a
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	lasting memories of the trip and of nature
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	they will miss half day on Friday and are responsible for making up missed work during activity periods.
What specific instructional plans have been made for any student missing the field trip?:	n/a
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	half day coverage for 4 or 5 teachers
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	4 or 5
Special arrangements, instructions, or comments::	Bus driver needs to camp with us during trip and has to have his/her own equipment. (this is necessary

because we need access to a vehicle in case of an emergency)

Will you be requesting this trip again next year?: Yes

School and/or District Funding Requested?: No

If fundraising is involved, please describe:: n/a

Out of Pocket Cost to Student (if any):: \$60

Cost to Chaperone (if any):: 0

Cost Breakdown per Student - Event Fee:: \$35 for museum fee and campsite

Cost Breakdown per Student - Meals:: \$25 for meals covered on trip (Friday evening and campsite snacks)

Cost Breakdown per Student - Travel:: n/a

Cost Breakdown per Student - Other:: n/a

Cost Breakdown per Student TOTAL:: \$60

Upload supporting itinerary: [File Upload 1](#)

Email Address: cronmillers@victorschools.org

Is this an overnight trip?: Yes

Please select the correct Nurse for your building.: HS, Kim Spitzer

Approval history

In progress

Approved by siestob@victorschools.org

Approved by clinkk@victorschools.org

Approve

Decline

Comment

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Request #297 for your review

1 message

Form Approvals <businessforms@victorschools.org>Fri, Aug 25, 2023 at 8:31 AM

To: Goodberletm@victorschools.org

REQUEST #297 | RECIPIENTS: 3 of 6 | AUG 24, 2023

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	thompsonse@victorschools.org
Requestor's First Name:	Erica
Requestor's Last Name:	Thompson
School:	HS
Course / Grade Level of Students::	9-12
Short Description or Name of Field Trip:	Italy Greece Trip
Select the appropriate type of field trip:	Non-required co-curricular
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	30-40
Departure Date::	Jun 25, 2024
Place of Departure::	Victor High School
Type of Transportation::	Bus and Plane
Departure load time: (please allow 15-30 minutes to allow for time to load):	2:00 PM
Departure Time::	2:15 PM
Destination (include EXACT address)::	Toronto to fly to Rome Italy

Time you plan to REACH your destination::	8:00 AM
Return Date::	Jul 03, 2024
Load time for DEPARTURE from destination: (Please allow 15-30 minutes to load):	6:00 AM
Time you plan to LEAVE your destination::	6:15 AM
Estimated Round-Trip Mileage:	10,000 miles
Return Time::	6:00 PM
Would you like the bus to stay with the group or may it return at a different time?:	No, the bus can return at a different time
Arrangements for meals (if necessary)::	Breakfast and Dinner included
Preparation: How will the student be prepared for the trip as an instructional activity?:	We will have several meeting leading up to departure
On trip: What instructional activities will occur on the trip?:	Visiting Pompeii, Pizza making class, visting a buffalo mozzarella farm, acropolis, acropolis museum, and more.
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	We will debrief as we travel home
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	School is out - No classes will be missed
What specific instructional plans have been made for any student missing the field trip?:	No classes will be missed
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	No coverage is needed
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	4
Special arrangements, instructions, or comments::	See itinerary
Will you be requesting this trip again next year?:	Maybe
School and/or District Funding Requested?:	No

Out of Pocket Cost to Student (if any)::	\$4,400
Cost to Chaperone (if any)::	\$0
Cost Breakdown per Student - Event Fee::	Everything is included except lunch and souvenirs
Cost Breakdown per Student - Meals::	Breakfast and dinner is included. about \$10 per day for lunch
Cost Breakdown per Student - Travel::	\$4400 includes all travel, activities, hotels, breakfast and dinner.
Cost Breakdown per Student - Other::	None
Cost Breakdown per Student TOTAL::	\$4400 for the trip and TBD per students lunch needs and shopping habits
Upload supporting itinerary:	File Upload 1
Email Address:	thompsons@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	HS, Kim Spitzer

Approval history

In progress

Approved by siestob@victorschools.org

Approved by clinkk@victorschools.org

Approve

Decline

Comment

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businessforms@victorschools.org

**Victor Central School District Code of Conduct
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Victor Central School District Code of Conduct

5300.05 Introduction

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

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

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

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

This code was developed in consultation with teachers, administrators, school board members, other school service professionals, students and parents/legal guardians. This code is also compliant with the Dignity for All Students Act (Dignity Act).

The intent of the amended Dignity Act is to provide all public school students with an environment free from harassment, bullying (including cyberbullying) and discrimination, as well as to foster civility in public schools. The Dignity Act focuses on the prevention of discriminatory behaviors, including harassment/bullying, through the promotion of educational measures meant to positively impact school culture and climate.

5300.10 Definitions

For purposes of the code, the following definitions apply.

“Cyberbullying” means harassment/bullying, as defined below, through any form of electronic communication including, but not limited to, email, Instant messaging, blogs, chat rooms, cell phones, gaming systems and social media to deliberately harass or threaten others.

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

“Discrimination” means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to,

discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom or an administrator's authority over a school building.

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

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

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

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

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

“Harassment/bullying” (as defined in Education Law §11(7)) means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying (as defined in Education Law §11(8)), that

- a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
- b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
- c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
- d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

Acts of harassment and bullying that are prohibited include those acts based on a person's actual or perceived membership in the following groups including, but not limited to:

- race
- color

- weight
- national origin
- ethnic group
- religion
- religious practice
- disability
- sex
- sexual orientation
- gender (which includes a person's actual or perceived sex, as well as gender identity and expression).

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

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

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

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, including property owned by the District or used by the District for school activities or functions, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

“School rules” means all District and Board of Education policies, rules, regulations and procedures, including this code.

“Sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality or sexuality of preference.

“Student” means any person between the ages of 4 and 21 who is enrolled in an educational program.

“Violent student” means a student under 21 who:

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

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot,

metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death. In addition, this code further prohibits the possession or display of any toy, facsimile or replica of a weapon.

5300.15 Student Rights and Responsibilities

A. Student Rights

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

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

B. Student Responsibilities

All District students have the responsibility to:

1. Act in an empathetic and respectful manner toward others while on school property.
2. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. Ask questions when they do not understand.
6. Seek help in solving problems.
7. Dress appropriately for school and school functions (as outlined in respective handbooks).
8. Accept responsibility for their actions.
9. Be familiar with and abide by District policies, rules and regulations dealing with student conduct.
10. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
11. Work to develop mechanisms to manage their anger.
12. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
13. Inform school officials of knowledge of potential safety issues.
14. Promptly report violations of the code of conduct to a teacher, school counselor, administrator or appropriate staff member.
15. Use technology resources, including the Internet and email, in a responsible manner.

5300.20 Essential Partners

A. Parents

All parents are required to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community and collaborate with the District to optimize their child's educational opportunities.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Ensure their children be dressed and groomed in a manner consistent with the student dress code (policy 5300.25).
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know and comply with school rules and help their children understand them so that their children can help create a safe, supportive school environment.
8. Convey to their children a supportive attitude toward education and the District.
9. Build positive, constructive relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Inform school officials of knowledge of potential safety issues.
14. Promptly report violations of the code of conduct to a teacher, school counselor, administrator or appropriate staff member.
15. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

B. Teachers

All District teachers are required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules and enforce them in a fair and consistent manner.
3. Be prepared to teach.
4. Demonstrate interest in teaching and concern for student achievement.
5. Communicate to students and parents:
 - a) Course objectives and requirements
 - b) Marking/grading procedures
 - c) Assignment deadlines
 - d) Expectations for students
 - e) Classroom discipline plan
6. Communicate regularly with students, parents and other teachers concerning students' growth and achievement.
7. Maintain confidentiality in accordance with federal and state law.
8. Work towards strengthening students' social and emotional well being.
9. Inform school officials of knowledge of potential safety issues.

10. Work with administrators in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
11. Promptly report violations of the code of conduct to a school counselor, administrator, or appropriate staff member.
12. Participate in school-wide efforts to provide adequate supervision in all school spaces, in conformity with the Taylor Law (Public Employees Fair Employment Act).
13. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
14. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
15. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

C. School Counselors, School Psychologists and School Social Workers

All school counselors, school psychologists and social workers are required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Encourage students to benefit from the curriculum and extracurricular programs.
4. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
5. Work towards strengthening students' social and emotional well being.
6. Initiate conferences, with necessary parties, as a way to resolve problems.
7. Regularly review with students their educational progress and career plans.
8. Maintain confidentiality in accordance with federal and state law.
9. Provide information to assist students with career planning.
10. Make known to students and families the resources in the community that are available to meet their needs.
11. Inform school officials of knowledge of potential safety issues.
12. Work with administrators in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
13. Participate in school-wide efforts to provide adequate supervision in all school spaces.
14. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
15. Address personal biases that may prevent equal treatment of all students.
16. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

D. School Resource Officer ("SRO")

The School Resource Officer is required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.

2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Promote a safe and orderly school environment.
4. Educate students, staff and parents on matters of safety and law.
5. Work towards strengthening students' social and emotional well being.
6. Assist students in coping with peer pressure and emerging personal problems.
7. Ensure that students, staff, and parents have the opportunity to communicate regularly with the SRO and to approach the SRO for resolution of conflicts.
8. Maintain confidentiality in accordance with federal and state law.
9. Inform administration of knowledge of potential safety issues.
10. Be responsible for enforcing matters of law and ensuring that all issues are addressed promptly and fairly.
11. Work with the Superintendent and administrators in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
12. Participate in school-wide efforts to provide adequate supervision in all school spaces.
13. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function
14. Address personal biases that may prevent equal treatment of all students.
15. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

E. Other School Personnel

All other school personnel are required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Maintain confidentiality in accordance with federal and state law.
4. Inform school officials of knowledge of potential safety issues.
5. Work with administrators in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
6. Help children understand the District's expectations for maintaining a safe, orderly environment.
7. Participate in school-wide efforts to provide adequate supervision in all school spaces.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students.
10. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

F. District Administrators

District administrators are required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.

2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Evaluate all instructional programs on a regular basis.
6. Ensure that students, staff and parents have the opportunity to communicate regularly with administrators and to approach administrators for resolution of conflicts.
7. Maintain confidentiality in accordance with federal and state law.
8. Review Board policies and state/federal laws relating to school operations and management.
9. Provide support in the development of the code of conduct, when called upon. Disseminate the code of conduct and anti-harassment policies.
10. Work with the Superintendent in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
11. Participate in school-wide efforts to provide adequate supervision in all school spaces.
12. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
13. Address personal biases that may prevent equal treatment of all students and staff.
14. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

G. Superintendent

The Superintendent is required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Evaluate all instructional programs on a regular basis.
6. Ensure that students, staff and parents have the opportunity to communicate regularly with administrators and to approach administrators for resolution of conflicts.
7. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
8. Review with District administrators Board of Education policies and state/federal laws relating to school operations and management.
9. Maintain confidentiality in accordance with federal and state law.
10. Inform the Board about educational trends relating to student discipline.
11. Work with District administrators in enforcing the code of conduct and ensuring that all issues are resolved promptly and fairly.
12. Participate in school-wide efforts to provide adequate supervision in all school spaces.
13. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.

14. Address personal biases that may prevent equal treatment of all students and staff.
15. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

H. Board of Education

Members of the Board of Education are required to:

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

I. The Dignity Act Coordinators

The Dignity Act also requires that at least one staff member at every school be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

The Dignity Act Coordinator is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
2. Oversee and coordinate the work of the District-wide and building-level Bullying Prevention Committees.
3. Identify curricular resources that support infusing civility in classroom instruction and classroom management; and provide guidance to staff as to how to access and implement those resources.
4. Coordinate, with the Professional Development Committee, training in support of the Bullying Prevention Committees.
5. Be responsible for monitoring and reporting on the effectiveness of the District's bullying prevention policy.

6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students.

The Dignity Act Coordinators are as follows:

• Early Childhood School	Laura Reynolds	(585)924-3252 ext. 2401
• Primary School	Amanda Byrne	(585)924-3252 ext. 3401
• Intermediate School	Tom Cheevers	(585)924-3252 ext. 4401
	Natalie Sonnevile	(585)924-3252 ext. 4402
• Junior High School	Brian Gee	(585)924-3252 ext. 5400
	Laura Westerman	(585)924-3252 ext. 5401
• Senior High School	Jennifer Grimes	(585)924-3252 ext. 6403
	Keith Pedzich	(585)924-3252 ext. 6401
• District Wide Pre-K - 12	Karen Finter	(585)924-3252 ext. 1453

5300.25 Student Dress Code

Students and parents have the right to determine how the student shall dress providing that such attire is not destructive to school property, complies with requirements for health and safety and standard of decency within the community. Appropriate student dress is required at all instructional times and District-sponsored events (i.e. extracurricular events, prom, etc.). The administration is authorized to take action in instances where individual dress does not meet stated requirements.

In addition, student dress shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments including but not limited to tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that undergarments are completely covered with outer clothing.
4. Not include clothing, pins, signs, or jewelry that are unsafe, and/or violate decency.
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not include the wearing of hats or other head coverings, except for a medical or religious purpose, unless approved by a building administrator.
7. Not include items or markings that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

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

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

shall be subject to further discipline, up to and including out of school suspension.

5300.30 Prohibited Student Conduct

The Board of Education requires all students to conduct themselves in an appropriate and civil manner. Students must have, proper regard for the rights and welfare of students, District personnel, other members of the school community, and for the care of school facilities and equipment. This conduct supports our goal of making school a community free of violence, intimidation, bullying, harassment, and discrimination.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their behavior, as well as the consequences of their behavior, regardless of intent but rather by considering the impact of their actions. Intent refers to what you thought you were doing. Impact refers to how that action was perceived by or affected the other person. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on educating students so they may grow in self-discipline.

The Board recognizes the need to make its requirements for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. The expectation is that students will accept responsibility for their behavior, the impact of their behavior, and accept consequences for their conduct.

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

A. Engage in conduct that is disorderly

Examples of disorderly conduct include but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language, noises, gestures, or visual images that are profane, lewd, vulgar, discriminatory, offensive, or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, recording devices, cell phones or internet/intranet accounts; accessing inappropriate websites; or any other violation of District policy.

B. Engage in conduct that is insubordinate

Insubordinate conduct occurs when a student goes against or does not comply with what they have been directed to do or where they were supposed to be at a given time. Examples of insubordinate conduct include but are not limited to:

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

C. Engage in conduct that is disruptive

Conduct that prevents others from being able to learn, focus, or be engaged in their work. Examples of disruptive conduct include, but are not limited to:

1. Continually impeding the teaching and learning process.
2. Continually interfering with the teacher's authority over the classroom.
3. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
4. Inappropriate public sexual contact.
5. Display or use of personal electronic devices, such as, but not limited to cell phones, iPods, digital cameras, in a manner that is in violation of District policy.
6. Disrespect to a staff member or student.

D. Engage in conduct that is violent

Examples of violent conduct include but are not limited to:

1. Committing an act of violence (such as biting, hitting, kicking, punching and scratching) upon another student, teacher, administrator or other school employee or attempting or threatening to do so.
2. Committing an act of violence that results in physical injury or depraved indifference to another person on school property or attempting or threatening to do so.
3. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the School District.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person on school property, including graffiti or arson, or threatening or attempting to do so.
7. Intentionally damaging or destroying School District property.

E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others

Examples of such conduct include but are not limited to:

1. Lying to school personnel.
2. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
3. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
4. Defaming or denigrating an individual or a group, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them and/or intentional or unintentional language, including language that is hurtful, discriminatory and/or offensive communicated directly or indirectly.
5. Discrimination, which includes the use of race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability as a basis for treating another in a negative manner.
6. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.

Harassment is also the creation of a hostile environment. (See policy 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)

7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
8. Bullying, including cyberbullying, which consists of inappropriate persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and/or badgering others. (See policy 0115 for a more complete definition.)
9. Hazing, which includes an induction, initiation or membership process involving harassment. (See policy 0115 for a more complete definition.)
10. Selling, using, transmitting or possessing obscene material.
11. Using vulgar or abusive language or visual images, cursing or swearing.
12. Possessing, using, selling, distributing or exchanging any tobacco product.
13. Possessing, using, selling, distributing or exchanging any smoking and/or vaping device and/or paraphernalia.
14. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, substances commonly referred to as "designer drugs", and substances marked not for "human consumption".
15. Inappropriately using or sharing prescription and over-the-counter drugs.
16. Possessing, consuming, selling, distributing or exchanging any substance that alters perception or behavior, reducing that individual's ability to function appropriately in the academic environment.
17. Gambling.
18. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner either in person, via photos or electronically.
19. Initiating a report warning of fire, bomb threat or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
20. Using any technological devices to inappropriately photograph, record, or videotape another person without the consent of those present.
21. Using an unmanned aerial vehicle (also known as a drone) or any remote controlled aircraft on school property or during any school functions without obtaining prior written permission from the District's Superintendent and demonstrating compliance with any and all applicable Federal Aviation Administration rules and regulations.

F. Engage in misconduct while on a school bus

It is crucial for students to behave appropriately while riding on District buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, throwing objects, standing while the bus is in motion, and fighting will not be tolerated.

G. Engage in any form of academic misconduct

Examples of academic misconduct include but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

H. Engage in off-campus misconduct that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Off campus misconduct that is determined to be in direct violation of the code of conduct can potentially result in disciplinary action, dependent on the circumstance of the event and the impact it might have on the school community. Examples of such misconduct include but are not limited to:

1. Cyberbullying.
2. Threatening, hazing, and harassing others over the phone, through social media, in-person or otherwise.
3. Using message boards to convey threats, derogatory comments or post pornographic pictures of students or school personnel.

I. Engage in inappropriate use of technology, such as the Internet, email, or social media

1. In a manner that violates local, state, or federal laws, including, but not limited to, those pertaining to, intellectual property, harassment, discrimination, bullying, defamation, or unauthorized access to any computer system (including so called “hacking”);
2. In a manner that disrupts or damages hardware or software, such as virus creation, planting, transmission or sabotage;
3. In a manner that violates District policy, rule, regulation or the Code of Conduct;
4. In a manner that violates the privacy rights or the respect of the student or others (e.g., sharing password information, photographs, or other personal information);
5. To access sexually oriented/adult oriented chat rooms bulletin boards or sexually explicit sites, or any chat rooms inappropriate for minors;
6. To access dangerous information that if acted upon could cause damage to persons or property; and/or
7. To buy or sell products or services or otherwise use the resources for personal profit or gain.

5300.35 Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, school counselor, administrator or appropriate staff member.

All District staff who are authorized to impose disciplinary sanctions (policy 5300.40) are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to a supervisor who is authorized to act.

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

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

by a letter mailed within 24 hours. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

5300.40 Disciplinary Consequences, Procedures and Referrals

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

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

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The impact of the offense.
4. The student's prior disciplinary record.
5. The effectiveness of other forms of discipline.
6. Information from parents, teachers and/or others, as appropriate
7. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education. Discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. Disciplinary Consequences

Students who are found to have violated the District's code of conduct may be subject to any of the following consequences, either alone or in combination. The school personnel identified after each consequence are authorized to impose that consequence, consistent with the student's right to due process.

- Oral warning – any member of the District staff
- Disciplinary referrals to parent – bus driver, hall and lunch monitors (through administrator), coaches, school counselors, teachers, building administration, Superintendent
- Detention – teachers, building administration, Superintendent
- Suspension from transportation – Director of Transportation, principal, Superintendent
- Suspension from athletic participation – coaches, Athletic Director, principal, Superintendent
- Suspension from social or extracurricular activities – activity advisor, principal, Superintendent
- Suspension of other privileges – principal, Superintendent
- In-school suspension – principal, Superintendent
- Removal from classroom – teachers, counselors, building administration

- Short-term (five days or less) suspension from school – principal, Superintendent, Board of Education
- Long-term Suspension Hearing/Long-term (more than five days) suspension from school – principal, Superintendent, Board of Education.
- Permanent suspension from school – Superintendent, Board of Education.

Restorative mediation between student and student and/or staff and student may be offered as an alternative to disciplinary consequences in appropriate circumstances, as determined by the District.

B. Procedures

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

Students who are to be given penalties other than an oral warning or disciplinary referrals to their parents are entitled to additional rights before the consequence is imposed. These additional rights are explained below.

1. Detention

Teachers, principals, and the Superintendent may use after school (beyond the regular school day) detention as a consequence for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a consequence only after the student's parent has been notified to confirm that there is no conflict with the time/date of the detention and that the student has appropriate transportation home following detention.

If a student receives detention during a non-instructional period of the day, the student's parent will be notified and transportation home will be provided.

2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the principal, Director of Transportation, Superintendent, or their designees. In such cases, the student's parent will become responsible for seeing that his/her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the District will make appropriate arrangements to provide for the student's education.

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

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

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal meeting with the appropriate District official and/or the Athletic Standards Review Board imposing the suspension to discuss the conduct and the consequence involved.

4. In-school suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes principals/designees and the Superintendent/designee to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension."

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

5. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability to teach and make it difficult for other students in the classroom to learn. In most instances, the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his/her composure and self-control in an alternative setting. Such practices may include, but are not limited to:

- short-term "time out" in a classroom or in an administrator's office with a staff member present;
- sending a student into the hallway briefly;
- sending a student to the principal's office for the remainder of the class time only; or
- sending a student to a school counselor or other District staff member for counseling.

Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

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

A classroom teacher may remove a disruptive student from class for up to two class periods, as outlined in the procedures that follow. The removal from class applies to the class of the removing teacher only. A removed student shall be sent to the principal's office.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he/she

is being removed and an opportunity to explain his/her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

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

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

Within 24 hours after the student's removal, the principal or another District administrator designated by the principal must notify the student's parents that the student has been removed from class and why. The notice must also inform the parent that he/she has the right, upon request, to an informal meeting with the principal or the principal's designee to discuss the reasons for the removal. A written copy of this information will follow.

The principal may require the teacher who ordered the removal to attend the informal meeting in accordance with contractual requirements.

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

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

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

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

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities by the classroom teacher until he/she is permitted to return to the classroom.

Each teacher must keep a complete log for all cases of removal of students from his/her class. The principal must keep a log of all removals of students from class.

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

6. Suspension from school

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

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

Any staff member may recommend to the principal or the Superintendent that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a) Short-term (5 days or less) suspension from school

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

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

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

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

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

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

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

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within 30 business days of the date of the Superintendent's decision. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 business days of the decision.

c) Permanent suspension

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

C. Minimum Periods of Suspension

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

Any student, other than a student with a disability, found guilty of bringing to or possessing a weapon on school property will be subject to a long term suspension from school for at least one calendar year. Under certain mitigating circumstances a shorter suspension may be considered. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the following:

- a) The student's age.
- b) The student's grade in school.
- c) The student's prior disciplinary record.
- d) The Superintendent's belief that other forms of discipline may be more effective.
- e) Input from parents, teachers and/or others.
- f) Other extenuating circumstances.

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

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

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing to or possessing a weapon on school property, shall be subject to a short or long term suspension from school. If the proposed consequence is a five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal meeting given to all students subject to a short-term suspension. If the proposed consequence exceeds a five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify a five-day suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

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

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least one day and can be suspended up to five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. The proposed consequence is a minimum one-day suspension and up to five days suspension. The student and the student's parent will be given the same notice and opportunity for an informal meeting given to all students subject to a short-term suspension. If the proposed consequence exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has

the authority to modify the suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

D. Referrals

1. Counseling

The principal or his/her designee (including counseling staff) shall handle all referrals of students to counseling.

2. PINS Petitions

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

- a) Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b) Engaging in an ongoing or continual course of conduct, which makes the student ungovernable or habitually disobedient, and beyond the lawful control of the school.
- c) Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the appropriate law enforcement authorities for a juvenile delinquency proceeding before the Family Court:

- a) Any student under the age of 16 who is found to have brought a weapon to school, or
- b) Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The Superintendent or his/her designee is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

5300.45 Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative means of instruction for the student.

5300.50 Discipline of Students with Disabilities

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities who violate the District's student code of conduct, and/or to temporarily remove a student with disabilities from his or her current placement because maintaining the student in that placement is substantially likely to result in injury to the student or to others. The Board also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York's Education Law enjoy certain procedural protections that school authorities must observe when they decide to suspend or remove them. Under certain conditions those protections extend, as well, to students not currently deemed to be a student with a disability but determined to be a student presumed to have a disability for discipline purposes.

Therefore, the Board is committed to ensuring that the District follows suspension and removal procedures that are consistent with those protections. The code of conduct for students is intended to afford students with disabilities and students presumed to have a disability for discipline purposes the express rights they enjoy under applicable law and regulations.

Definitions

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

1. **Behavioral Intervention Plan (BIP)** means a plan that is based on the results of a functional behavioral assessment and that, at a minimum, includes a description of the problem behavior, global and specific hypotheses as to why the problem behavior occurs, and intervention strategies that include positive behavioral supports and services to address the behavior.
2. **Controlled substance** means a drug or other substance identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC § 812(c)).
3. **Disciplinary change in placement** means a suspension or removal from a student's current educational placement that is either:
 - a) For more than 10 consecutive school days; or
 - b) For a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year, because the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals, and because of such additional factors as the length of each suspension or removal, the total amount of time the student has been removed and the proximity of the suspensions or removals to one another. The School District determines on a case-by-case basis whether a pattern of removals constitutes a change of placement.
4. **Illegal drug** means a controlled substance, but does not include a controlled substance legally possessed or used under the supervision of a licensed health-care professional, or a substance that is otherwise legally possessed or used under the authority of the Controlled Substances Act or under any other provision of federal law.
5. **Interim alternative educational setting (IAES)** means a temporary educational placement, other than the student's current placement at the time the behavior precipitating the IAES placement occurred. An IAES must allow a student to continue to receive educational services that enable him or her to continue to participate in the general curriculum and progress toward meeting the goals set out in the student's individualized education program; as well as to receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.
6. **Manifestation review** means a review of the relationship between the student's disability and the behavior subject to disciplinary action, which is required when the disciplinary action results in a disciplinary change of placement, and conducted in accordance with requirements set forth later in this policy.
7. **Manifestation team** means a District representative knowledgeable about the student and the interpretation of information about child behavior, the parent, and relevant members of the Committee on Special Education as determined by the parent and the District.

8. **Removal** means a removal of a student with a disability for disciplinary reasons from his or her current educational placement, other than a suspension; and a change in the placement of a student with a disability to an IAES.
9. **School day** means any day, including a partial day, which students are in attendance at school for instructional purposes.
10. **Serious bodily injury** means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.
11. **Student presumed to have a disability for discipline purposes** means a student who, under the conditions set forth later in this policy, the District is deemed to have had knowledge was a student with a disability before the behavior that precipitated the disciplinary action.
12. **Suspension** means a suspension pursuant to §3214 of New York's Education Law.
13. **Weapon** means the same as the term "dangerous weapon" under 18 USC §930(g)(2) which includes a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except a pocket knife with a blade of less than two and one-half inches in length.

Authority of School Personnel to Suspend or Remove Students with Disabilities

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

The Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed ten consecutive school days inclusive of any period in which the student has been suspended or removed for the same behavior pursuant to the above paragraph, if the Superintendent determines that the student's behavior warrants the suspension. The Superintendent also may order additional suspensions of not more than ten consecutive school days in the same school year for separate incidents of misconduct, as long as the suspensions do not constitute a disciplinary change of placement.

In addition, the Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for a period in excess of ten consecutive school days if the manifestation team determines that the student's behavior was not a manifestation of the student's disability. In such an instance, the Superintendent may discipline the student in the same manner and for the same duration as a non-disabled student.

Furthermore, the Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability to an IAES to be determined by the Committee on Special Education for a period of up to 45 school days if the student either:

1. Carries or possesses a weapon to or at school, on school premises or to a school function, under the jurisdiction of the educational agency, or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function under the District's jurisdiction, or

3. Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function under the District's jurisdiction.

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

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

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

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

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

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

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

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

Parental Notification of a Disciplinary Change of Placement

The District will provide the parents of a student with a disability notice of any decision to make a removal that constitutes a disciplinary change of placement because of a violation of the student code of conduct. Such notice will be accompanied by a copy of the procedural safeguards notice.

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

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

Manifestation Review

A review of the relationship between a student's disability and the behavior subject to disciplinary action to determine if the conduct is a manifestation of the student's disability will be made by the manifestation team immediately, if possible, but in no case later than 10 school days after a decision is made by:

1. The Superintendent to change the placement of a student to an IAES;
2. An impartial hearing officer to place a student in an IAES; or
3. The Board, the Superintendent, or principal to impose a suspension that constitutes a disciplinary change in placement.

The manifestation team must determine that the student's conduct was a manifestation of the student's disability if it concludes that the conduct in question was either:

1. Caused by or had a direct or substantial relationship to the student's disability, or
2. The direct result of the District's failure to implement the student's individualized education program.

The manifestation team must base its determination on a review all relevant information in the student's file including the student's individualized education program, any teacher observations, and any relevant information provided by the parents.

If the manifestation team determines that the student's conduct is a manifestation of the student's disability, the Committee on Special Education (CSE) will:

1. Conduct a functional behavioral assessment of the student and implement a behavioral intervention plan, unless the District had already done so prior to the behavior that resulted in the disciplinary change of placement occurred. However, if the student already has a behavioral intervention plan, the CSE will review the plan and its implementation, and modify it as necessary to address the behavior; and
2. Return the student to the placement from which he or she was removed, unless the change in placement was to an IAES for conduct involving weapons, illegal drugs or controlled substances or the infliction of serious bodily injury, or the parents and the District agree to a change in placement as part of the modification of the behavioral intervention plan.

If the manifestation team determines that the conduct in question was the direct result of the District's failure to implement the student's individualized education program, the District will take immediate steps to remedy those deficiencies.

Services for Students with Disabilities during Periods of Suspension or Removal

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

1. During suspensions or removals of up to 10 school days in a school year that do not constitute a disciplinary change in placement, the District will provide alternative instruction to students with disabilities of compulsory attendance age on the same basis as non-disabled students. Students with disabilities who are not of compulsory attendance age will receive services during such periods of suspension or removal only to the same extent as non-disabled students of the same age would if similarly suspended.
2. During subsequent suspensions or removals of up to 10 school days that in the aggregate total more than 10 school days in a school year but do not constitute a disciplinary change in placement, the District will provide students with disabilities services necessary to enable them to continue to participate in the general education curriculum and to progress toward meeting the goals set out in their respective individualized education program. School personnel, in consultation with at least one of the student's teachers, will determine the extent to which services are needed to comply with this requirement.

In addition, during such periods of suspension or removal the District will also provide students with disabilities services necessary for them to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

3. During suspensions or removals in excess of 10 school days in a school year that constitute a disciplinary change in placement, including placement in an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, the District will provide students with disabilities services necessary to enable them to continue to participate in the general curriculum, to progress toward meeting the goals set out in their respective individualized education program, and to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so it does not recur.

In such an instance, the Committee on Special Education will determine the appropriate IAES and services to be provided.

Students Presumed to Have a Disability for Discipline Purposes

The parent of a student who is facing disciplinary action but who was not identified as a student with a disability at the time of misconduct has the right to invoke any of the protections set forth in this policy in accordance with applicable law and regulations, if the District is deemed

to have had knowledge that the student was a student with a disability before the behavior precipitating disciplinary action occurred and the student is therefore a student presumed to have a disability for discipline purposes.

If it is claimed that the District had such knowledge, it will be the responsibility of the Superintendent, principal or other authorized school official imposing the suspension or removal in question for determining whether the student is a student presumed to have a disability for discipline purposes. The District will be deemed to have had such knowledge if:

1. The student's parent expressed concern in writing to supervisory or administrative personnel, or to a teacher of the student that the student is in need of special education. Such expression may be oral if the parent does not know how to write or has a disability that prevents a written statement; or
2. The student's parent has requested an evaluation of the student; or
3. A teacher of the student or other school personnel has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the District's Director of Special Education or other supervisory personnel.

Nonetheless, a student will not be considered a student presumed to have a disability for discipline purposes if notwithstanding the District's receipt of information supporting a claim that it had knowledge the student has a disability,

1. The student's parent has not allowed an evaluation of the student; or
2. The student's parent has refused services; or
3. The District conducted an evaluation of the student and determined that the student is not a student with a disability.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors. However, if the District receives a request for an individual evaluation while the student is subjected to a disciplinary removal, the District will conduct an expedited evaluation of the student in accordance with applicable law and regulations. Until the expedited evaluation is completed, the student shall remain in the educational placement determined by the District which can include suspension.

Expedited Due Process Hearings

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

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

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

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

Referral to Law Enforcement and Judicial Authorities

Consistent with its authority under applicable law and regulations, the District will report a crime committed by a student with a disability to appropriate law enforcement and judicial authorities. In such an instance, the Superintendent will ensure that copies of the special education and disciplinary records of the student are transmitted for consideration to the appropriate authorities to whom the crime is reported, to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

5300.55 Corporal Punishment

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

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

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

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

5300.60 Student Searches and Interrogations

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

In addition, the Board authorizes the Superintendent, building administrators or his/her designee and the school nurse to conduct searches of students and their belongings, in most instances, with the exceptions set forth below in A and B, if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District code of conduct.

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

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

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

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

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means those student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip Searches

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

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another District professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have reasonable suspicion to believe the student is concealing evidence of a violation of law or the District code. In addition, before conducting a strip search, the school official must consider the nature of the alleged

violation, the student's age, the student's record, the quality of the knowledge that lead to the reasonable suspicion and the need for such a search.

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

C. Documentation of Searches

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

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

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

D. Police Involvement in Searches and Interrogations of Students

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

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

Before police officials are permitted to question or search any student, the principal or his/her designee shall try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted by a police officer. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function. The primary goal of law enforcement is as an advisor. However, under law, police can speak to and remove a student 16 years or older for matters of law.

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

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

E. Child Protective Services Investigations

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the District will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations. Please refer to Board Policy 5460 for a list of mandated reporters.

All requests by child protective services to interview a student on school property shall be made directly to the principal or his/her designee. The principal or his/her designee shall set the time and place of the interview. The principal or designee shall be present during the interview. If the nature of the allegations is such that it may be necessary for the student to remove any of his/her clothing in order for the child protective services worker to verify the allegations, the school nurse or other District medical personnel must be present during that portion of the interview. No student may be required to remove his/her clothing in front of a child protective services worker or School District official of the opposite sex.

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

5300.65 Visitors to the Schools

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

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the main office or other secure entrances upon arrival at the school. There they will be required to present their ID for verification through our electronic check-in system and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the office before leaving the building.
3. Visitors attending school functions that are open to the public outside of the regular school day, such as parent-teacher organization meetings or public gatherings, are not required to register.

4. Parents or citizens who wish to observe a classroom while school is in session are required to get permission from the building administrator to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
8. Using an unmanned aerial vehicle (also known as a drone) or any remote controlled aircraft on school property or during any school functions without the prior written authorization from the District's Superintendent is prohibited. Prior to such use, users must also demonstrate compliance with any and all applicable Federal Aviation Administration rules and regulations.

5300.70 Public Conduct on School Property

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

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

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

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten or attempt to do so.
2. Intentionally damage or destroy School District property or the personal property of a student, District employee or any person lawfully on school property, including graffiti or arson or threaten or attempt to do so.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, creed, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Remain on campus from 11:00 PM to 5:00 AM, when the campus is closed, unless authorized by a school administrator.

8. Obstruct the free movement of any person in any place to which this code applies.
9. Violate the traffic laws, parking regulations or other restrictions on vehicles.
10. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances or any substance marked “not for human consumption”, or be under the influence of any of these substances on school property or at a school function.
11. Consume, sell, distribute or exchange tobacco products including e-cigarettes on school property or at a school function.
12. Consume any substance that alters perception or behavior, reducing that individual’s ability to function appropriately in the academic environment.
13. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the School District.
14. Loiter on or about school property.
15. Gamble on school property or at school functions, unless such activity is permitted by law and approved by the District in advance.
16. Refuse to comply with any reasonable order of identifiable School District personnel performing their duties.
17. Willfully incite others to commit any of the acts prohibited by this code.
18. Bring a dog on campus to walk, exercise, or attend an athletic or extra-curricular event except in accordance with the District’s Animals on School Grounds Policy (policy 1501).
19. Violate any federal or state statute, local ordinance, this code or Board policy while on school property or while at a school function.

B. Penalties

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

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

C. Enforcement

District personnel shall be responsible for enforcing the conduct required by this code.

When District personnel sees an individual engaged in prohibited conduct, which in his/her judgment does not pose any immediate threat of injury to persons or property, the District personnel shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The District personnel shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct or if the person’s conduct poses an immediate threat of injury to persons or property, the District

personnel shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

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

5300.75 Dissemination and Review

A. Dissemination of Code of Conduct

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

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

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

B. Review of Code of Conduct

The Board of Education will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code’s provisions have been and whether the code has been applied fairly and consistently. The Board of Education may appoint an advisory committee to assist in reviewing the code. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

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

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

5300.80 Compliance

If at any time a part of this code of conduct is inconsistent with applicable law, that part of the code is to be considered amended so that it complies with applicable law.

This code of conduct is effective as of June 29, 2012.

Revised: 07/13/2023

Approved by the Board of Education 07/13/2023

Policy Cross References:

5460 – Child Abuse, Maltreatment or Neglect in a Domestic Setting

Homebound Instruction

Homebound instruction is a service provided to students who are unable to attend school due to illness or disciplinary problems. Instruction will be provided in accordance with New York State Education Law and Commissioners Regulations. Students receive credit for their work while on homebound instruction.

The Board designates the Superintendent of Schools or his/her designee to develop guidelines for providing homebound instruction. These guidelines will be used by the administration when placing a student on homebound instruction.

Homebound instruction will strive to keep the student on pace to rejoin the class and maintain academic progress. The Board recognizes that students who are out of school for extended periods of time are at risk of falling behind academically and/or losing connection to the school community. The Board directs the administration to evaluate periodically whether homebound instruction is effective in keeping students on track to graduate, and if not, to take steps to improve instruction and implement approaches and/or offer services that support the transition back to school.

Policy References:

Education Law §§1709(24); 4401 et seq.
8 NYCRR §175.21

Policy Cross References:

» 5100 - Attendance Policy

Adoption Date: 6/8/2000, Revised: 9/11/2014, [9/14/2023](#)

4000 - Instruction

STAFF-STUDENT RELATIONS (FRATERNIZATION)

The Board requires that all 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 or express or implied consent to this conduct. Further, employees will not entertain or socialize with students in a manner so 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.

Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; 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.

Inappropriate employee behavior also includes "grooming behavior" as defined by the New York State Education Department and state and federal guidelines, including but not limited to:

- Developing "special" relationships; giving students extra privileges
- Sharing personal information and giving advice on non-school related issues outside the scope of the employee's job responsibilities (e.g., marriage, boyfriends, sex, mental health, suicide)
- Engaging in private communications on non-school related issues (e.g., via text, cell phone, social media, greeting cards, letters, emails, IMs)
- Giving and receiving gifts (beyond ordinary student to teacher gifts during special occasions)
- Contact off school grounds for non-school related events (e.g., movies, dinner, shopping)
- Transporting students in a private vehicle (clandestine and open and visible)
- Treating students as "peers" rather than maintaining appropriate student-teacher boundaries
- Developing relationships with parents to enable greater access to students
- Secrecy of the relationship (encouraging lies)
- Failure to refer students to resources within the school for serious issues

Inappropriate fraternization of staff with students, even if the student participated willingly in the activity (regardless of the student's age), 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 the conduct to be in violation of District rules and subject to appropriate disciplinary sanctions.

Any student who believes that he or she has been subjected to inappropriate staff behavior as described 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, must report the incident to any staff member or the employee's supervisor, the student's principal, or the District's designated Compliance Officer. In all circumstances, these reports will be forwarded to the designated Compliance Officer for further investigation. Anonymous complaints of

inappropriate fraternization of staff members with students will also be investigated by the District. Investigations of allegations of inappropriate staff-student relations will follow the procedures utilized for complaints of harassment within the District. Allegations of inappropriate staff-student behavior will be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints. If there is a finding upon completion of the investigation that inappropriate conduct occurred, District administration will take prompt corrective action.

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 in an educational setting must also follow the District's reporting procedures for these allegations. This information will also be reported by the designated administrator as required by state law to law enforcement officials, the State Education Department (SED), and/or Child Protective Services as may be applicable.

If a student initiates inappropriate behavior toward a staff member, that employee will document the incident and report it to his or her building principal or supervisor immediately, or as soon as is practicable.

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

The Board 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 will 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 will 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. Further, staff training will be provided to facilitate staff identification of possible behavior that may constitute inappropriate staff-student relationships. Students will be provided this training in an age-appropriate manner.

This policy (or a summary) will be disseminated as appropriate to staff, students, and parents.

Disciplinary Sanctions

Any staff member who engages in inappropriate conduct with a student will be subject to appropriate disciplinary measures up to and including termination of employment in accordance with legal guidelines, District policy, and any 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 SED.

Policy References:

Title IX of the Education Amendments of 1972, 20 USC § 1681 et seq.

Education Law Article 23-B

Social Services Law §§ 411-428

8 NYCRR Part 83

Adoption Date:

9000 – Personnel and Negotiations