

2024-2025  
SENECA FALLS CENTRAL SCHOOL DISTRICT

Mission Statement

The mission of the Seneca Falls Central School District is to provide quality educational opportunities and experiences for all students in a safe and positive environment that promotes academic excellence.

Vision

Pride & Opportunity

**REVISED**

**August 22, 2024**

**Board Meeting/Public  
Hearings**

**6:00 PM**

Public Meeting #3  
Robert McKeveny Training Room  
2 Butler Avenue

MEMBERS OF THE BOARD OF EDUCATION

Deborah Corsner  
Anthony Ferrara  
Cara Lajewski  
Matthew Lando  
Denise Lorenzetti  
Joseph McNamara  
Michael Mirras  
Erica Sinicropi  
Heather Zellers

Dr. Michelle Reed, Superintendent  
James Bruni, Business Administrator

SENECA FALLS CENTRAL SCHOOL DISTRICT  
Board of Education Meeting/Public Hearings  
August 22, 2024-6:00 PM  
Robert McKeveny Board/Training Room

**I. Meeting called to order**

**II. Quorum Check**

**III. Pledge of Allegiance**

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**IV. Public Hearings**

- A. 2024-2025 Seneca Falls Central School District Code of Conduct (6:00 pm)
- B. 2024-2025 Seneca Falls Central School District Safety Plan (immediately following the District Code of Conduct public hearing)

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**V. Approval of Agenda**

**MOTION:** to approve the agenda with addendum as listed.

**ADD under XI. Consent Agenda**

**XI. Consent Agenda**

A. Resignations/Retirements/Terminations

1. SFEA-Resignations

a. Name: Jennifer Cook  
Position: Teaching Assistant  
Effective: 08/16/202

b. Name: Christina Carlino  
Position: Teaching Assistant  
Effective: 08/20/202

2. SFSSA-Resignation

b. Name: Danielle Harko  
Position: School Bus Monitor  
Effective: 08/13/2024

B. Appointments

3. Civil Service Appointments

e. Name: Michelle Quigley  
Position: School Bus Driver  
Effective: 08/23/2024  
Probationary Period: 08/23/2024 through 08/22/2025  
Hours/day: 5.0  
Hourly Rate: \$23.69 (Option B)

4. Substitute Appointments

a. Name: Grace Harter  
Position: Reading Teacher-Long Term Substitute (Level I)  
NYS Certification: Pending  
Effective: 08/23/2024  
Salary: \$44,200 (Step I)

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**VI. Approve or Amend**

- A. Board Minutes-Aug 8, 2024

**MOTION:** to approve the Board of Education minutes dated August 8, 2024

- B. Treasurer's Report-None at this time.
- C. Extra-Curricular Treasurer's Report -None at this time.

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## VII. Recognitions, Celebrations and Presentations

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### VIII. Public Comment

**For anyone interested in addressing the Board, please review the Public Comment statement below.**

The Seneca Falls Board of Education welcomes public comment. Speakers may comment on matters related to agenda items specifically or district matters generally. No speaker will be permitted to speak for longer than three (3) minutes. Public comments will be limited to thirty (30) minutes. All speakers and observers are to conduct themselves in a civil manner. Obscene language, defamatory statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated. In the unlikely event the meeting becomes unruly, the board will recess the meeting and return once order has been restored.

Persons addressing the Board of Education during public comment should not expect to engage in discussion with the Board. The Board will not permit any comments involving specific individual personnel or students.

Questions and comments from the public concerning matters which are not on the agenda will be referred to the Superintendent. Persons wishing to have matters included on the agenda shall contact the Superintendent in accordance with Policy 2342, Agenda Preparation.

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## IX. Committee Reports

- A. Policy Committee
- B. Facilities Committee

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## X. Information

- A. Student Board Member (Ex Officio)-Searah Reardon
- B. Warrants 08/01/2024-08/30/2024
  - Warrant A (7)      \$ 29,264.06
  - Warrant C (3)      \$ 1,763.17
  - Warrant F (2)      \$ 17,450.00
  - Warrant H (2)      \$ 10,533.33
- C. Business Administrator
- D. Superintendent Report
- E. BOE President Report
- F. BOE Member Comments
- G. Important dates to Remember
  - August 27, 2024- 4 County SBA Board of Directors Meeting
  - August 28 & 29, 2024-Superintendent Conference Days
  - Sept. 3, 2024-First day of school
  - Sept. 12, 2024-BOE Meeting-Recognize 2024 retirees and new employees
  - Sept. 26, 2024-BOE Meeting

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## XI. Consent Agenda

### A. Resignations/Retirements/Terminations

#### 1. SFEA-Resignations

- a. Name: Jennifer Cook  
Position: Teaching Assistant  
Effective: 08/16/202

- b. Name: Christina Carlino  
Position: Teaching Assistant  
Effective: 08/20/202

2. SFSSA-Resignation

- a. Name: Ashley Helmicki  
Position: Cashier/Food Service Helper  
Effective: 08/13/2024

- b. Name: Danielle Harko  
Position: School Bus Monitor  
Effective: 08/13/2024

B. Appointments

1. 2024-2025 Teacher Mentor

Upon the recommendation of the Superintendent, the Board of Education approves following Teacher Mentor appointment for the 2024-2025 school year.

Position	Employee	Stipend
Teacher Mentor	Amylyn Marley	\$350.00

2. 2024-2025 Coaching

Upon the recommendation of the Superintendent, the Board of Education appoints the following coaches (*All appointments are conditional until paperwork is completed and fingerprints are cleared*).

Position	Employee	Stipend	Certification
FOOTBALL			
Robert Bush	Modified Football Paid Assistant	\$2,000.00	TCL 1 <sup>st</sup> Renewal Exp. 8/31/25
CROSS COUNTRY			
Don Densmore	Varsity Cross Country Coach	\$3,706.49	Certified Physical Ed. Teacher
GOLF	GOLF		
Rhett Ticconi	Varsity Golf Coach	\$2,409.33	TCL 1 <sup>st</sup> Renewal Exp. 8/31/25
Jake Jones	JV Golf Coach	\$2,234.11	Teacher
SOCCER	SOCCER		
Melissa Morrin	Varsity Girls Soccer Coach	\$4,950.46	Teacher
Jessica Lambert	JV Girls Soccer Coach	\$3,007.30	Certified Physical Ed. Teacher
Ashley Leederman	Modified Girls Soccer Coach	\$2,234.11	Certified Physical Ed. Teacher
David Major	Varsity Girls NON-PAID Assistant	n/a	
Peter Doell	Varsity Boys Soccer Coach	\$4,950.46	
Dan Montoney	JV Boys Soccer Coach	\$3,007.30	TCL 2 <sup>nd</sup> -4 <sup>th</sup> Exp. Renewal 8/31/25
Ryan Major	Modified Boys Soccer Coach	\$2,234.11	Teacher
TENNIS			
Scott Redding	Varsity Girls Tennis Coach	\$3,706.49	Certified Physical Ed. Teacher
Joe Jacuzzi	Modified Girls Tennis Coach	\$2,234.11	PCL-Exp. 8/31/26

VOLLEYBALL	VOLLEYBALL		
Sharon Esposito	Varsity Girls Volleyball Coach	\$3,706.49	PCL-Volleyball
Michael Mirras	Varsity Girls Volleyball NON-PAID Assistant	n/a	PCL-Exp. 8/31/25
Melissa Koepke	JV Girls Volleyball Coach	\$3,007.30	Teacher
Danielle Paolicelli	Modified Girls Volleyball Coach	\$2,234.11	TCL-Exp. 1/31/25

### 3. Civil Service Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following civil service position(s) (*All appointments are conditional until paperwork is completed and fingerprints are cleared*).

a. Name: Jacob Quill

Position: Custodian

Effective: 08/23/2024

Probationary Period: 08/23/2024 through 08/22/2025

Hours/day: 8.0

Hourly Rate: \$16.48

b. Name: Scott Short

Position: Cleaner

Effective: 09/03/2024

Probationary Period: 09/03/2024 through 09/02/2025

Hours/day: 8.0

Hourly Rate: \$15.71

c. Name: Maranda Marr

Position: Teacher Aide

Effective: 08/28/2024

Probationary Period: 08/28/2024 through 08/27/2025

Hours/day: 6.0

Hourly Rate: \$16.48

d. Name: Kathy Martin

Position: Teacher Aide

Effective: 08/28/2024

Probationary Period: 08/28/2024 through 08/27/2025

Hours/day: 6.0

Hourly Rate: \$16.48

e. Name: Michelle Quigley

Position: School Bus Driver

Effective: 08/23/2024

Probationary Period: 08/23/2024 through 08/22/2025

Hours/day: 5.0

Hourly Rate: \$23.69 (Option B)

### 4. Substitute Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following substitute appointment(s) (*All appointments are conditional until paperwork is completed and fingerprints are cleared*).

a. Name: Grace Harter

Position: Reading Teacher-Long Term Substitute (Level I)

NYS Certification: Pending

Effective: 08/23/2024

Salary: \$44,200 (Step I)

b Name: Hunter Brignall  
Position: Substitute Teacher  
NYSED Certification: Uncertified  
Effective date: 08/23/2024

b. Annual list of Teacher Substitutes-See attached list  
c. Annual list of Support Staff Substitutes-See attached list

5. Probationary to Permanent-None at this time.

C. Increase in Days

Upon the recommendation of the Superintendent, the Board of Education approves the increase in days from a 10 month position to a 12 month position for the following employee:

a. Name: Wendy Ryrko  
Position: Senior Typist (12 month)  
Effective date: 08/27/2024

D. CSE Minutes

Upon the recommendation of the Superintendent, the Board of Education approves the following CSE Minutes: 07/26/2024, 08/06/2024, 08/07/2024, 08/08/2024, 08/09/2024

E. Gifts and Donations- None at this time.

F. 2024-2025 Transportation Requests

G. Overnight Conference/Field Trip Request (see under New Business)

**MOTION: To approve the consent agenda as listed.**

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XII. **Old Business**-None at this time.

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XIII. **New Business**

A. 2025 Costa Rica Trip

**MOTION: Upon the recommendation of the Superintendent, the Board of Education approves the 2025 World Language Department Coast Rica Trip, November 21-28, 2025, pending compliance with Board of Education Policy #4531-Field Trips and Excursions as well as the following criteria:**

- The Seneca Falls Central School District will require that a waiver be signed by the parents and/ or guardians of each student going on the trip;
- The Seneca Falls Central School District will comply with all NYS Department of Health Guidelines regarding travel advisories in effect from the time of approval of the trip to trip departure;
- The District will comply with all NYS Executive Orders from the Governor's Office in effect from the time of approval of the trip to trip departure;
- The Superintendent and the Board of Education will continue to revisit the status of the trip to evaluate data, travel restrictions and other pertinent information to determine if the trip should be allowed as scheduled;
- Per Regulation 4531R-The Superintendent/Designee may cancel any previously approved field trip due to extenuating circumstances.

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B. Contracts, Agreements and MOA's

**MOTION: upon the recommendation of the Superintendent, the Seneca Falls Board of Education approves the following Contracts, Agreements and MOA's:**

1. SFAA MOA-School Improvement Coordinator

2. 2024-2025 Finger Lakes Christian School Agreement  
Special Education Teacher  
Annual Compensation not to Exceed: \$21,989.00  
No Medical Benefits
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C. Certification of Lead Evaluators

**MOTION:** By virtue of the fact of having participated in the Lead Evaluator Training provided by the NYS Education Department, WFL BOCES, Seneca Falls Central School District and the NYS Council of School Superintendents, which included the required components, the following people as listed are considered as Certified Lead Evaluators for the 2024-2025 School Year:

- Dr. Michelle Reed Principals
  - James Bruni Principals
  - Jodie Verkey Teachers
  - Karissa Blamble Teachers
  - Faith Lewis Teachers
  - Carrie Heffron Teachers
  - Kevin Rhinehart Teachers
  - Kevin Korzeniewski Teachers
  - Amy Hibbard Teachers
  - Janet Clendenen Teachers
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D. District Code of Conduct-2024-2025

**MOTION:** upon the recommendation of the Superintendent, and Policy 2410 (Policy Development, Adoption, Implementation and Review), the Board of Education approves the one and only reading of the District Code of Conduct, with revisions, as presented for the 2024-2025 school year.

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E. Policy-1<sup>st</sup> Reading

**MOTION:** upon the recommendation of the Superintendent, the Board of Education approves the first reading of the following policies:

Policy 4772-Graduation Ceremonies  
Policy 4773-Diploma and Credential Options for Students with Disabilities  
Policy 5500-Student records  
Regulation 5500-Student Records  
Policy 5550-Student Privacy  
Regulation 8635- Information and Data Privacy, Security, Breach and Notification Regulation

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F. SFCSD Safety Plan (Public) -2024-2025

**MOTION:** to approve the 2024-2025 Seneca Falls Central School District Safety Plan as presented.

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G. Surplus-Music Department

**MOTION:** to dispose of following Music Department surplus items as listed through sale, donation, disposal or auction according to Board Policy #6900:

Partial metal drum stand  
Marching Drum Shells (x5)  
Non-Repairable alto clarinet  
Broken guitar stand  
LP Aspire Congas (x2)

Tuba Stand (x2)  
Misc. Drum Heads (x16)  
Marching Snare Harness (x2)  
Outdated Marching Snare Harness (x3)  
Bass Clarinet Case  
Alto Saxophone Case  
Cornet Case  
Non-Repairable Bass Trombone  
Amps (x3)  
Soft Keyboard Case  
Marching Quads (x2)  
Drum Cases (x4)  
Marching Snare with Case (x3)  
Roland D-10 Keyboard  
Marching Bass Drums (x3)

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**XIII. Executive Session** (Contingent upon adoption of a motion during the public portion of the meeting in accordance with Section 105 of the Public Officers Law).

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**XIV. Adjourn**

**MOTION: to adjourn the meeting.**



SENECA FALLS CENTRAL SCHOOL DISTRICT  
Board of Education Meeting  
August 8, 2024-6:00 PM  
Robert McKeveny Board/Training Room

BOE Present

Deborah Corsner, Anthony Ferrara, Cara Lajewski, Matthew Lando, Denise Lorenzetti, Joseph McNamara, Michael Mirras, Erica Sinicropi and Heather Zellers

BOE Absent

Heather Zellers

Others Present

Dr. Michelle Reed, James Bruni, Jodie Verkey, Karissa Blamble, Faith Lewis, Carrie Heffron, Kevin Rhinehart, Kevin Korzeniewski, Amy Hibbard and Janet Clendenen.

Michael Mirras called the meeting to order at 6:00 pm. A quorum of the Board of Education was present; the Pledge of Allegiance was said.

Approval of Agenda

Michael Mirras asked for a motion to approve the agenda with addendum(s) as listed.

Add under X. Consent Agenda

A. Resignations/Retirements/Terminations

2. SFSSA-Resignation(s)

a. Name: Robert Wood

Position: Typist

Effective: at the end of the day on August 26, 2024

5. Substitute Appointments

e. Name: Robert Wood

Position: Substitute Typist

Effective date: 08/27/2024

Add under XI. Old Business

B. Correction(s)

4. 2024-2025 Substitute Instructional Daily and Hourly Rates and Civil Service Daily and Hourly Rates  
(Instructional substitute workdays are based on 7.25 hours) (BOE APPROVED 7/11/2024)

Contracted Per-Diem Substitute (Uncertified)	<del>\$114.50</del> \$121.00	<del>\$15.80</del> \$16.69
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Add under XII. New Business

A. Contracts, Agreements and MOA's

3. Monroe I BOCES Transportation Contract (TC)

Contract type: Special Education Only

Agreement Date: 07/01/2023 through 06/30/2024

Amount: \$7,460.28 (anticipated)

4. Monroe I BOCES Transportation Contract (TC)

Contract type: Special Education Only

Agreement Date: 07/01/2024 through 06/30/2025

Amount: \$3,767.24 (anticipated)

Under XII. New Business-revised tax collection dates.

Cara Lajewski made the motion, seconded by Matthew Lando.

Yes 8 No 0 Abstain 0 Motion carried

Approve or Amend

Board Minutes

July 11, 2024

Michael Mirras asked for a motion approve the Board of Education minutes dated July 11, 2024.

Joseph McNamara made the motion, seconded by Deborah Corsner.

Yes 8 No 0 Abstain 0 Motion carried

Treasurer's Report

None at this time

Extra-Curricular Treasurer's Report

June 2024

Michael Mirras asked for a motion to approve the Extra-Curricular Treasurer's Report for June 2024

Matthew Lando made the motion, seconded by Cara Lajewski.

Yes 8 No 0 Abstain 0 Motion carried

Recognitions, Celebrations and Presentations

Administrator Workshop

Dr. Reed set up four pods-Mynderse Academy, SF Middle School, Elizabeth Cady Stanton Elementary School and Frank M. Knight Elementary School. The Board of Education was divided into four groups. Each group spent 15 minutes at each pod talking to building Administrators. Building Administrators discussed data highlights for their specific building. Board members were able to ask questions of each administrator.

Public Comment

The Seneca Falls Board of Education welcomes public comment. Speakers may comment on matters related to agenda items specifically or district matters generally. No speaker will be permitted to speak for longer than three (3) minutes. Public comments will be limited to thirty (30) minutes. All speakers and observers are to conduct themselves in a civil manner. Obscene language, defamatory statements, threats of violence,

statements advocating racial, religious, or other forms of prejudice will not be tolerated. In the unlikely event the meeting becomes unruly, the board will recess the meeting and return once order has been restored.

Persons addressing the Board of Education during public comment should not expect to engage in discussion with the Board. The Board will not permit any comments involving specific individual personnel or students.

Questions and comments from the public concerning matters which are not on the agenda will be referred to the Superintendent. Persons wishing to have matters included on the agenda shall contact the Superintendent in accordance with Policy 2342, Agenda Preparation.

Committee Reports  
Facilities Committee

Matthew Lando reported on the following:

The Facilities Committee had two meetings, July 30, 2024 and July 31, 2024.

July 30, 2024 meeting, the Committee reviewed the proposed new doors (function ability; key fab versus electric; master control of the doors, etc.).

July 31, 2024 meeting-the Committee reviewed the proposed HVAC system at Mynderse Academy. Three companies provided a presentation at the meeting.

Information

James Clark-School Bus Driver-LOA 07/15/2024-07/14/2025

Brianna Jones-Teacher Aide-LOA 09/01/2024-06/30/2024

Warrants

Warrants 06/01/2024-06/30/2024

Warrant A (104)	\$ 496,940.34
Warrant A (107)	\$ 57,026.58
Warrant C (39)	\$ 12,344.08
Warrant C (40)	\$ 17.16
Warrant F (47)	\$ 22,849.52
Warrant F (48)	\$ 307,795.17
Warrant H (9)	\$ 10,533.33
Warrant CM (5)	\$ 7,400.00

Warrants 07/01/2024-07/31/2024

Warrant A (3)	\$ 29,613.89
Warrant A (4)	\$ 28,421.88
Warrant A (5)	\$ 504,629.10
Warrant A (6)	\$ 57,757.40
Warrant C (1)	\$ 295.41
Warrant C (2)	\$ 417.48
Warrant F (1)	\$ 28,943.06
Warrant H (1)	\$ 188,862.45

Business Administrator

James Bruni reported that the 2024-2025 tax rates were on the agenda to be approved. He also informed the Board that Five-Star Bank, where the taxes are collected, will be charging a \$6.00 service charge for tax bills paid for by cashier's checks. A letter will be sent out.

Superintendent Report

Dr. Reed reported on the following:

- Thanked the counseling staff and leadership as well as outside agencies for all their help the last couple of weeks.
- New Teacher Orientation is scheduled for August 7, 2024. Eight new instructional employees attended.
- The new student board member will begin in September. The student board member will have a seat at the table, be able to discuss topics, but will not be able to vote.
- Shared the former student liaison, Stephanie Mirras, had an article featured in the July 22, 2024 edition of NYSSBA OnBoard (newspaper).

BOE President Report

Michael Mirras reported on the following:

- Attended the new Teacher Orientation on Aug. 7, 2024 to welcome the new employees; encouraged Board members to attend in the future.
- Informed the Board members that the retreat will be held on Saturday, November 2 from 8:00 am to 12:00 pm. Board of Education and District goals will be discussed.
- Opening day (faculty and staff only) for the new school year is August 28, 2024 at 8:00 am in the high school auditorium.
- Asked the District Clerk to look into purchasing name tags board members to use while attending functions.

BOE Member Comments

Erica Sinicropi commented that Stephanie Mirras' NYSSBA OnBoard article was great.

Important Dates to Remember

August 13, 2024-Facilities Committee

August 22, 2024-BOE Meeting/Public Hearings

August 28 & 29, 2024-Superintendent Conference Days

Sept. 3, 2024-First day of school

Sept. 12, 2024-BOE Meeting-Recognize 2024 retirees and new employees

SFSSA

Upon the recommendation of the Superintendent, the Board of Education accepts the following SFSSA resignation(s)

Name: Robert Wood  
Position: Typist  
Effective: at the end of the day on August 26, 2024

Appointments  
Professional Appointment(s)  
None at this time

2024-2025 Annual Appointment(s)

Upon the recommendation of the Superintendent, the Board of Education approves following annual appointments for the 2024-2025 school year.

Position	Employee	Stipend
Mental Health Social Worker Supervisor	Christine Tompkins	Per MOA
ECS Student Council Advisor	Anthony Noone	\$458.00
FK Building Substitute	Andrea Dow	\$121.00/day**
ECS Building Substitute	Brianna Jones	\$121.00/day**
SFMS Building Substitute	Joseph Ponzi	\$121.00/day**
MA Building Substitute	Brian Edwards	\$121.00/day**
CHSC Coordinator	Amanda Fleig	Paid by grant
LIFT Project Coordinator	Amanda Fleig	Per Excellus
Wellness Co-Coordinator	Amanda Fleig	Per Excellus
Wellness Co-Coordinator	Lindsay Willson	Per Excellus
Wellness RALLY Coordinator	Amanda Fleig	Per Excellus
Plant Based Coordinator	Lindsay Willson	Per Excellus

*\*\*Based on rate per day correction for Contracted Per-Diem Substitutes (Uncertified) under Old Business*

2024-2025 Coaching

Upon the recommendation of the Superintendent, the Board of Education appoints the following coaches (All appointments are conditional until paperwork is completed and fingerprints are cleared).

Position	Employee	Stipend
FOOTBALL		
Sean Mullen	Varsity Football Coach	\$4,950.46
Mason Hawker	Varsity PAID Assistant	\$2,000.00
Shawn Mulheron	Varsity PAID Assistant	\$2,000.00
Brian Oddi, Jr.	NON-PAID (Student Teacher)	n/a
Brian Heitmann	Modified Football	\$3,007.30
Jason Hunt	Modified Football PAID Assistant	\$2,000.00

Civil Service Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following civil service position(s) (All appointments are conditional until paperwork is completed and fingerprints are cleared).

Name: James Clark  
Position: Auto Mechanic/School Bus Driver  
Effective: 07/15/2024 (retro)  
Probationary Period: 07/15/2024-01/14/2025  
Hours per day: 8.0  
Hourly Rate: \$24.17

Substitute Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following substitute appointment(s) (All appointments are conditional until paperwork is completed and fingerprints are cleared).

Name: Stephen Dougherty  
Position: Substitute Teacher, Substitute Teaching Assistant, and Tutor  
Effective date: 08/09/2024

Name: Hannah Brown-Trice  
Position: Substitute Teacher, Substitute Teaching Assistant  
Effective date: 08/09/2024

Name: Courtney McClelland  
Position: Substitute Cleaner, Substitute School Bus Driver

Effective date: 08/09/2024

Name: Linda Ferrara  
Position: Substitute Teacher Aide  
Effective date: 08/09/2024

Name: Robert Wood  
Position: Typist  
Effective: at the end of the day on August 26, 2024

Probationary to Permanent

Upon the recommendation of the Superintendent, the Board of Education approves the probationary to permanent appointment of the following employee(s):

Employee	Position	Effective
Alateishia Johnson	Teacher Aide	08/30/2024
Sharon McBride	Teacher Aide	08/30/2024
Stephen Tillinghast	Teacher Aide	08/30/2024
Deborah Beeching	Teacher Aide	08/30/2024
Sarah Salerno	Teacher Aide	08/30/2024
Lora Bennett	Teacher Aide	08/30/2024
Danielle Harko	Teacher Aide	09/01/2024
Rachel Wagner-Killen	Cashier/FSH	08/30/2024

CSE Minutes

Upon the recommendation of the Superintendent, the Board of Education approves the following CSE Minutes: 06/07/24, 06/14/24, 06/17/24, 06/20/24, 07/01/24 (1), 07/01/24 (2), 07/09/24, 07/12/24, 07/17/24

Gifts and Donations

Upon the recommendation of the Superintendent, the Board of Education accepts the following gifts or donations:

Donor	Amount	Account	
Seneca Falls Education Foundation	\$25,000.00	A2705 General Fund	Will be used to support the requirements of the Bonafiglia Grant
Merry Go round Playhouse	\$4,870.00	A2705 General Fund	Arts in Education Programming

Transportation Requests

None at this time.

Overnight Conference Requests/Field Trips

NYS School Facilities Conference & Expo-Brian Heitmann  
Sept. 28-Oct. 2, 2024  
Saratoga Hilton & City Center  
Saratoga Springs, NY

Michael Mirras asked for a motion to approve the consent agenda as listed.  
Matthew Lando made the motion, seconded by Anthony Ferrara.  
Yes 8 No 0 Abstain 0 Motion carried

Old Business

Rescind Appointment(s)

Michael Mirras asked for a motion that the Board of Education rescinds the following appointments.

Science Teacher (appointed 06/06/2024)

B. Appointments

1. Professional Appointments

a. Name: William Corwin

*Position: Science Education Teacher*

*Certification: Science Gr. 7-9 (Initial Certification)*

*Tenure: Science Education*

*Effective date: 07/01/2024*

*Probation: 07/01/2024 to 06/30/2028*

*Salary: \$ 44,200 (Step 1)*

Grant Liaison (appointed 7/11/2024)

B. Appointments

1. 2024-2025 Annual Appointments

*Upon the recommendation of the Superintendent, the Board of Education approves following annual appointments for the 2024-2025 school year.*

Grant Liaison (STOP Violence)	Stacey Bogart	\$2,500
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Correction(s)

Michael Mirras asked for a motion to corrections as listed:

Corrected Supervisor Contract -July 1, 2024 –June 30, 2028 (BOE approved 06/20/2024)

Reading Teacher (BOE approved 07/11/2024)

*XII. Consent Agenda*

A. Resignations/Retirements/Terminations

4. SFEA

a. Name: John Cronin

Position: ~~ELA~~ Reading Teacher

Effective: the end of the day on 07/30/2024

2024-2025 Seneca Falls Middle School Annual Appointment (BOE approved 07/11/2024)

Position	Employee	Stipend
MS Play Director	Nicholas Hebert	<del>\$486</del> \$994

2024-2025 Substitute Instructional Daily and Hourly Rates and Civil Service Daily and Hourly Rates (Instructional substitute workdays are based on 7.25 hours) (BOE APPROVED 7/11/2024)

Substitute Position	Daily Rate	Hourly Rate for Special Employment (i.e. Tutoring)
Contracted Per-Diem Substitute (Uncertified)	<del>\$114.50</del> \$121.00	<del>\$15.80</del> \$16.69

Matthew Lando made the motion, seconded by Cara Lajewski.

Yes 8 No 0 Abstain 0 Motion carried

New Business  
Contracts, Agreements and MOA's

Michael Mirras asked for a motion that upon the recommendation of the Superintendent, the Seneca Falls Board of Education approves the following Contracts, Agreements and MOA's:

SFEA MOA- TOSA/CSE Co-Chair

Soldiers and Sailors Contract

School Physician Services

Aug. 1, 2024 through July 31, 2025

\$40,000 annually

Monroe I BOCES Transportation Contract (TC)

Contract type: Special Education Only

Agreement Date: 07/01/2023 through 06/30/2024

Amount: \$7,460.28 (anticipated)

Monroe I BOCES Transportation Contract (TC)

Contract type: Special Education Only

Agreement Date: 07/01/2024 through 06/30/2025

Amount: \$3,767.24 (anticipated)

Cara Lajewski made the motion, seconded by Deborah Corsner

Yes 8 No 0 Abstain 0 Motion carried

LTS Appointment

Michael Mirras asked for a motion that upon the recommendation of the Superintendent, the Board of Education approves the following long term substitute appointment:

Name: William Corwin

Position: Science Teacher-Long Term Substitute (Level I)

Effective: 07/01/2024

Salary: Step I (SFEA Contract)

Cara Lajewski made the motion, seconded by Matthew Lando.

Yes 8 No 0 Abstain 0 Motion carried

2024-2025 Tax Levy

Michael Mirras asked for a motion that upon the recommendation of the Superintendent, the Board of Education approves the 2024-2025 Tax Levy in the amount of fourteen million, four hundred three, and ninety-seven dollars (\$14,403,097.00).

Anthony Ferrara made the motion, seconded by Joseph McNamara.

Yes 8 No 0 Abstain 0 Motion carried

2024-2025 Tax Rates

Michael Mirras asked for a motion that upon the recommendation of the Superintendent, the Board of Education approves the 2024-2025 Assessed Value Tax Rates as listed:

	<u>School Rate</u>	<u>Library Rate</u>
Seneca Falls	\$17.902540	\$0.4562
Fayette	\$27.125060	\$0.6912
Tyre	\$24.864651	\$0.6336

Cara Lajewski made the motion, seconded by Matthew Lando.

Yes 8 No 0 Abstain 0 Motion carried

2024-2025 Tax Collection Dates

Michael Mirras asked for a motion that upon the recommendation of the Superintendent, the Board of Education approves the following tax collection dates for the 2024-2025 school year:

September 3, 2024 to September 30, 2024	No Penalty
October 2, 2024 to October 31, 2024	2% Penalty
November 1, 2024 to November 30, 2024	3% Penalty
No taxes accepted after November 30, 2024	

Matthew Lando made the motion, seconded by Cara Lajewski.  
 Yes 8 No 0 Abstain 0 Motion carried

Budget Transfers

Michael Mirras asked for a motion to approve the following budget transfers as listed:

FROM FUND ACCOUNT #	\$ AMOUNT	TO FUND ACCOUNT #	REASON
A 9060-800-00-0000	\$300,500.00	A 2630-490-00-0000	Transfer to cover technology refresh
A 9060-800-00-0000	\$13,881.00	A 9901-950-00-0000	Transfer to cover the emergency project
A 9060-800-00-0000	\$105,261.00	A 9950-900-00-0000	Transfer to cover Sec. 4201 Program

Deborah Corsner made the motion, seconded by Denise Lorenzetti.  
 Yes 8 No 0 Abstain 0 Motion carried

2024-2025 Standard Work Days

Michael Mirras asked for a motion that the Seneca Falls Central School District, Location code 74502, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

STANDARD WORK DAY HOURS NYSLRS 2024-2025	
NAME OF POSITION	HRS for SWD
Administrative Assistant	7
Senior Account Clerk/Typist	7
Account Clerk/Typist	7
Account Clerk	7
Clerk	7
Data Entry Machine Operator	7
Sr. Typist	7
Typist	7
Library Aide	6
Teacher Aide	6
School Monitor	6
Health Aide	7
Registered Professional Nurse (School)	7
School Messenger	6
Network Administrator	8
Application Services Support Assistant	8
AV Technician	8
Computer Network Specialist	8
Director of Facilities II	8
Senior Building Maintenance Mechanic	8
Building Maintenance Mechanic/School Bus Driver	8
Building Maintenance Mechanic	8
Sr. Custodian	8
Custodian	8
Cleaner	8
Groundskeeper	8
Transportation Supervisor	8
School Bus Dispatcher	8
Head Automotive Mechanic	8
Automotive Mechanic/School Bus Driver	8
Automotive Mechanic Assistant/School Bus Driver	8
Automotive Mechanic Helper	8
School Bus Driver	6
School Bus Driver/Food Service Helper	6
School Bus Monitor	6
School Bus Monitor/Food Service Helper	6

School Bus Driver/Messenger	6
Cook Manager	7
Food Transporter/Food Service Helper	7
Sr. Food Service Helper	6
Cashier/Food Service Helper	6
Food Service Helper	6
Laborer	8

Anthony Ferrara made the motion, seconded by Cara Lajewski.  
 Yes 8 No 0 Abstain 0 Motion carried

Executive Session  
 None at this time

Adjourn

Michael Mirras asked for a motion to adjourn the meeting at 8:00 pm.  
 Cara Lajewski made the motion, seconded by Matthew Lando.  
 Yes 8 No 0 Abstain 0 Motion carried

**SENECA FALLS CSD**

Check Warrant Report For A - 7: GENERAL-8/1/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610303	08/01/2024	2478	FEDERAL EXPRESS	A 2020.400-04-0000		112.55	
					<b>Check Total:</b>	<b>112.55</b>	
610304	08/01/2024	6 A-	VERDI COS LLC	A 1621.400-00-0000	250223	183.00	183.00
				A 1621.400-00-0000	250223	183.00	183.00
				A 1621.400-00-0000	250223	183.00	183.00
				A 1621.400-00-0000	250223	183.00	183.00
					<b>Check Total:</b>	<b>732.00</b>	
610305	08/01/2024	4780	ACUITY SPECIALTY PRODUCTS INC	A 1620.450-00-0000	250252	1,319.68	1,319.68
					<b>Check Total:</b>	<b>1,319.68</b>	
610306	08/01/2024	30	ADVANTAGE AUTO STORES	A 5510.450-00-0000	250275	179.12	179.12
					<b>Check Total:</b>	<b>179.12</b>	
610307	08/01/2024	8729	AMAZON CAPITAL SERVICES INC	A 1310.450-00-0000	250352	202.39	202.39
					<b>Check Total:</b>	<b>202.39</b>	
610308	08/01/2024	144	BAUDVILLE	A 2810.450-00-0000	250325	442.99	442.99
					<b>Check Total:</b>	<b>442.99</b>	
610309	08/01/2024	8696	BLUEINK	A 2250.400-00-0000	250368	960.00	960.00
					<b>Check Total:</b>	<b>960.00</b>	
610310	08/01/2024	8883	BUELL FUEL LLC	A 5510.450-00-5710	250263	850.67	850.67
					<b>Check Total:</b>	<b>850.67</b>	
610311	08/01/2024	1199	CDW GOVERNMENT INC.	A 2630.450-00-0000	250314	293.16	293.16
				A 2630.450-00-0000	250311	78.00	78.00
				A 2630.450-00-0000	250314	32.00	32.00
					<b>Check Total:</b>	<b>403.16</b>	
610312	08/01/2024	6488	CINTAS CORPORATION #2				

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# SENECA FALLS CSD

Check Warrant Report For A - 7: GENERAL-8/1/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 1621.450-00-0000	250236	52.20	52.20
					<b>Check Total:</b>	<b>70.59</b>	
610321	08/01/2024	6704	HAYLOR, FREYER & COON, INC.				
				A 5510.400-00-4400	240396	56.00	56.00
				A 5510.400-00-4400	240396	182.00	182.00
					<b>Check Total:</b>	<b>238.00</b>	
610322	08/01/2024	7179	AMY HIBBARD				
				A 2110.400-01-0000		41.28	
					<b>Check Total:</b>	<b>41.28</b>	
610323	08/01/2024	4855	MARNIE IMPASATO				
				A 2630.400-00-0000		62.31	
					<b>Check Total:</b>	<b>62.31</b>	
610324	08/01/2024	8938	KARA JAMES				
				A 2820.400-00-0000	250412	280.00	280.00
				A 2820.400-00-0000	250412	0.00	
					<b>Check Total:</b>	<b>280.00</b>	
610325	08/01/2024	1035	JONES SCHOOL SUPPLY CO., INC.				
				A 2020.450-05-0000	250345	81.25	81.25
					<b>Check Total:</b>	<b>81.25</b>	
610326	08/01/2024	5728	KURZWEIL EDUCATION INC				
				A 2630.460-00-0000	250322	5,995.00	5,995.00
					<b>Check Total:</b>	<b>5,995.00</b>	
610327	08/01/2024	7863	FAITH LEWIS				
				A 2110.400-04-0000		73.70	
					<b>Check Total:</b>	<b>73.70</b>	
610328	08/01/2024	4662	MUSIC & ARTS CENTERS				
				A 2110.450-01-0000	250304	89.00	89.00
					<b>Check Total:</b>	<b>89.00</b>	
610329	08/01/2024	1402	NYAPT				
				A 5510.400-00-0000		30.00	
				A 5510.400-00-0000		30.00	
					<b>Check Total:</b>	<b>60.00</b>	
610330	08/01/2024	5679	NYSPHSAA INC				

# SENECA FALLS CSD

Check Warrant Report For A - 7: GENERAL-8/1/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2855.400-00-0000	250409	1,304.00	1,304.00
					<b>Check Total:</b>	<b>1,304.00</b>	
610331	08/01/2024	4538	OTIS ELEVATOR CO				
				A 1621.400-00-0000	250245	854.79	854.79
					<b>Check Total:</b>	<b>854.79</b>	
610332	08/01/2024	9007	PROJECT LEAD THE WAY				
				A 2110.400-04-0410	250411	3,200.00	3,200.00
					<b>Check Total:</b>	<b>3,200.00</b>	
610333	08/01/2024	1722	REALLY GOOD STUFF INC				
				A 2110.450-02-0010	250163	43.91	43.91
				A 2110.450-02-0010	250161	88.78	88.78
				A 2110.450-01-0003	250157	25.10	25.10
				A 2110.450-01-0003	250156	36.99	36.99
				A 2110.450-01-0003	250155	76.87	76.87
				A 2110.450-01-0003	250153	84.72	84.72
				A 2110.450-02-0002	250166	41.74	41.74
					<b>Check Total:</b>	<b>398.11</b>	
610334	08/01/2024	8663	CATHY A ROSS				
				A 1320.400-00-0000	250333	205.50	205.50
					<b>Check Total:</b>	<b>205.50</b>	
610335	08/01/2024	8827	SAFE PLAYING SURFACES LLC				
				A 1621.400-00-0000	250248	1,100.00	1,100.00
					<b>Check Total:</b>	<b>1,100.00</b>	
610336	08/01/2024	8714	SCHOOL SPECIALTY LLC				
				A 2110.450-05-0000	250083	38.28	38.28
				A 2110.450-05-0000	250096	44.54	44.54
				A 2110.450-05-1100	250094	44.79	44.79
					<b>Check Total:</b>	<b>127.61</b>	
610337	08/01/2024	1906	SENECA FALLS HISTORICAL SOCIETY				
				A 2110.400-00-0000	250408	3,016.00	3,016.00
					<b>Check Total:</b>	<b>3,016.00</b>	
610338	08/01/2024	8681	SLP TOOLKIT LLC				
				A 2250.450-01-00RS	250373	225.00	225.00

**SENECA FALLS CSD**

Check Warrant Report For A - 7: GENERAL-8/1/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610339	08/01/2024	7068	STAPLES CONTRACT & COMMERCIAL				
					<b>Check Total:</b>	<b>225.00</b>	
				A 2110.450-05-1200	250140	8.25	8.25
				A 2020.450-01-0000	250138	10.78	10.78
				A 5510.450-00-0000	250137	247.55	247.55
				A 2110.450-05-1200	250140	35.06	35.06
				A 2020.450-01-0000	250138	230.57	230.57
				A 5510.450-00-0000	250137	46.89	46.89
					<b>Check Total:</b>	<b>579.10</b>	
610340	08/01/2024	2080	SUPER DUPER PUBLICATIONS				
				A 2250.450-02-00RS	250350	289.69	289.69
				A 2250.450-05-00RS	250348	243.00	243.00
					<b>Check Total:</b>	<b>532.69</b>	
610341	08/01/2024	8393	UNITED SUPPLY CORP				
				A 2110.450-04-0600	250121	75.62	75.62
				A 2110.450-04-0400	250172	28.25	28.25
				A 2110.450-05-0400	250122	162.97	162.97
					<b>Check Total:</b>	<b>266.84</b>	
610342	08/01/2024	1909	US POSTAL SERVICE				
				A 1670.400-00-0000	250396	302.00	302.00
					<b>Check Total:</b>	<b>302.00</b>	
610343	08/01/2024	2383	WILLIAM V. MACGILL & CO.				
				A 2815.450-00-0000	250290	1,449.95	1,449.95
					<b>Check Total:</b>	<b>1,449.95</b>	

SENECA FALLS CSD

Check Warrant Report For A - 7: GENERAL-8/1/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 41						Warrant Total:	29,264.06
						Vendor Portion:	29,264.06

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date	Signature	Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-2-24	<i>Cathy Ross</i>	
Date	Auditor's Signature	Title

**SENECA FALLS CSD**



**Check Warrant Report For C - 3: CAFETERIA-8/1/24 For Dates 8/1/2024 - 8/31/2024**

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
207486	08/01/2024	6760	STEPHANIE LYON-LAWRENCE	C 2860.400-00-0000	250388	1,345.17	1,345.17
						<b>Check Total:</b>	<b>1,345.17</b>
207487	08/01/2024	2253	UPSTATE NIAGARA COOPERATIVE, INC	C 2860.450-00-0001	250259	263.84	263.84
				C 2860.450-00-0001	250259	154.16	154.16
						<b>Check Total:</b>	<b>418.00</b>
						<b>Warrant Total:</b>	<b>1,763.17</b>
						<b>Vendor Portion:</b>	<b>1,763.17</b>

Number of Transactions: 2

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\_\_\_\_\_  
Date Signature Title

**RECEIVED**

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

**AUG 08 2024**

8-2-24 Cathy Rose  
Date Auditor's Signature Title

**DISTRICT OFFICE**

**SENECA FALLS CSD**

Check Warrant Report For F - 2: FEDERAL-8/1/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
304067	08/01/2024	10730	BONTERRA	FQ223 2820.400-00-00	241165	17,450.00	17,450.00
						<b>Check Total:</b>	<b>17,450.00</b>
						<b>Warrant Total:</b>	<b>17,450.00</b>
						<b>Vendor Portion:</b>	<b>17,450.00</b>

Number of Transactions: 1

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Title

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-2-24 Date *Cathy Ross* Auditor's Signature \_\_\_\_\_ Title

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**SENECA FALLS CSD**

Check Warrant Report For H - 2: CAPITAL-8/1/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
102120	08/01/2024	9362	CAMPUS CONSTRUCTION MANAGEMENT	H24 2110.201-00-0000	240927	10,533.33	10,533.33
						<b>Check Total:</b>	<b>10,533.33</b>
						<b>Warrant Total:</b>	<b>10,533.33</b>
						<b>Vendor Portion:</b>	<b>10,533.33</b>

Number of Transactions: 1

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\_\_\_\_\_  
Date Signature Title

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-2-24 Cathy Ross \_\_\_\_\_  
Date Auditor's Signature Title



# 2024-2025 Substitute Teacher BOE List

08/22/2024

LAST NAME	FIRST NAME	CERTIFICATION (s)	OTHER
ADAMS	JADEN	UNCERT/BA THEATRE	
ANDERSON	JACOB	BA/FINANCE, MA/CHILDHOOD ED	
BARCLAY	AMANDA	UNCERT. CASAC,COUNSELING, CRIM. JUSTICE, COSMOTOLOGY	
BENNETT	DARLENE	UNCERT. CRIMINAL JUSTICE/PSYCHOLOGY/COUNSELING	
BOGART	MICHAEL	UNCERTIFIED-HISTORY, ADOLESCENT EDUCATION	
BOVE	LORRILYN	UNCERT./ART/COMPUTER SCI.	
BRUNI	DOMENIC (DJ)	UNCERT. CHILDHOOD EDUCATION	
BUCKLEY	AIMEE	UNCERT./PSYCH/READING ED.	CERT TEACH ASSIST.
CARLINO	CHRISTINA	UNCERT/EDUCATION	CERT.TEACH ASSIST (CURRENT EMP)
CIERI	ERICA	UNCERT. (AAS DEGREE)	
CLEMENSON	SHIRLEY	CERT./ ELEM ED.	
CRAWFORD	ALLISON	UNCERT./NURSING	UNCERT TEACH ASSIST.
DAVIS	BETTY	UNCERT.	UNCERT TEACH ASSIST
DENSMORE	DONALD	CERT./PHYSICAL ED.	
DINEEN	DEBORAH	UNCERT COMM/WRITING	UNCERT TEACH ASSIST.
DOCTEUR	JAMIE	UNCERT.	CERT TEACH ASSIST.
DOUGHERTY	STEPHEN	CERTIFIED SOCIAL STUDIES/EDUCATION	TEACHING ASSISTANT TUTOR
DOW	ANDREA	UNCERT. MASTERS OF SCIENCE	UNCERT. TEACH ASSIST. PER DIEM BLDG SUB FK AS OF 8/01/2023
WEBB (DUMAS)	ANANDA	BA SOCIOLOGY/MST CHILDHOOD ED GRADES 1-6 ANTICIPATED 5/2024	
EDWARDS	BRIAN DAVID	UNCERTIFIED	PER DIEM BLDG SUB MA AS OF 9/1/2023
FERRARA	NATALIE	UNCERT. EARLY CHILDHOOD ED	UNCERT. TEACH ASSIST.
FLESZAR	ANOINETTE	CERT. ELEM ED PRE K/K GR 1-6	
GALLINA	MARIA	UNCERT. COMMUNICATION SCIENCES & DISORDERS-DR. OF AUDIOLOGY PROGRAM UB 2026	
GRIFFIN-CARMICHAEL	SUSAN	CERT SPECIAL ED GR 7-12 (FLORIDA)	
HAGER	KIERSTYN	UNCERT. BIOLOGY	UNCERT TEACH ASSIST
HAUST	SYDNEY	UNCERT ELEM. EDUCATION	UNCERT TEACH ASSIST.



# 2024-2025 Substitute Teacher BOE List

08/22/2024

LAST NAME	FIRST NAME	CERTIFICATION (s)	OTHER
HERRON	GRIFFIN	UNCERT. CHILDHOOD & SPEC. ED.	
HOLLOWAY	ALYSON	UNCERT.	
JENNINGS	AMY	UNCERT. ZOOLOGY	CURRENT EMPLOYEE
JONES	AMBERLYNN	PENDING INITIAL CERT. EARLY CHILDHOOD ED. GR. 1-6	<b>LTS FK GRADE 2</b>
JONES	BRIANNA	UNCERT. EARL CHILD & INCLUSIVE ED	
JONES	DEBORAH	CERT./ELEM ED./MATH	
JONES	LORRAINE	CERT MUSIC N-12	
KORZENIEWSKI	CAITLYN	UNCERT/PSYCOLOGY	
KORZENIEWSKI	WILLIAM	UNCERT/PHYSICAL EDUCATION MAJOR	K-8 ONLY
KUPLINSKI-WICK	JENNIFER	UNCERT	
LAROCCA	ANNA	UNCERTIFIED-LIBERAL ARTS	
LAWTON	RAEGAN M	UNCERTIFIED- EDUCATION CHEMISTRY	K-8 ONLY
LENZI	MARK	CERT. K-12 SPEC. ED, N-6 ELEM ED, 7-12 BIOLOGY/GENERAL SCIENCE	<b>CERTIFIED TEACHER ASSISTANT ONLY</b>
LEWIS	MARYANN	UNCERT	
LORENZETTI	CARLA	UNCERT/FRENCH PASTRY SCHOOL	
LUDOVICO	CLAIRE	PERMANENT EARTH SCIENCE/GENERAL SCIENCE, MS IN EDUCATION	PREFERS MS/MA
MACK	TANYA	UNCERT. BIBLE CERT. HERMENEUTICS	UNCERT TA
MAHONEY	LARRAINE	CERT/MATH 7-12	
MAHONEY	RACHEL	UNCERT MATH, SPECIAL EDUCATION	
MANSEL	JOCELYN	UNCERT.	K-8 ONLY
MARLEY	ALYSSA	UNCERT. MUSIC THERAPY, PSYCHOLOGY	
MARR	MARANDA	UNCERT. CHILDHOOD ED	
MARTIN	KATHY	UNCERT IN NYS-EARLY CHILD ED	
MILLER	ELIZABETH	UNCERTIFIED, LIBERAL ARTS	
MILLER	MICHAEL	CERTIFIED-PE/HEALTH	PREARRANGED
NEAL	DIANE	UNCERTIFIED	TUTOR ONLY
PARISH	STEPHEN	UNCERT. PSYCH. COUNSELING/ ELEM ED.	
PETROCCI	CHRISTINE	CERT ELEM ED K-6 READING K-12	
PONZI	JOSEPH M	UNCERT. MUSIC/BUSINESS/ARTS MGT.	<b>PER DIEM SUB AS OF 9/01/2023 IN MS</b>
PORRETTA	MARY	UNCERT	
PORRETTA	VINCENTA	CERT SPEC. ED K-12, ELEM ED. K-6	
PRAYNE	SAMANTHA	CERT CHILDHOOD ED GR 1-6 &	STUD. WITH DISABIL.
REDDING	LILY	UNCERT- AAS LIBERAL ARTS	
RHINEHART	FAITH	UNCERTIFIED	<b>UNCERT TA/TUTOR</b>

# 2024-2025 Substitute Teacher BOE List

08/22/2024

LAST NAME	FIRST NAME	CERTIFICATION (s)	OTHER
RHINEHART	GAVIN	UNCERTIFIED MARINE BIOLOGY/SCIENCE, SAFETY & ENVIRON. PROTECTION	UNCERT TA
STEMPIEN	JEFF	CERTIFIED MUSIC EDUCATION	
STONE	AMANDA	UNCERTIFIED	UNCERTIFIED TA
STRUZIK	JULIANNA	UNCERT/CHILDHOOD ED 1-6, SPECIAL ED 1-6	UNCERT TEACH ASSIST
SWENSON	CONNOR	UNCERTIFIED	
TAYLOR	KELLY	UNCERTIFIED, BACHELORS APPLIED MATHEMATICS	
TICCONI	ELIZABETH	UNCERT/BUSINESS	
WEIMER	KIRBY	UNCERT/SCIENCE	

2024-2025

SUBSTITUTE SUPPORT STAFF BOE COPY

08/22/2024

LAST NAME	FIRST NAME	TEACHER AIDE	CAFETERIA	TRANSPORT	CLERICAL	MAINT	NURSES
ADAMS	JADEN	XX					
ADLER	MARILYN				CLERICAL -SPEC ED OFFICE		
BENNETT	LORA				TYPIST		
BICCUM	JAMES W			DRIVER TRAINEE			
BRANDFORD	JOY					LABORER	
BRUNI	DOMENIC					LABORER	
BUTLER	CHRISTOPHER			DRIVER			
CASE	SUSAN				SR. TYPIST		
CLARK	JAMES					MESSENGER	
DAWLEY	KYLE					CUSTODIAN	
DOCTEUR	JAMIE				CLERICAL		
DOWLIN	RUTH	XX					
DRAHEIM	BRITTANY					CLEANER	
FENTON	TERRY			DRIVER			
FRENCH	GARY			DRIVER			
FERRARA	LINDA	XX					
FULKERSON	JAMES			DRIVER			
HAGER	KIERSTYN	XX					
HARTMAN	TAMMA	MONITOR					
HAUF	DAVID					CLEANER/MA INTENANCE/ MECH/LABO RER	
HAUST	SYDNEY	XX					
HOWARD	FRANK			DRIVER			
IMPASTATO	BRIANA					SUMMER LABORER	
JACUZZO	JOSEPH			DRIVER			
KISE, JR	WILLIAM			MONITOR		CLEANER	
KNOX	GERALD		MONITOR				
KORZENIEWSKI	WILLIAM					LABORER	
LEWIS	MARYANN	XX					
LOGAN	ELIZABETH	XX					
LYON	CHRISTOPHER					CLEANER	
MCCLELLAND	COURTNEY			DRIVER		CLEANER	
MILLER	ELIZABETH	XX					
PARISH	STEPHEN	XX					
RICKERSON	LINDA	XX/MONITOR			CLERICAL		

2024-2025

SUBSTITUTE SUPPORT STAFF BOE COPY

08/22/2024

LAST NAME	FIRST NAME	TEACHER AIDE	CAFETERIA	TRANSPORT	CLERICAL	MAINT	NURSES
SANDRONI	MARY LOU				CLERICAL		
SMITH	CHRISTOPHER			DRIVER			
SPANO	ROGER					CUSTODIAN	
STEVENS	THERESA				CLERICAL		
STONE	AMANDA	XX					
SWEENEY	NANCY	XX					
TEMPLE	EILEEN			DRIVER			
TICCONI	ELIZABETH	XX/MON					
TURNER	MYKAELA			MONITOR			
WATKINS-STEINRUCK	JEANINE		SR. FSH/CASH.				
WOOD	JOANNE				CLERICAL (CSE OFFICE ONLY)		
WOOD	ROBERT				CLERICAL		
WOOD	SHIRLEY	XX					

**FIELD TRIP INSTRUCTIONS**

Prepare and submit via the Principal to the Superintendent for approval at least six (6) weeks prior to the scheduling of an overnight field trip and three (3) weeks prior to the scheduling of a trip during school hours. Additional details, outlined in the Overnight Field Trip Regulations, must be attached to this form.

Identification: Costa Rica Trip 2025

School: Mynderse Academy Submitted by: Deena Swenson

Destination: Costa Rica

Departure: Friday, November 21st, 2025 from Mynderse Academy, Seneca Falls, NY

Return: Friday, November 28th to Mynderse Academy, Seneca Falls, NY

Number of participating staff: 4-5 staff members depending on number of students enrolled.

Name(s): to be determined

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Is SFCSD transportation needed? NO Approximate number of miles round trip \_\_\_\_\_  
 \*\*\* If alternate transportation is needed, approval must occur from the SFCSD Transportation Director. \_\_\_\_\_

Are substitutes needed? YES

Will consent forms be secured from all parents/guardians? YES

Educational Value/Instruction Objectives:

(Be specific - include prerequisites, proficiency level desired and measurement.)

Students will have the opportunity to see and live the culture of one of the countries where Spanish is spoken. The national language of Costa Rica is Spanish and all students will be

encouraged to use what they know to communicate whenever possible. 5% of all of the

biodiversity of the world exists in Costa Rica as well. Students will have the opportunity to

experience life in the rainforest, the cloud forest, and in San José, the capital of Costa Rica.

Students will also have the opportunity to learn how chocolate is made and what school life

looks like in a Costa Rican school. All of these experiences are a once-in-a-lifetime opportunity

for many of our students and are a valuable lesson in how other cultures exist. The only

prerequisite is that the student be a current or past Spanish student in good standing, both

academically and behaviorally.

Activities:

\*\*\* Please include a detailed itinerary with Instructional Plan.

Preparation (How will the students be prepared for the trip as an instructional activity?)

Students have been preparing for this trip since the first time they heard about it in 7<sup>th</sup> grade. They are all made aware of the trip and former trip participants have spoken about the trip to every Spanish class in the middle school directly following the trip.

On trip:

(What instructional activities will occur on the trip?)

While in Costa Rica, students are immersed in the culture and language. Students are encouraged to use the language whenever they are able. Students are also encouraged to use their cell phone only when necessary so that they can be fully immersed in their experiences.

Follow-up:

(Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?)

When we return from Costa Rica, trip participants are encouraged to share their experiences with the students in the Spanish 1A, 1B, 2, and 3 classes to create excitement and interest in future trips. They are able to talk about their experiences and the opportunities they had while in Costa Rica. Many students return from Costa Rica with more self-confidence and a greater sense of self-worth.

Correlation:

(Name the subject matter area(s) to which the experiences of this trip will correlate; explain in what way the trip correlates.)

Spanish language – Students are encouraged to speak Spanish while in Costa Rica.

Biodiversity – 5% of the world's biodiversity exists in Costa Rica. We visit a chocolate plantation where students learn about how chocolate is processed from seed to product. There are many biological processes that occur in the production of chocolate.

History and Government – Students are exposed to Costa Rican government and history on our tour of San José and at the National Museum of Costa Rica. Costa Rica is the only country in Central America that doesn't have its own army. Students are interested in that fact and often want to know how that works. During our school visit, students are also interested to know that the government uses its military funds to fund the educational system in Costa Rica.

Provisions for Continuity of School Work:

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

Students will miss three days of classes. We make sure that the interruption is on the calendar well ahead of the trip departure so that all teachers and students are aware of the trip. A participant list is also distributed so that teachers know who will be absent for the three days before Thanksgiving break. Students are also encouraged to let their teachers know that they are participating in the trip and should make arrangements to complete work ahead of time.

What specific plans have been made for the continued instruction of those students who will not participate in the field trip project?

NA

PRINCIPAL'S REMARKS:

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUPERINTENDENT'S REMARKS

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: 10/06/2008  
Revised: 04/24/2019



SENECA FALLS CENTRAL SCHOOL DISTRICT

4531F.2 F

ALTERNATE TRANSPORTATION REQUEST		INSTRUCTIONS 1) Requests must be submitted prior to each trip and sent to the Transportation Department. 2) A separate request form must be filled out for each trip. 3) Send two copies to Transportation. 4) One copy will be returned by Transportation following approval.	
THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL			
Date Of Trip: 21/11/2025		School: Mynderse Academy	Destination: Costa Rica
Departure Time From School:		Return Time To School:	Group:
Number of Riders:	Teacher in Charge: Deena Swenson	Date Submitted:	Charge To:
Comments: (Include all Directions or Special Instructions)			
_____			
_____			
_____			
_____			
Approved by:		Title:	Date Approved:
THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT			
Date Received		Vehicle: <input type="checkbox"/> Van <input type="checkbox"/> Bus <input type="checkbox"/> Coach	
Comments:			
_____			
_____			
_____			
_____			
Approved by:		Title:	Date Approved:

Revised: 10/06/2008  
 Revised: 04/28/2019

## 5300.20 ESSENTIAL PARTNERS

All members of our learning community – including students, staff, parents and engaged service providers – must assume responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate in the learning community.

Those responsibilities include but are not limited to the following:

### A. Parents

The Code of Conduct is a guide for understanding the personal, social, and academic behaviors which are expected from your child while at school and school functions. This Code also guides how school staff will work with you and your child to help demonstrate positive behaviors and enjoy academic success.

To achieve this goal, parents will be encouraged to promote participation in restorative practices to resolve incidents and conflict and to support their child in receiving the maximum benefit from a restorative justice approach.

To achieve this goal, all parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community and collaborate with the district to optimize their child's educational opportunities.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Ensure their children are dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them so that their children can help create a safe, respectful, 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. Tell school officials about any concerns or complaints in a respectful and timely manner.
11. Help their children deal effectively with peer pressure.
12. Inform school officials of changes in the home situation that may affect student conduct or performance.
13. Provide a place for study and ensure homework assignments are completed.
14. Be respectful and courteous to staff, other parents/guardians and students while on school premises.

### B. Staff

The Code of Conduct is a guide for supporting positive student behavior at school. It is intended to help staff prevent student misconduct through the use of effective strategies and systems. It will provide guidance for intervening effectively and appropriately if students don't meet expected standards of behavior or violate the school rules and policies. Concerns about safety and school climate should be brought to the school principal so staff can work together to maintain a safe and orderly learning and work environment.

All staff are expected to understand that students may come to school having experienced trauma in their lives, which can impact their behavior in school (e.g., anger, outbursts, withdrawal, self-injury).

## 1. Teachers

To achieve this goal, all district teachers are expected to:

- a. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex, which will strengthen students' self-worth and promote confidence to learn.
- b. Be prepared to teach.
- c. Demonstrate interest in teaching and concern for students and student achievement.
- d. Know school policies and rules, and enforce them in a fair, timely, and consistent manner.
- e. Maintain confidentiality in conformity with federal and state law.
- f. Communicate to students and parents:
  - i. Course objectives and requirements
  - ii. Marking/grading procedures
  - iii. Assignment deadlines
  - iv. Expectations for students
  - v. Classroom behavior and consequences plan.
- g. Communicate regularly with students, parents and other teachers concerning growth and achievement.
- h. Participate in school-wide efforts to provide adequate supervision in all school spaces, in conformity with the Taylor Law.
- i. 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.
- j. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- k. Be open to active participation in resolving conflicts through a restorative process.

## 2. School Counselors

To achieve this goal, all school counselors are expected to:

- a. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, (including traits historically associated with race, such as hair

texture and protective hairstyles like braids, locks, and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex.

- b. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- c. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
- d. Regularly review with students their educational progress and career plans.
- e. Maintain confidentiality in accordance with federal and state law.
- f. Provide information to assist students with career planning.
- g. Encourage students to benefit from the curriculum and extracurricular programs.
- h. Make known to students and families the resources in the community that are available to meet their needs.
- i. Participate in school-wide efforts to provide adequate supervision in all school spaces.
- j. 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.
- k. Address personal biases that may prevent equal treatment of all students.
- l. Promote a trauma-responsive approach to addressing student behavior by supporting professional development, providing safe work environments, forming trusting relationships with students, allowing for student choice and autonomy, and encouraging student skill-building and competence.
- m. Be open to active participation in resolving conflicts through a restorative process.

### 3. Other School Personnel

To achieve this goal, all other school personnel are expected to:

- a. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex.
- b. Maintain confidentiality in accordance with federal and state law.
- c. Be familiar with the code of conduct.
- d. Help children understand the district's expectations for maintaining a safe, orderly environment.
- e. Participate in school-wide efforts to provide adequate supervision in all school spaces.
- f. 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.
- g. Address personal biases that may prevent equal treatment of all students.
- h. Be open to active participation in resolving conflicts through a restorative process.

### 4. Principals/Administrators

To achieve this goal, all district administrators are expected to:

- a. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, (including gender identity and expression) or sex.
- b. Ensure that students and staff have the opportunity to communicate regularly with the principal/administrators and have access to the principal/administrators for redress of grievances.
- c. Maintain confidentiality in accordance with federal and state law.
- d. Evaluate on a regular basis all instructional programs to ensure infusion of civility education in the curriculum.
- e. Support the development of and student participation in appropriate extracurricular activities.
- f. Provide support in the development of the code of conduct, when called upon. Disseminate the code of conduct and anti-harassment policies.
- g. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
- h. Participate in school-wide efforts to provide adequate supervision in all school spaces.
- i. 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.
- j. Address personal biases that may prevent equal treatment of all students and staff.
- k. Promote a trauma-responsive approach to addressing student behavior by supporting professional development, providing safe work environments, forming trusting relationships with students, allowing for student choice and autonomy, and encouraging student skill-building and competence.
- l. Be open to active participation in resolving conflicts through a restorative process.

#### 5. The Dignity Act Coordinator(s)

The Dignity Act Coordinator(s) are as follows:

Mynderse Academy	Carrie Heffron	<a href="mailto:cheffron@senecafallscsd.org">cheffron@senecafallscsd.org</a>
Seneca Falls Middle School	Kevin Korzeniewski	<a href="mailto:kkorzeniewski@senecafallscsd.org">kkorzeniewski@senecafallscsd.org</a>
Cady Stanton Elementary	Susan Moulton	<a href="mailto:smoulton@senecafallscsd.org">smoulton@senecafallscsd.org</a>
Frank Knight Elementary	Christine Tompkins	<a href="mailto:ctompkins@senecafallscsd.org">ctompkins@senecafallscsd.org</a>

*Note: The Dignity Act Coordinators are subject to change and the policy will be updated accordingly.*

Their duties are as follows:

- a. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex.
- b. Oversee and coordinate the work of the district-wide and building-level bullying prevention committees.
- c. 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.
- d. Coordinate, with the Professional Development Committee, training in support of the bullying prevention committee.
- e. Be responsible for monitoring and reporting on the effectiveness of the district's bullying prevention policy.
- f. Address and investigate 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.
- g. Address personal biases that may prevent equal treatment of all students and staff.

## 6. Superintendent

To achieve this goal, the Superintendent is expected to:

- a. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity and expression) or sex.
- b. Inform the Board about educational trends relating to student discipline
- c. Review with district administrators the policies of the Board of education and state and federal laws relating to school operations and management.
- d. Maintain confidentiality in accordance with federal and state law.
- e. Work to create instructional programs that minimize incidents of inappropriate behavior and are sensitive to student and teacher needs.
- f. Work with district administrators in encouraging a positive school climate, enforcing the code of conduct and ensuring that all cases are resolved promptly and equitably.
- g. Participate in school-wide efforts to provide adequate supervision in all school spaces.
- h. 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.
- i. Address personal biases that may prevent equal treatment of all students and staff.
- j. Promote a trauma-responsive approach to addressing student behavior by supporting professional development and appropriate staffing.

## 7. Board of Education

To achieve this goal, the Board of Education is expected to:

- a. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- b. Maintain confidentiality in accordance with federal and state law.
- c. Develop and recommend a budget that provides programs and activities that support achievement of the goals of the code of conduct.
- d. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
- e. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
- f. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
- g. 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.
- h. Address personal biases that may prevent equal treatment of all students and staff.
- i. The Board will promote a trauma-informed approach to addressing student behavior by supporting professional development, providing a safe school environment, encouraging the forming of trusting relationships with students, allowing for student choice and autonomy, and encouraging student skill-building and competence.
- j. Be open to active participation in resolving conflicts through a restorative process.

Adoption date: 08/08/2019

Revised: 08/12/2020

Revised 08/04/2021

Revised:

**Seneca Falls Central School District**

## 5300.25 STUDENT DRESS CODE

The Seneca Falls Central School District and the Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Student dress and personal appearance is and always has been the responsibility of each student and their parents or guardians. Student dress reflects the quality of the school. Our schools take pride in the appearance of our students.

The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choice affects the educational program of the schools.

The Superintendent designates the principal as the arbiter of student dress and grooming in his/her building to ensure the regulations below are enforced.

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

1. Be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or materially interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Ensure that underwear is covered by outer clothing (visible waistbands and straps are not violations).
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not cover the student's face to the extent the student is not identifiable, except for a medical or religious purpose (K-8 only) <Remove-.
6. Not include items that are vulgar, obscene, libelous, or denigrate, harass, or discriminate against others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, religion, religious practice, disability, creed, national origin, ethnic group, gender (including gender identity and expression), sex, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or controlled substances or illegal drugs and/or encourage other illegal or violent activities.

Nothing in this policy will be construed to limit the ability of students to express their gender identity through clothing, jewelry, makeup, or nail color or styles, or to discipline students for doing so. Likewise, nothing in this policy will be construed to restrict students from wearing hairstyles as a trait historically associated with race (such as hair texture and protective hairstyles like braids, locks, and twists) or to discipline them for doing so.

Each Building Principal or designee is 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.

Enforcement of this dress codes must be approached with careful consideration and sensitivity, with the goal of supporting students in reaching their full potential, not shaming or criminalizing them, and to minimize loss of instructional time. Staff, preferably those who have a positive relationship with the student, are expected to address dress code violations with students



privately, determine if there are factors impacting the student's ability to meet the dress code, and help address these issues. Students whose appearance violate the student dress code are 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 will 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 will be subject to further discipline, up to and including out of school suspension if after restorative justice principles have been implemented the student continues to refuse to cooperate.

Adoption date: 08/08/2019

Revised: 08/12/2020

Revised 08/04/2021

Revised:

**Seneca Falls Central School District**

## 4772 GRADUATION CEREMONIES

### Required

**NEW NOTE:** We are clarifying that the district's obligations to provide special education and related services to students with disabilities until they turn twenty-two only applies to those students so classified under the IDEA (as opposed to Section 504 only). There are no changes necessary to our sample regulation 4772-R.

The graduation or commencement ceremony is a time to celebrate the honors and achievements of the graduating class. District Administration will establish the date and location for graduation ceremonies, Academic and other awards and scholarships may be presented along with diplomas. Speakers may be selected by the Senior Class, upon consultation and approval by Senior Class Advisors and Principal.

A current or former Board member, Superintendent, district level administrator and building principal may make the award of the diploma to their child or grandchild at the graduation ceremony. The High School Principal shall notify current or former Board members, Superintendents, district level administrators and building principals of graduating seniors to solicit a commitment from the current or former Board member, Superintendent, district level administrator or principal at least five (5) days before graduation.

Participation in the graduation ceremony and related activities will be predicated on satisfactory completion of all graduation requirements, or as otherwise described in this policy. Exceptions may be made under extraordinary circumstances with the permission of the Superintendent of Schools. Students who have earned either a Career Development and Occupational Studies Commencement Credential (CDOS) or Skills and Achievement Commencement Credential (SACC) -without meeting the requirements for a high school diploma by the time their ninth-grade cohort reaches graduation may, but are not required to, participate in that graduation ceremony and related activities.

However, students may be denied participation in the graduation ceremony and related activities as a consequence of violations of the Code of Conduct. The Building Principal may set other rules and conditions for participation in the graduation ceremony and related activities. All such rules will be provided to students and parents/guardians in advance. Students who have met the requirements for a diploma but are barred from participating in the graduation ceremony will be given their diplomas separately.

**REVISED NOTE:** *While not required by law, the district may wish to address allowing students with disabilities to participate in the graduation ceremony with their 9<sup>th</sup> grade cohort without having earned a diploma or a CDOS/SACC. Because students with disabilities under the IDEA are entitled to special education services until their 22<sup>nd</sup> birthday, the district should consider scenarios under which a student participates in graduation and subsequently earns a CDOS/SACC/diploma, or completes their final year in school, all of which could be marked by participation in the graduation ceremony. The district could require students to choose one ceremony in which to participate. State law and regulations only require schools to permit students who have earned a CDOS/SACC to participate in the graduation ceremony of their ninth-grade cohort.*

**[Optional, select/modify as appropriate:]** “Students with disabilities who have attended high school for four years, but who have not met the requirements for a CDOS/SACC/high school diploma, may participate in the graduation ceremony and related activities with their ninth-grade cohort, and receive a certificate of attendance and/or course completion and any other awards they have earned. Such students who subsequently meet the requirements for a CDOS, SACC, or high school diploma may participate in the graduation ceremony of that graduating class. Students with disabilities who have not previously participated in a graduation ceremony may do so at the end of their final year in school.”

Students who participate in the graduation ceremony by earning only a CDOS or SACC, who subsequently meet the requirements for either a Regents or local high school diploma, may participate in the graduation ceremony of that graduating class as well.

“Students with disabilities who have attended high school for four years, but who have not met the requirements for a CDOS/SACC/high school diploma, may participate in the graduation ceremony and related activities with their ninth-grade cohort, and receive a certificate of attendance and/or course completion and any other awards they have earned. Students with disabilities who have not previously participated in a graduation ceremony may do so at the end of their final year in school.”

Under this policy, a student shall be allowed to participate in only one graduation ceremony, upon earning either a CDOS/SACC or a high school diploma.

**NEW NOTE:** The paragraph below clarifies the district’s obligations to provide special education services for students with disabilities under the IDEA until their 22<sup>nd</sup> birthday or until they receive a diploma, whichever comes first.

Students with disabilities receiving services pursuant to the Individuals with Disabilities Education Act who participate in graduation ceremonies who earn a CDOS or SACC without receiving a diploma are entitled to continue their educational program programs until their 22<sup>nd</sup> birthday, or until receipt of a Regents or local high school diploma, whichever comes first.

**NOTE:** Usually, the Superintendent is charged to develop, approve, and promulgate regulations, which Boards usually do not adopt. However, under this law, Boards are required to adopt procedures to effectuate this policy.

The law also requires annual written notice to all students and their parents/guardians about the district’s policy and procedures.

The Board directs the Superintendent to develop regulations to implement this policy, to be adopted by the Board. The district will provide annual written notice to all students and their parents/guardians of the requirements of this policy and associated regulations.

Cross-ref:

4321, Programs for Students with Disabilities Under the IDEA and [New York’s Education Law Article 89](#)

4321.9, Declassification of Students with Disabilities

4773, Diploma and Credential Options for Students with Disabilities

5300, Code of Conduct

Ref:

[Education Law §3204\(4-b\)](#)

[8 NYCRR §§100.2\(oo\)](#); 100.5; 100.6

A.R. v. Connecticut State Board of Education, 5 F.4th 155 (2021)

Formal Opinion of Counsel No. 242 (7/6/2023), NYSED

Adoption date: August 22, 2019

Revised: 06/23/2022

Revised: 11/30/2023

Revised:

**Seneca Falls Central School District**

## 4773 DIPLOMA AND CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES

**NEW NOTE:** State regulations 8 NYCRR §100.6(c) require that students receiving a Skills and Achievement Commencement Credential (SACC) or Career Development and Occupational Studies Commencement Credential (CDOS) who are less than 21 years old receive a written assurance of the right to continue school attendance until they have earned a diploma or until the end of the school year in which they turn 21. However, the Second Circuit decision “A.R. v. Connecticut State Board of Education, 5 F.4th 155 (2021)” held, as reiterated by the subsequent NYSED “Formal Opinion of Counsel No. 242 (7/6/2023)”, that students with disabilities under the IDEA are entitled to special education and related services until their 22<sup>nd</sup> birthday. Even though these state regulations have not been revised, we recommend modifying this policy accordingly. See the “Continued Right to Educational Services” and legal citation sections.

Additionally, we are correcting the CDOS section of this policy to reflect that all students may earn a CDOS, not just those with disabilities.

Note that while not addressed in this policy, the regulations say SACCs “shall be issued at any time after such student has attended school for at least 12 years, excluding kindergarten, or has received a substantially equivalent education elsewhere, or at the end of the school year in which a student attains the age of 21” and CDOSs “shall be issued at the same time the student receives his/her Regents or local high school diploma or, for a student who is unable to meet the requirements for a Regents or local diploma, any time after such student has attended school for at least 12 years, excluding kindergarten, or has received a substantially equivalent education elsewhere, or at the end of the school year in which a student attains the age of 21.” In light of “A.R. v. Connecticut” and NYSED Formal Opinion of Counsel No. 242, the district should consult with its attorney about the appropriate time to issue SACCs and CDOSs.

The Board of Education is committed to supporting all students so they are college- and/or career-ready upon graduation. The Committee on Special Education (CSE), which includes parents/guardians, will work with students with disabilities to attain the appropriate diploma or credential based on their Individualized Education Plan (IEP).

### Regents Diploma or Regents Diploma with Advanced Designation

Students with disabilities are encouraged to work toward the completion of requirements for a Regents diploma or Regents diploma with an advanced designation, as established by New York State and the Board.

### Local Diploma

Students with disabilities may work toward completion of the requirements of a local diploma. The local diploma may be earned by meeting the standards set forth in state regulations.

### Career Development and Occupational Studies Commencement Credential

**NEW NOTE:** The CDOS is available to all students, not just students with disabilities.

~~Students with disabilities, who are not students with severe disabilities under Commissioner's Regulations,~~ Any student who is not eligible for a Skills and Achievement Commencement

Credential (including students without disabilities) may be issued a New York State Career Development and Occupational Studies Commencement Credential (CDOS), pursuant to the requirements of those regulations. The student may pursue a CDOS either in addition to or instead of a high school diploma. The district shall will ensure that such students have been provided with appropriate opportunities to earn a high school diploma.

### Skills and Achievement Commencement Credential

A student who meets the state definition of a student with severe disabilities, who has taken the State assessment for students with severe disabilities, may be issued a skills and achievement commencement credential pursuant to the requirements of Commissioner's Regulations [8 NYCRR §100.6](#).

### Continued Right to Educational Services

If a student receiving a Career Development and Occupational Studies Commencement Credential or a Skills and Achievement Commencement Credential is a student with disabilities receiving services pursuant to the Individuals with Disabilities Education Act and is less than twenty-one years of age, the credential shall will be accompanied by a written assurance of the student's continued right to attend public school until ~~the end of the school year in which the student reaches the age of twenty-one~~ student turns twenty-two, or until the student has earned a Regents or local high school diploma, whichever is earlier.

### Graduation Ceremonies

Students with disabilities may participate in graduation ceremonies as permitted under state law and described in policy 4772, Graduation Ceremonies.

### Cross-ref:

4321, Programs for Students with Disabilities  
4770, Graduation Requirements  
4772, Graduation Ceremonies

### Ref:

[8 NYCRR §§100.1; 100.5; 100.6; 100.9](#)

[A.R. v. Connecticut State Board of Education, 5 F.4th 155 \(2021\)](#)

[Formal Opinion of Counsel No. 242 \(7/6/2023\), NYSED](#)

Adoption date: August 22, 2019

Revised:

**Seneca Falls Central School District**

## 5500 STUDENT RECORDS

### Required

**NEW NOTE:** We suggest revising this policy to better reflect that the release of student personally identifiable information (PII), even if permitted under FERPA, must also comply with Education Law §2-d. Changes are shown below in underline and strikethrough. We have also clarified the definition of PII based on a determination of the state Chief Privacy Officer regarding student and parent telephone numbers.

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, pursuant to ~~Chapter 56 of the Laws of 2014~~, Education Law §2-d (“§2-d”) and its implementing regulations 8 NYCRR Part 121 (“Part 121”), the district will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student personally identifiable information (PII) to ensure that the contractors comply with the law in using appropriate means to safeguard the data.

Additionally, pursuant to §2-d and Part 121 the district will only use or disclose student personally identifiable information (including directory information described below) if it benefits students and the district (e.g., improves academic achievement, empowers parents and students with information, and/or advances efficient and effective school operations), except for disclosure required by federal law of the names, addresses and telephone numbers of secondary students to the military and institutions of higher education.

The Superintendent of Schools shall be responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

### Definitions

Authorized Representative: an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Education Record: means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

1. records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute (e.g. memory joggers);
2. records of the district's law enforcement unit;
3. grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if they need to review a student's record in order to fulfill his or her professional responsibilities.

Personally identifiable information (PII): **as it pertains to students**, is information that, **alone or in combination**, would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data ~~might include~~ **includes, but is not limited to, a student's: name, address, date and place of birth, mother's maiden name, family member's name and address**, social security number, student identification number, ~~parents' name and/or address~~, a biometric record, etc. This term is fully defined in federal regulations at 34 CFR section 99.3. **The State Chief Privacy Officer has determined that student and parent phone numbers are considered PII.**

School official: a person who has a legitimate educational interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks.

School volunteer: volunteers **may only access the information necessary for the assignment**, **and** must not disclose student information to anyone other than a school official with a legitimate educational interest. Volunteers will sign and agree to the Volunteer Application which outlines the confidentiality of student records. The district expects that if volunteers discover any information about students in the course of their volunteer duties, they ~~shall~~ **will** not disclose such information to anyone other than a school official with a legitimate educational interest.

Third party contractor: is any person or entity, other than an educational agency, **(which includes schools, school districts, BOCES, or the State Education Department)** that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies or audit or evaluation of publicly funded programs.

### Annual Notification

At the beginning of each school year, the district will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and New York State



Law and the procedures for exercising those rights. A 'Parents' Bill of Rights for Data Privacy and Security' will be posted on the district website and included in any agreements with third-party contractors.(see 5500-E.4) The notice and 'Bill of Rights' may be published in a newspaper, handbook or other school bulletin or publication. The notice and 'Bill of Rights' will also be provided to parents, guardians, and students who enroll during the school year.

The notice and Parents' Bill of Rights will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations; and/or file a complaint regarding a possible data breach by a third party contractor with the district and/or the New York State Education Department's Chief Privacy Officer for failure to comply with state law.

The annual notice and Parents' Bill of Rights will inform parents/guardians and students:

1. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests. The notice will define 'school official' and 'legitimate educational interest.'
2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance.
4. that the district, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent. The district will not sell directory information.
5. that, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.
6. of the procedure for exercising the right to inspect, review and request amendment of student records.
7. that the district will provide information as a supplement to the 'Parents' Bill of Rights' about third parties with which the district contracts that use or have access to personally identifiable student data.

**NEW NOTE:** We suggest a minor change to the paragraph below to reference state law and regulation. School districts are not required to provide annual notice of all the exceptions to prior consent.

The district may also release student education records, or the personally identifiable information contained within, without consent, where permitted under federal and state law and regulation. For a complete list of exceptions to FERPA's prior consent requirements see accompanying regulation 5500-R, Section 5.

The district shall effectively notify parents, guardians and students who have a primary or home language other than English.

In the absence of the parent or secondary school student exercising their right to opt out of the release of information to the military, or institutions of higher education, the district is required to, under federal law, release the information indicated in number five (5) above.

### Directory Information

The district has the option under FERPA of designating certain categories of student information as "directory information." The Board directs that "directory information" include a student's:

1. Name
2. ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems (only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity)
3. Address (except information about a homeless student's living situation, as described below)
4. Telephone number
5. Date of birth
6. Major course of study
7. Participation in school activities or sports
8. Weight and height if a member of an athletic team
9. Dates of attendance
10. Degrees and awards received
11. Most recent school attended
12. Grade level
13. Photograph
14. E-mail address
15. Enrollment status

Information about a homeless student's living situation shall be treated as student educational record, and shall not be deemed directory information. A parent/guardian or eligible student may elect, but cannot be compelled, to consent to release of a student's address information in the same way they would for other student education records. The district's McKinney-Vento liaison shall take reasonable measures to provide homeless students with information on educational, employment, or other postsecondary opportunities and other beneficial activities. The district

permits the parent/guardian to select the school's address as the student's address for purposes of directory information.

Information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information, under section 444 of the General Education Provisions Act ([20 U.S.C. 1232g](#))." The citation is [42 U.S.C. 11432](#)(g) (3)(G).

Social security numbers or other personally identifiable information will not be considered directory information.

Students who opt out of having directory information shared may be required to wear, display or disclose their student ID cards.

**NEW NOTE:** We suggest the underlined text below to clarify that release of directory information must be compliant with §2-d and Part 121.

Once the proper FERPA notification is given by the district, a parent/guardian or student will have 14 days to notify the district of any objections they have to any of the "directory information" designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or student for the release, as long as such release is permitted by §2-d and Part 121. Once the student or parent/guardian provides the "opt-out," it will remain in effect after the student is no longer enrolled in the school district.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

Cross-ref:

- 1120, School District Records
- 4321, Programs for Students with Disabilities Under IDEA and Part 89
- 4532, School Volunteers
- 5550, Student Privacy
- 5151, Homeless Children

**NEW NOTE:** We have updated the citation to the ESEA below.

Ref:

Family Educational Rights and Privacy Act, as amended, [20 USC 1232g](#); [34 CFR Part 99](#)  
No Child Left Behind Act, [20 USC §7908](#) (Military Recruiter Access)  
[10 USC §503](#) as amended by §544 of the National Defense Reauthorization Act for FY  
2002  
[Education Law §§ 2-a; 2-b; 2-c; 2-d; 225](#);  
[Public Officers Law §87\(2\)\(a\)](#)  
[Arts and Cultural Affairs Law, Article 57-A](#) (Local Government Records Law)  
[8 NYCRR 185.12](#) (Appendix I) Records Retention and Disposition, Schedule ED-1 for Use  
by School Districts and BOCES  
"Guidance for Reasonable Methods and Written Agreements,"  
[http://www2.ed.gov/policy/gen/guid/fpco/pdf/reasonablemtd\\_agreement.pdf](http://www2.ed.gov/policy/gen/guid/fpco/pdf/reasonablemtd_agreement.pdf)

Parents' Bill of Rights for Data Privacy and Security, July 29, 2014:

<http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf>

Family Policy Compliance Office website:

<http://www2.ed.gov/policy/gen/guid/fpc/index.html>

Adoption date: June 01, 2020

Revised:

**Seneca Falls Central School District**

## 5500-R STUDENT RECORDS REGULATION

**NEW NOTE:** We suggest revising this policy to better reflect that the release of student personally identifiable information (PII), even if permitted under FERPA, must also comply with Education Law §2-d. See the underlined text in section 5.

It is recognized that the confidentiality of student records must be maintained. The terms used in this regulation are defined in the accompanying policy. The following necessary procedures have been adopted to protect the confidentiality of student records.

Section 1. Pursuant to the Family Educational Rights and Privacy Act (FERPA) and state law it shall be the policy of this school district to permit parents/guardians and eligible students to inspect and review any and all official records, files and data directly related to that student, including all materials that are incorporated into each student's cumulative record folder.

The rights created by FERPA and state law transfer from the parents/guardians to the student once the student attains eligible student status. However, districts can disclose information to parents of eligible students under certain circumstances, including when the student is a dependent under the IRS tax code, when the student has violated a law or the school's rules regarding alcohol or substance abuse (and the student is under 21); when the information is needed to protect the health or safety of the student or other individuals.

Section 2. Parents/guardians or the eligible student will have an opportunity for a hearing to challenge the content of the student's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Section 3. A letter shall be sent annually to parents/guardians of students currently in attendance and students currently in attendance informing them of their rights pursuant to FERPA and state law, and will include a Parents' Bill of Rights. See Exhibits 5500-E.1 and 5500-E.4. The district shall effectively notify parents, guardians and students who have a primary or home language other than English.

Section 4. To implement the rights provided for in sections 1 and 2, the following procedures are adopted:

1. A parent/guardian or an eligible student who wishes to inspect and review student records shall make a request for access to the student's school records, in writing, to the Building Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within 45 days after the request has been received. If the record to which access is sought contains information on more than one student, the parent/guardian or eligible student will be allowed to inspect and review only the specific information about the student on whose behalf access is sought.

- a. Before providing access to student records, the district will verify the identity of the parent/guardian or eligible student.

- b. The district may provide the requested records to the parent/guardian or eligible student electronically, as long as the parent/guardian or eligible student consents. The district will transmit personally identifiable information (PII) electronically in a way that maintains its confidentiality, using safeguards such as encryption and password protection.
2. A parent/guardian or an eligible student who wishes to challenge the contents of the student's school records shall submit a request, in writing, to the Building Principal identifying the record or records which they believe to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student together with a statement of the reasons for their challenge to the record.
3. Upon receipt of a written challenge, the Building Principal shall provide a written response indicating either that he/she:
  - a. finds the challenged record inaccurate, misleading or otherwise in violation of the student's rights and that the record will be corrected or deleted; or
  - b. finds no basis for correcting or deleting the record in question, but that the parent/guardian or eligible student will be given an opportunity for a hearing. The written response by the Building Principal shall be provided to the parent/guardian or eligible student within 21 days after receipt of the written challenge. The response shall also outline the procedures to be followed with respect to a hearing regarding the request for amendment.
4. Within 14 days of receipt of the response from the Building Principal, a parent/guardian or eligible student may request, in writing, that a hearing be held to review the determination of the Building Principal.
5. The hearing shall be held within 10 days after the request for the hearing has been received. The hearing will be held by the Superintendent of Schools, unless the Superintendent has a direct interest in the outcome of the hearing, in which case the Superintendent will designate another individual who does not have a direct interest in the outcome of the hearing to hold the hearing.
6. The parent/guardian or eligible student shall be given a full and fair opportunity to present evidence at the hearing. The parent/guardian or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
7. The Superintendent or other individual designated by the Superintendent will make a decision in writing within 14 days after the hearing.
8. After the hearing, if the Superintendent or the individual designated by the Superintendent decides not to amend the record, the district will inform the parent/guardian or eligible student that they have the right to place a statement in the record commenting on the contested information or stating why he/she disagrees with the decision of the district. Any statement placed in the record will be maintained with the contested part of the student record for as long as the record is maintained. Further, the statement will be disclosed by the district whenever it discloses the portion of the record to which the statement relates.

Section 5. Except to the extent that FERPA authorizes disclosure of student records without consent, student records, and any material contained therein which is personally identifiable, are confidential and will not be released or made available to persons other than parents/guardians or eligible students without the prior written consent of the parents/guardians or eligible student.

Exceptions to FERPA's prior consent requirement include, but are not limited to disclosure:

1. to other school officials within the district who have been determined to have legitimate educational interests.
2. to officials of another school, school system or post secondary institution where the student seeks or intends to enroll.
3. to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, the U.S. Attorney General, or state and local education authorities in connection with an audit or evaluation of a federal- or state-supported education program or in compliance with legal requirements related to those programs.
4. In connection with the student's application for or receipt of financial aid.
5. to state and local officials or authorities in compliance with state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are being released.
6. to organizations conducting studies for, or on behalf of, education agencies or institutions, in order to develop tests, administer student aid, or improve instruction.
7. to accrediting organizations to carry out their accrediting functions.
8. to parents of a dependent student, as defined by the Internal Revenue Code.
9. to comply with a judicial order or lawfully issued subpoena, including ex parte court orders under the USA Patriot Act. Prior to complying with a judicial order or subpoena, the district will make a reasonable effort to notify the parent/guardian or eligible student, unless the district has been ordered not to disclose the existence or content of the order or subpoena, or unless the parent is the subject of a court proceeding involving child dependency or child abuse and neglect matters, and the order is issued in context of that proceeding.
10. in connection with a health or safety emergency, the district will disclose information when, taking into account the totality of circumstances, a determination is made that there is an articulable and significant threat to the health or safety of the student or other individuals.
11. to teachers and school officials in other schools who have legitimate educational interests in the behavior of the student when the information concerns disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
12. to provide information that the district has designated as "directory information."
13. to provide information from the school's law enforcement unit records.
14. to a court, when the district is involved in legal action against a parent or student, those records necessary to proceed with the legal action.
15. to the U.S. Secretary of Agriculture, its authorized representatives from the Food and Nutrition Service, or contractors acting on its behalf, to monitor, evaluate and measure performance of federally-subsidized school food programs, subject to certain privacy protections.
16. to any caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan, where the agency or organization is legally responsible for the care and protection of that student, not to be redisclosed except as permitted by law.

**NEW NOTE:** We suggest adding the paragraph below to better reflect that the use or disclosure of student personally identifiable information (PII), even if permitted under FERPA, must also comply with Education Law §2-d.

However, even if the district is permitted under FERPA to release student information (including directory information), state Education Law §2-d and regulations 8 NYCRR Part 121 only permit the district to use or disclose student PII if it benefits students and the district (e.g., improves academic achievement, empowers parents and students with information, and/or advances efficient and effective school operations), except for disclosure required by federal law of the names, addresses and telephone numbers of secondary students to the military and institutions of higher education. The Superintendent, the district's Data Protection Officer, and the district's attorney, if necessary will assist in determining whether complying with a request for student PII can be done in conformance with the law.

The district will use reasonable methods to provide access to student educational records to only those authorized under the law and to authenticate the identity of the requestor. The district will use an array of methods to protect records, including physical controls (such as locked cabinets), technological controls (such as role-based access controls for electronic records, password protection, firewalls, and encryption), and administrative procedures. The district will document requests for and release of records, and retain the documentation in accordance with law.

If the district enters into a contract with a third party that calls for receipt of student PII by the contractor, the agreement shall include a data security and privacy plan that includes a signed copy of the Parents' Bill of Rights and addresses the following, among other contractual elements:

1. training of vendor employees regarding confidentiality requirements;
2. limiting access to ~~education records~~ PII to those individuals who have a legitimate educational interest;
3. prohibiting the use ~~education records~~ PII for any other purpose than those authorized under the contract;
4. prohibiting the disclosure of PII without the prior written consent of the parent/guardian or eligible student, unless it is to a subcontractor in carrying out the contract, or unless required by statute or court order, in which case they must provide notification to the district (unless notice is prohibited by the statute or court order);
5. maintaining reasonable administrative, technical and physical safeguards to protect PII;
6. using encryption technology to protect data while in motion or in its custody to prevent unauthorized disclosure;
7. breach and notification procedures.

The district will, via written agreements, designate authorized representatives who have access to educational records. The written agreement will specify how the work falls within the exception, what personally identifiable information is to be disclosed, how the educational record will be used, and that the records will be destroyed by the authorized representative once they are no longer needed for that purpose or the agreement expires.

Section 6. Whenever a student record or any material contained therein is to be made available to third persons, other than those covered by the exceptions authorized by FERPA, the parent/guardian or eligible student must file a written consent to such action to the Records Management Officer (RMO). The written consent must specify the records to be released, the reasons for such release, and to whom. If the parent or eligible student so requests, the district



will provide him or her with a copy of the records disclosed. In addition, if the parent of a student who is not an eligible student so requests, the district will provide the student with a copy of the records disclosed.

Section 7. Unless specifically exempted by FERPA, all persons requesting access to such records will be required to sign a written form which indicates the legitimate educational interest that such person has in inspecting the records. Such form will be kept with the student's file and will be maintained with the student's file as long as the file is maintained.

### Additional Rights Under New York State Law Related to the Protection of Student Data and Third Party Contractors

New York State Law offers parents additional rights beyond FERPA in regard to third party contractors and student PII. The district shall post on its website and distribute a 'Parents' Bill of Rights for Data Privacy and Security.' The 'Parents' Bill of Rights' shall establish the following:

- Educational purpose: The use of student personally identifiable information (PII) is for educational or related purposes only.
- Transparency: Disclosure of third party contracts and their privacy provisions.
- Authorization: Assurance that proper authorization will be secured prior to the release of PII.
- Security: A description of the measures in place to protect PII, without compromising the security plan.
- Data Breach Notification: An explanation of the procedures in the event of a data breach.
- Complaint Procedure: The district offers a complaint procedure in the event that a parent suspects a breach of student data by a third party contractor and provides information about lodging a complaint with the New York State Education Department's Chief Privacy Officer.

[See policy 8635 \(and regulation 8635-R\), Information and Data Privacy, Security, Breach and Notification for more information on data security and breaches of PII, and 8635-E for the Parent's Bill of Rights for Data Privacy and Security.](#)

### Retention and Disposition of Student Records

The Board has adopted the Records Retention and Disposition Schedule ED-1 issued pursuant to [Article 57-A of the Arts and Cultural Affairs Law](#), which contains the legal minimum retention periods for district records. The Board directs all district officials to adhere to the schedule and all other relevant laws in retaining and disposing of student records. In accordance with [Article 57-A](#), the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

Adoption date: June 01, 2020

Revised:

## 5550 STUDENT PRIVACY

### Required

**NEW NOTE:** We have clarified the provisions of this policy with respect to the greater restrictions of Education Law §2-d and its implementing regulations 8 NYCRR Part 121. We have made other changes to better reflect the provisions of the Protection of Pupil Rights Act (PPRA). Changes are noted below.

OLD NOTE: Under the federal Protection of Pupil Rights Act, school boards must develop policies to protect student privacy in connection with student surveys, physical examinations, and the collection of personal information for marketing purposes. They must offer parents an opportunity to inspect materials and exclude their children from participation in such activities.

Boards are further required to develop and adopt this policy “in consultation with parents.” However, such consultation is not further defined in the law. A school district may use funds provided under part A of title IV of the Elementary and Secondary Education Act (ESEA) to enhance parental involvement in areas affecting the in-school privacy of students.

The Board of Education recognizes its responsibility under the federal Protection of Pupil Privacy Rights Act (PPRA) to enact policies that protect student privacy, in accordance with law. This is particularly relevant in the context of the administration of surveys that collect personal information, the disclosure of personal information for marketing purposes and in conducting physical exams.

For purposes of this policy, “parent/guardian” includes a legal guardian or person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

### Surveys

The Board of Education recognizes that student surveys are a valuable tool in determining student needs for educational services. In accordance with law and Board policy, ~~parental~~ parent/guardian consent is required ~~for~~ before requiring minors to take part in surveys which gather any of the following information:

1. political affiliations or beliefs of the student or the student's parent/guardian;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the student or the student's parent/guardian;  
or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

In the event that the district plans to survey students to gather information included in the list above, the district will obtain written consent from the parent/guardian in advance of

administering the survey. The notification/consent form will also apprise the parent/guardian of their right to inspect the survey prior to their child's participation. In addition, the district will notify parents/guardians that they may inspect any survey created by a third party before the survey is administered or distributed to students. Prior written consent and the right to inspect surveys transfers to students once they turn 18 years old or are emancipated.

**NEW NOTE:** The policy must address applicable procedures for granting requests by parents for reasonable access to surveys by third parties within a reasonable time period.

All requests to inspect third party surveys must be made to the Building Principal (insert time frame, such as within X days after the notice was sent, or within X days prior to the date of the survey).

**NEW NOTE:** The policy must address the protection of student privacy regarding surveys about the enumerated list items. We suggest the following paragraph.

The district will limit access to information collected by any survey that contains the items listed above to those school officials who have a legitimate educational interest. The terms "school official" and "legitimate educational interest" are defined in district policy 5500, Student Records.

## Marketing

**NEW NOTE:** Education Law 2-d and Part 121 prohibit districts from selling, using and disclosing personally identifiable information for commercial and marketing purposes, facilitating its use or disclosure by another party for such purposes, or permitting another party to do so. It is more restrictive than what is allowed under PPRA.

~~It is the policy of the Board not to collect, disclose, or use personal information gathered from students for the purpose of marketing. Under state Education Law §2-d and its implementing regulations (8 NYCRR Part 121), the district is prohibited from disclosing or using "personally identifiable information" for marketing or commercial purposes, or selling that information or providing it to others for that purpose (see district policies 5500 and 8635, and their accompanying administrative regulations, for more information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students or educational institutions such as:~~

- ~~a. College or other postsecondary education recruitment, or military recruitment;~~
- ~~b. Book clubs, magazines and programs providing access to low-cost literary products;~~
- ~~c. Curriculum and instructional materials used in schools;~~
- ~~d. Tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information for students or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;~~
- ~~e. Student recognition programs; and~~
- ~~f. The sale by students of products or services to raise funds for school-related activities.~~

~~In the event that such data is collected by the district,~~ All disclosure or use of student personal information will be protected by the district pursuant to the requirements of the Family Educational Rights and Privacy act (FERPA), Individuals with Disabilities Education Act (IDEA), Protection of Pupil Rights Amendment (PPRA), the National School Lunch Act, Children's Online Privacy Protection Act (COPPA), and NY Education Law §2-d [For guidance regarding the disclosure of "~~directory information,~~" rather than personal student information, see policies 5500- Student Records and 8635, Information and Data Privacy, Security, Breach and Notification].

### Inspection of Instructional Material

Parents/guardians shall have the right to inspect, upon request, any instructional material, used as part of the educational curriculum for students. "Instructional material" is defined as: "instructional content that is provided to a student, regardless of format including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). It does not include tests or academic assessments." The right to inspect instructional materials transfers to students once they turn 18 years old or are emancipated.

A parent/guardian (or student who is at least 18 years old or is emancipated) who wishes to inspect and review such instructional material shall must submit a request in writing to the Building Principal. Upon receipt of such request, ~~arrangements shall be made to~~ the district will provide access to such material to within 30 calendar days after the request has been received.

### Invasive Physical Examinations

**REVISED NOTE:** This section on invasive physical examinations sometimes causes confusion, so we recommend clarification. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injecting into the body, but does not include a hearing, vision, or scoliosis screening. It does not apply to any physical examination or screening required or permitted under State law, including those permitted without parental notification (20 USC §§ 1232h(c)(4)(B); (6)(B)). For example, each student must have a physical exam given by the school doctor or family physician upon entrance to school (including Pre-K) and at grades 1, 3, 5, 7, 9 and 11 in accordance with Section 903 of the state Education Law and commissioners regulation 8 NYCRR §136.3(b).

The law also requires each school district to state its policy on the administration of physical examinations or screenings that the school may administer to a student, but this does not apply to physical examinations or screenings permitted or required by state law. If the district administers other physical exams, that should either be included here or cross-referenced to the appropriate policy.

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, which are not necessary to protect the immediate health or safety of the student or other students ~~and not otherwise permitted or required by state law,~~ a student's parent/guardian will be notified and given an opportunity to opt their child out of the exam.

“Invasive physical examination” is defined in federal law as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body. Hearing, vision and scoliosis screenings are not are not included in this definition and are not subject to prior notification, nor are any physical examinations that are permitted or required by state law, including those which are permitted without parent/guardian notification.

## Notification

**NEW NOTE:** The PPRA does not use the term “eligible student,” and that term has a specific and slightly different meaning under FERPA.

The district will notify parents/guardians and eligible students who are at least 18 years old or who are emancipated ~~shall be notified~~ at least annually, at the beginning of the school year, and when enrolling students for the first time in district schools, of their rights under this policy. The school district ~~shall~~ **will** also notify parents/guardians within a reasonable period of time after any substantive change to this policy.

**NEW NOTE:** We suggest adding a cross-reference to the district’s Data Privacy policy, revising the citation label from No Child Left Behind to the original PPRA, and adding citations to §2-d and Part 121.

## Cross-ref:

5420, Student Health Services  
5500, Student Records

8635, Information and Data Privacy, Security, Breach and Notification

## Ref:

[20 USC §1232h](#) (~~No Child Left Behind Act~~ Protection of Pupil Rights Amendment, as amended)

[34 CFR Part 98](#)

Education Law §§2-d; 903

8 NYCRR §136.3(b); Part 121

Adoption date: June 01, 2020

Revised:

**Seneca Falls Central School District**

## 8635-R INFORMATION AND DATA PRIVACY, SECURITY, BREACH AND NOTIFICATION REGULATION

**NEW NOTE:** Based on a determination by the State Chief Data Privacy Officer, we suggest modifying the definition of personally identifiable information (see section I.A.) to include student and parent telephone numbers.

This regulation addresses information and data privacy, security, breach and notification requirements for student and teacher/principal personally identifiable information under [Education Law §2-d](#), as well as private information under [State Technology Law §208](#).

The district will inventory its computer programs and electronic files to determine the types of information that is maintained or used by the district, and review the safeguards in effect to secure and protect that information.

Student and Teacher/Principal "Personally Identifiable Information" (PII) under [Education Law §2-d](#)

### Definitions

"Biometric record," as applied to student PII, means one or more measurable biological or behavioral characteristics that can be used for automated recognition of person, which includes fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

"Breach" means the unauthorized acquisition, access, use, or disclosure of student PII and/or teacher or principal PII by or to a person not authorized to acquire, access, use, or receive the student and/or teacher or principal PII.

"Disclose" or Disclosure mean to permit access to, or the release, transfer, or other communication of PII by any means, including oral, written, or electronic, whether intended or unintended.

"Personally Identifiable Information" (PII) as applied to students means the following information for district students:

- the student's name;
- the name of the student's parent or other family members.
- the address of the student or student's family;
- a personal identifier, such as the student's social security number, student number, or biometric record;
- other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
- other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
- information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

Additionally, the State Chief Privacy Officer has determined that student and parent phone numbers are considered PII.

"Personally Identifiable Information" (PII) as applied to teachers and principals means results of Annual Professional Performance Reviews that identify the individual teachers and principals, which are confidential under [Education Law §§3012-c](#) and 3012-d, except where required to be disclosed under state law and regulations.

"Third-Party Contractor" means any person or entity, other than an educational agency (i.e., a school, school district, BOCES or State Education Department), that receives student or teacher/principal PII from the educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This includes an educational partnership organization that and receives student and/or teacher/principal PII from a school district to carry out its responsibilities pursuant to [Education Law §211-e](#) (for persistently lowest-achieving schools or schools under registration review) and is not an educational agency. This also includes a not-for-profit corporation or other nonprofit organization, other than an educational agency.

### Complaints of Breaches or Unauthorized Releases of PII

If a parent/guardian, eligible student, teacher, principal or other district employee believes or has evidence that student or teacher/principal PII has been breached or released without authorization, they must submit this complaint in writing to the district. Complaints may be received by the Data Privacy Officer but may also be received by any district employee, who must immediately notify the Data Privacy Officer. This complaint process will be communicated to parents, eligible students, teachers, principals, and other district employees.

The district will acknowledge receipt of complaints promptly, commence an investigation, and take the necessary precautions to protect personally identifiable information.

Following its investigation of the complaint, the district will provide the individual who filed a complaint with its findings within a reasonable period of time. This period of time will be no more than 60 calendar days from the receipt of the complaint.

If the district requires additional time, or if the response may compromise security or impede a law enforcement investigation, the district will provide individual who filed a complaint with a written explanation that includes the approximate date when the district will respond to the complaint.

The district will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Records Retention and Disposition Schedule ED-1.

### Notification of Student and Teacher/Principal PII Breaches

If a third-party contractor has a breach or unauthorized release of PII, it will promptly notify the Data Privacy Officer in the most expedient way possible, without unreasonable delay, but no more than seven calendar days after the breach's discovery.

The Data Privacy Officer will then notify the State Chief Privacy Officer of the breach or unauthorized release no more than 10 calendar days after it receives the third-party contractor's notification using a form or format prescribed by the State Education Department.

The Data Privacy Officer will report every discovery or report of a breach or unauthorized release of student, teacher or principal data to the Chief Privacy Officer without unreasonable delay, but no more than 10 calendar days after such discovery.

The district will notify affected parents, eligible students, teachers and/or principals in the most expedient way possible and without unreasonable delay, but no more than 60 calendar days after the discovery of a breach or unauthorized release or third-party contractor notification.

However, if notification would interfere with an ongoing law enforcement investigation or cause further disclosure of PII by disclosing an unfixed security vulnerability, the district will notify parents, eligible students, teachers and/or principals within seven calendar days after the security vulnerability has been remedied or the risk of interference with the law enforcement investigation ends.

Notifications will be clear, concise, use language that is plain and easy to understand, and to the extent available, include:

- a brief description of the breach or unauthorized release,
- the dates of the incident and the date of discovery, if known;
- a description of the types of PII affected;
- an estimate of the number of records affected;
- a brief description of the district's investigation or plan to investigate; and
- contact information for representatives who can assist parents or eligible students with additional questions.

Notification must be directly provided to the affected parent, eligible student, teacher or principal by first-class mail to their last known address; by email; or by telephone.

Where a breach or unauthorized release is attributed to a third-party contractor, the third-party contractor will pay for or promptly reimburse the district for the full cost of such notification.

The unauthorized acquisition of student social security numbers, student ID numbers, or biometric records, when in combination with personal information such as names or other identifiers, may also constitute a breach under [State Technology Law §208](#) if the information is not encrypted, and the acquisition compromises the security, confidentiality, or integrity of personal information maintained by the district. In that event, the district is not required to notify affected people twice, but must follow the procedures to notify state agencies under [State Technology Law §208](#) outlined in section II of this regulation.

"Private Information" under [State Technology Law §208](#)



## Definitions

"Private information" means either:

- personal information consisting of any information in combination with any one or more of the following data elements, when either the data element or the personal information plus the data element is not encrypted or encrypted with an encryption key that has also been accessed or acquired:
  - Social security number;
  - Driver's license number or non-driver identification card number;
  - Account number, credit or debit card number, in combination with any required security code, access code, password or other information which would permit access to an individual's financial account;
  - account number or credit or debit card number, if that number could be used to access a person's financial account without other information such as a password or code; or
  - biometric information (data generated by electronic measurements of a person's physical characteristics, such as fingerprint, voice print, or retina or iris image) used to authenticate or ascertain a person's identity; or
- a user name or email address, along with a password, or security question and answer, that would permit access to an online account.

"Private information" does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation;

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

## Procedure for Identifying Security Breaches

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the district will consider:

- indications that the information is in the physical possession and control of an unauthorized person, such as removal of lost or stolen computer, or other device containing information;
- indications that the information has been downloaded or copied;
- indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported; and/or
- any other factors which the district will deem appropriate and relevant to such determination.

## Notification of Breaches to Affected Persons

Once it has been determined that a security breach has occurred, the district will take the following steps:

- If the breach involved computerized data *owned or licensed* by the district, the district will notify those New York State residents whose private information was, or is reasonably believed to have been accessed or acquired by a person without valid authorization. The disclosure to affected individuals will be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and to restore the integrity of the system. The district will consult with the New York State Office of Information Technology Services to determine the scope of the breach and restoration measures.
- If the breach involved computer data *maintained* by the district, the district will notify the owner or licensee of the information of the breach immediately following discovery, if the private information was or is reasonably believed to have been accessed or acquired by a person without valid authorization.

The required notice will include (a) district contact information, (b) a description of the categories information that were or are reasonably believed to have been accessed or acquired without authorization, (c) which specific elements of personal or private information were or are reasonably believed to have been acquired and (d) the telephone number and website of relevant state and federal agencies that provide information on security breach response and identity theft protection and prevention. This notice will be directly provided to the affected individuals by either:

- Written notice
- Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and that the district keeps a log of each such electronic notification. In no case, however, will the district require a person to consent to accepting such notice in electronic form as a condition of establishing a business relationship or engaging in any transaction.
- Telephone notification, provided that the district keeps a log of each such telephone notification.

However, if the district can demonstrate to the State Attorney General that (a) the cost of providing notice would exceed \$250,000; or (b) that the number of persons to be notified exceeds \$500,000; or (c) that the district does not have sufficient contact information, substitute notice may be provided. Substitute notice would consist of all of the following steps:

- E-mail notice when the district has such address for the affected individual;
- Conspicuous posting on the district's website, if they maintain one; and
- Notification to major media.

However, the district is not required to notify individuals if the breach was inadvertently made by individuals authorized to access the information, and the district reasonably determines the breach will not result in misuse of the information, or financial or emotional harm to the affected persons. The district will document its determination in writing and maintain it for at least five years, and will send it to the State Attorney General within ten days of making the determination.

Additionally, if the district has already notified affected persons under any other federal or state laws or regulations regarding data breaches, including the federal Health Insurance Portability and Accountability Act, the federal Health Information Technology for Economic and Clinical Health (HI TECH) Act, or [New York State Education Law §2-d](#), it is not required to notify them again. Notification to state and other agencies is still required.

#### Notification to State Agencies and Other Entities

Once notice has been made to affected New York State residents, the district will notify the State Attorney General, the State Department of State, and the State Office of Information Technology Services as to the timing, content, and distribution of the notices and approximate number of affected persons.

If more than 5,000 New York State residents are to be notified at one time, the district will also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. A list of consumer reporting agencies will be furnished, upon request, by the Office of the State Attorney General.

If the district is required to notify the U.S. Secretary of Health and Human Services of a breach of unsecured protected health information under the federal Health Insurance Portability and Accountability Act (HIPAA) or the federal Health Information Technology for Economic and Clinical Health (HI TECH) Act, it will also notify the State Attorney General within five business days of notifying the Secretary.

Adoption date: March 11, 2021

Revised:

**Seneca Falls Central School District**



# SENECA FALLS CENTRAL SCHOOL DISTRICT

## DISTRICT SAFETY PLAN 2024-2025

**GENERAL CONTACT**  
**(315) 568-5500**

### INTRODUCTION

School safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community. Planning, conducting drills and participating in exercises with law enforcement, fire, emergency officials and other members of the school community ensure a comprehensive, unified approach to school emergency response planning. Building relationships and community engagement are vital to building a safer school community.

The purpose of the school Emergency Response Plan (ERP) is to help school officials identify and respond to potential emergencies by assigning responsibilities and duties of the school employees, students, families, and community stakeholders. It is important to develop, maintain, train and exercise ERPs in order to respond quickly before, during and after an incident. A well-developed and practiced ERP provides parents/guardians and the community reassurance that the school has established guidelines and procedures to respond to threats and hazards efficiently and effectively. The Seneca Falls Central School District uses the NYS planning format in meeting legislative mandates contained in 8 NYCRR Section 155.17 and provides the use of best practices to improve outcomes following emergency situations.

The organization of this plan supports two key practices that have been adopted in New York State. First, the Seneca Falls Central School District Emergency Response Plan provides standardized language that is consistent with current national emergency response protocols. Secondly, consistent formatting within the SFCSO ERP aligns critical information necessary to improve rapid response to emergencies together in the following sections:

- The Basic Plan
- Functional Annexes
- Threat/Hazard Specific Annexes

The SFCSO Plan standardizes language and provides a structured framework similar to statewide plans. Individualized policies and procedures have been developed locally based on the Seneca Falls Central School District's unique circumstances and resources. Tools to manage an emergency along with response procedures have been developed through threat assessments, safety audits, planning, and training. The Seneca Falls Emergency Response

Plan, in conjunction with the New York State Guide to School Emergency Response, provides for the development of annexes to meet each school's unique circumstances. In the "Functional Annexes" portion of the plan there is a focus on critical operational functions within the school district and the courses of action developed to carry them out. To ensure consistency, Seneca Falls, as well as New York State, will use standardized definitions and operational practices for the following Functional Annexes:

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Secure
- Lockdown

These five Functional Annexes provide a common foundation for response to all emergencies. The intent is to create an environment where students, school staff, and emergency responders recognize the language and procedures provided no matter what Seneca Falls CSD school building they are in.

Actions and best practices have been outlined in the Threat/Hazard Annexes section of the Building Emergency Response Plan, which includes details on what to do in the event of various emergencies.

A copy of the building level safety plan and any amendments thereto, shall be kept on file with the appropriate local law enforcement agencies and with the NY State Police.

Each school year, the Seneca Falls Central School District shall conduct the required number of safety drills, which will include drills from the list of "Functional Annexes" listed above in addition to the traditional fire evacuation drill.

## **DISTRICT SAFETY COMMITTEE**

<b>Dr. Michelle Reed</b>	<b>Superintendent</b>
<b>James Bruni</b>	<b>Administrator of Business &amp; Operations</b>
<b>Jodie Verkey</b>	<b>Director of Curriculum, Instruction, Assessment &amp; PD</b>
<b>Karissa Blamble</b>	<b>Director of Special Programs</b>
<b>Kevin Korzeniewski</b>	<b>Athletic Director</b>
<b>Janet Clendenen</b>	<b>Frank M. Knight Elementary School Principal</b>
<b>Amy Hibbard</b>	<b>Elizabeth Cady Stanton School Principal</b>
<b>Kevin Rhinehart</b>	<b>Seneca Falls Middle School Principal</b>
<b>Faith Lewis</b>	<b>Mynderse Academy Principal</b>
<b>Carrie Heffron</b>	<b>Mynderse Academy Assistant Principal</b>
<b>Vickie Burm</b>	<b>Nurse Supervisor</b>
<b>Brian Heitmann</b>	<b>Senior Building Maintenance</b>
<b>Jacqueline Brown</b>	<b>Safety Committee Secretary</b>
<b>Stephanie Lawrence</b>	<b>Food Service Manager</b>
<b>Monica Kuney</b>	<b>District Clerk/ Admin. Assistant</b>
<b>Timothy Snyder</b>	<b>Seneca Falls Police Chief</b>
<b>Michael Poole</b>	<b>School Resource Officer</b>
<b>Douglas Jones</b>	<b>SFEA Representative</b>
<b>James Marley</b>	<b>SFSSA Representative</b>
<b>Michael Mirras</b>	<b>Board of Education President</b>
<b>Denise Lorenzetti</b>	<b>Board of Education Vice President</b>
<b>TBD</b>	<b>Parent Representative</b>

# THE BASIC PLAN

The District shall institute and maintain a Safety Team. The Safety Team shall include school personnel and local emergency agency representatives.

The Safety Team is responsible for the overall development, maintenance, and revision of the Emergency Response Plan (ERP) and for coordinating training and exercising the School ERP.

The complete Seneca Falls Central School District Emergency Response Plan shall be distributed to the Seneca Falls Police Department, Seneca County Sheriff's Department and the NYS Police Department. The SFCSD ERP shall be updated and maintained and dates of re-distribution recorded.

The school district shall take into consideration the following possible emergencies, but not excluding other possible emergencies.

## Threat, Hazard Types, and Examples

Threat and Hazard Type	Examples
Natural Hazards:	<ul style="list-style-type: none"><li>• Earthquakes</li><li>• Tornadoes</li><li>• Lightning</li><li>• Severe wind</li><li>• Hurricanes</li><li>• Floods</li><li>• Wildfires</li><li>• Extreme temperatures</li><li>• Landslides or mudslides</li><li>• Winter precipitation</li><li>• Wildlife</li></ul>
Technological Hazards:	<ul style="list-style-type: none"><li>• Explosions or accidental release of toxins from industrial plants</li><li>• Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills</li><li>• Hazardous materials releases from major highways or railroads</li><li>• Radiological releases from nuclear power stations</li><li>• Dam failure</li><li>• Power failure</li><li>• Water failure</li></ul>
Biological Hazards:	<ul style="list-style-type: none"><li>• Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <i>Staphylococcus aureus</i>, and meningitis</li><li>• Contaminated food outbreaks, including <i>Salmonella</i>, botulism, and <i>E. coli</i></li><li>• Toxic materials present in school laboratories</li></ul>

Adversarial, Incidental, and Human-caused Threats:	<ul style="list-style-type: none"> <li>● Fire</li> <li>● Active shooters</li> <li>● Criminal threats or actions</li> <li>● Gang violence</li> <li>● Bomb threats</li> <li>● Domestic violence and abuse</li> <li>● Cyber attacks</li> <li>● Suicide</li> </ul>
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## Concept of Operations

The overall strategy of a SFCSO ERP is to execute effective and timely decisions and actions that prevent harm, protect lives, and property, mitigate damages, restore order, and aid recovery. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

### **NaviGate Prepared - School Incident Command System (ICS)**

The NaviGate - Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school's jurisdiction.

To provide for effective direction, control and coordination of an incident, the School ERP will be activated through the implementation of the **NaviGate 360 Emergency Management Suite - Incident Command System (ICS)**.

Staff are assigned to serve within the NaviGate - ICS structure based on their expertise, training, and the needs of the incident. Roles should be pre-assigned based on training and qualifications.

The NaviGate Emergency Response software shall be used by district personnel and coordinated with the Seneca Falls Police Department, to record all emergency activities and drills.

### **Initial Response**

School personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Principal, or designee, until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS, depending upon the nature of the incident). Staff will seek guidance and direction from the school district and emergency responders.



Any staff person or faculty in a building that sees, or is aware of, an emergency shall activate the ERP.

## **Organization and Assignment of Responsibilities**

The SFCSD recognizes the operational organization that will be relied upon to manage an incident.

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

### **Principal**

The principal (or their designee) will serve as the **Incident Commander** and designate a minimum of two qualified individuals to serve as alternates in the event that the principal is unable to serve in that role. At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

- Provide direction over all incident management actions
- Take steps necessary to ensure the safety of students, staff, and others
- Determine which emergency protocols to implement
- Coordinate/Cooperate with emergency responders
- Keep the Superintendent informed of the situation

### **Teachers / Teaching Assistants / Substitute Teachers / Student-Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students unless directed to do otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals.
- Take attendance when class relocates to an inside or outside designated area or to an evacuation site.
- Report missing students to the appropriate Emergency Response Team Member.
- Execute assignments as directed by the Incident Commander.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those who are unable to be moved.
- Render first aid or CPR if certified and deemed necessary.

## **Counselors, Social Workers & School Psychologists**

Responsibilities include:

- Take steps to ensure the safety of students, staff and other individuals.
- Provide appropriate direction to students.
- Render first aid, CPR, and/or psychological aid if trained to do so.
- Assist in the transfer of students, staff and others when their safety is threatened by an emergency.
- Administer counseling services as deemed necessary during, or after, an incident.
- Execute assignments as directed by the Incident Commander.

## **School Nurse/Health Assistant**

Responsibilities include:

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.
- Execute assignments as directed by the Incident Commander.

## **Custodial/Maintenance Staff**

Responsibilities include:

- Survey and report building damage to the Incident Commander.
- Control main shutoff valves for gas, water, and electricity. Ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Control locks and physical security as directed by the Incident Commander.
- Keep Incident Commander informed of the condition of the school.
- Execute assignments as directed by the Incident Commander.

## **Principal's Secretary/Office Secretaries**

Responsibilities include:

- Answer phones and assist in receiving/providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Provide assistance to the Incident Commander/Principal.
- Monitor radio emergency broadcasts.
- Execute assignments as directed by the Incident Commander.

## **Food Service/Cafeteria Workers**

Responsibilities include:

- Prepare and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander.

## **Bus Drivers**

Responsibilities include:

- Supervise the care of students if disaster occurs while students are on the bus.
- Transfer students to assigned location/s when directed.
- Execute assignments as directed by the Incident Commander.

## **Other Staff**

Responsibilities include:

- Execute assignments as directed by the Incident Commander

## **Students**

Responsibilities include:

- Cooperate during emergency drills.
- Follow directions given by faculty and staff.
- Be aware of student emergency actions and assist fellow students in an incident.
- Report situations of concern (e.g. "If you see something, say something.")
- Develop an awareness of the high priority threats/hazards. Take measures to protect against and mitigate those threats/hazards.

## **Parents/Guardians**

Responsibilities include:

- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Provide the school with requested information concerning the incident, early/late dismissals, and other related release information.
- Listen to and follow directions as provided by the School District.

## **Training and Exercises**

The SFCSD understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur.

- Minimum of 12 drills (e.g. fire drills, lockdown drills, etc.) each school year.
  - o Schools must hold drills at least twelve times in each school year, eight of which required drills shall be held between September 1st and December 31st of each such year. Eight of all such drills shall be evacuation drills, four of all such required drills shall be lock-down drills.
- The emergency response plan shall be tested, including sheltering and early dismissal drills (no earlier than 15 minutes before normal dismissal).

# **FUNCTIONAL ANNEXES**

The SFCSD shall employ the following functional annexes:

- Shelter-In-Place
- Hold-In-Place
- Evacuation
- Secure
- Lockdown

## **1. Shelter-in-Place**

**Purpose:** A Shelter-in-Place annex describes courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

## **2. Hold-in-Place**

**Purpose:** If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a “Hold-in-Place” may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

## **3. Evacuation**

**Purpose:** This annex focuses on the courses of action that the SFCSD will execute to evacuate school buildings and grounds. Included are school policies and procedures for on-site and off-site evacuation including evacuation routes, transportation needs, and sheltering sites.

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

Specific actions, directions and locations have been excluded from the public version of the District Emergency Response Plan for security reasons.

## 4. Secure

### Purpose

This annex describes the courses of action the SFCSD will execute to secure school buildings and grounds during incidents that pose an imminent concern **outside** of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

## 5. Lockdown

### Purpose

This annex describes the courses of action the SFCSD will execute to secure school buildings and grounds during incidents that pose an **immediate threat of violence** in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students and visitors are secured in rooms away from immediate danger.

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

# **Crime Scene Management**

## **Purpose**

The SFCSD has outlined procedures for securing and restricting access to a potential school district crime scene in order to preserve evidence in cases of violent crimes on school property.

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

# **Communications**

## **Purpose**

The SFCSD ERP includes communication and coordination during, and following, emergencies and disasters, both internal and external communication. Procedures include emergency notification of persons in a parental relation.

The SFCSD ERP includes policies and procedures governing school incident communications with law enforcement and emergency responders, as well as with students, parents, staff, the school community and the media.

# **Medical and Mental Health Emergency Annex**

## **Purpose**

The SFCSD ERP outlines the course of action the district will implement to address emergency medical (e.g. first aid) and mental health issues. The SFCSD will coordinate these efforts with appropriate local emergency medical services, local law enforcement, local fire department and local emergency management representatives.

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

## **Education Law §2801-a Regarding Pandemic Planning**

Our District-Wide School Safety Plan is based on addressing the four phases of emergency management (Prevention/Mitigation; Preparedness; Response; Recovery). This Pandemic Plan is built upon the components already existing in our District-Wide Emergency Response Plan that also incorporates our Building-Level School Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide Emergency Response Plan. The District-Wide Emergency Response Team assumes responsibility for development and compliance with all

provisions of this Plan and implementation at the building level through the Building-Level Safety Team. The list of Emergency Response Team members and positions can be found in the Building-Level School Emergency Response Plans. This team, based on the specific circumstances, will determine who is essential to assist in response to a pandemic or a communicable disease outbreak.

### **Prevention/Mitigation**

We will work closely with the Seneca County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by school nurses for reporting communicable disease, including influenza, and communicating with the Health Department:

- Report suspected and confirmed cases of influenza on the monthly school's Communicable Disease Report, (DMS485.7/93; HE-112.4/81) and submit to: Seneca County Department of Health (315-539-1920) or other NYS agencies as required by the adoption of emergency regulations.

The Seneca County Department of Health will monitor County-wide cases of influenza or other communicable diseases and inform school districts as to appropriate actions. The SFCSD Superintendent will coordinate our Pandemic planning in collaboration with the District-wide School Safety Team that has the responsibility of reviewing all recommendations and incorporating them into the daily operating schedule. Along with health concerns, the District-wide School Safety Team will need to consider issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.

The school district will emphasize and teach good hygiene practices such as hand-washing and cough/sneezing etiquette through educational campaigns including any CDC-related materials. The district will continue to educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose. If necessary, we will implement a daily health screening for all students and staff to be completed prior to loading a school bus or reporting to a school building.

### **Preparedness**

The District's Health Management Plan for a Pandemic outlines several key components to staying prepared in case of a pandemic. The detailed plan can be found on the District Website. This plan includes the following:

- General Practices including guidelines for physical distancing, personal responsibility, hand hygiene, face coverings, work screening guidelines, cleaning of areas, common areas
- Communication including how information is shared to the school community and posters/signage
- Building Considerations including security cameras and software, fire code compliance, cleaning and disinfecting, HVAC and water system guidelines
- Training
- Procedures for cleaning all areas of the district
- Emergency drills and closure considerations

- Standard operating procedures as they relate to each department (custodial/maintenance, general offices, information technology, nursing, mental health professionals, food service, classrooms and libraries, itinerant services, and transportation)

Continuity of operations could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:

- Overall Operations – we have defined the following decision making authority for the district (Board of Education, Superintendent (in conjunction with the Leadership Team). Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communications during a pandemic will be through virtual meetings, email, cell phones, and the district automated notification system.
- The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing, payroll, and operations responsibilities. We have defined the following job titles for having back-up responsibility in these areas: Transportation Supervisor, Facilities Director, Director of Technology, Purchasing Agent, Administrator of Business and Operations, District Clerk and Senior Account Clerks. Recognizing the need for job cross-training, we have trained the necessary individuals to assist with any absences. We have also established the ability to maintain these essential functions off-site (working remotely). Off-site functions will be tested annually. The Central Business Office (WFL BOCES) as well as the local Business Office will alternate employees in order to continue operation and ensure payroll and accounts payable continue. For other essential employees, an alternative schedule may be developed in order to carry out necessary basic functions. This schedule will be driven by need and parameters outlined by the local and/or state level agency (Department of Health).
- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided Head Building custodians with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building functions and cleaning of critical areas such as bathrooms. Teachers may be asked to assist with these efforts. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Training for teachers on this process will be provided annually.
- Principals will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented. The Principals will provide cross-training of staff to ensure essential functions annually to help develop the Plan, in conjunction with all bargaining units, for emergency use of



personnel in non-traditional functions and changes in the normal work day such as alternate or reduced work hours, working from home, etc.

Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with the school community (parents, students, staff). Communication methods may include: district mass notification systems, school website postings; general mailings; emails; special presentations; phones and cell phones, and the public media. The Superintendent has been designated to coordinate this effort and act as the central point for all communication. The Superintendent will also retain responsibility for establishing and maintaining contact with accepted media partners. The Superintendent will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available.

Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar and instructional models may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:

- Hard copy, self-directed lessons
- On-line instruction; on-line resources; on-line textbooks
- Communication modalities for assignment postings and follow-up through an automated notification system (email, text, phone, postings) and District website.

## **Response**

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Seneca County Department of Health and other experts.

- Each Building Level Safety Team will be informed that the Plan has been activated. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The Superintendent will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Safety Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the Superintendent will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Administrator of Business and Operations will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Administrator of Business and Operations will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with all personnel. The Facility Director will work closely with the Administrator of

Business and Operations or designee to implement the different phases of the Plan as necessary.

- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.

### **Recovery**

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible.

- We will work toward a smooth transition from the continuity of instruction plan back to our normal model of daily instruction.
- We will use all described communication methods and the Superintendent or designee will keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and appropriate maintenance and cleaning procedures. Including, flushing the water supply if there was ever a building closure.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-wide Emergency Response Team and Building-Level School Safety Team will meet to debrief and determine lessons learned.

## **Accounting for All Persons & Reunification**

### **Purpose**

The SFCSD has developed a course of action to account for the whereabouts of students, staff, and visitors, while identifying those who may be missing. Each SFCSD building principal shall maintain their own unique reunification annex that details a safe and secure means of reuniting parents/guardians with their children in the event of an emergency.

## **Continuity of Operations Plan (COOP)**

### **Purpose**

The SFCSD has outlined a plan in which a school and/or school district will ensure that essential functions continue during an emergency and its immediate aftermath. This plan includes the continuity of essential functions including business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning. The district has implemented a one-to-one computing initiative for all students and staff.

## **Recovery**

### **Purpose**

Including a plan for both immediate and potential long-term recovery needs supports the school community and continuity of education in any emergency. As the end and beginning of the emergency management cycle, recovery is necessary to mitigate the negative impact of emergencies.

### **Immediate Recovery**

**(Academic, physical, fiscal, psychological and emotional recovery)**

### **Long-term Recovery**

**(Assess needs for long-term recovery)**

***Organizations we partner with to support emotional needs, financial needs, etc.***

## **Carbon Monoxide Annex**

### **Purpose**

The SFCSD has installed carbon monoxide detectors in all school buildings. The district has enacted a plan to respond to a CO alarm. This plan provides all staff with the required response actions in the event of a CO alarm. The plan lays out specific directions in response to a CO alarm's location(s). District carbon monoxide alarms include a series of audible beeps coupled with an LED strobe indicator.

## **Alyssa's Law Annex**

Alyssa's Law, effective June 2022, requires schools to consider the installation of silent panic alarm systems in any school.

**Panic alarm system:** a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from local law enforcement.

## **THREAT AND HAZARD SPECIFIC ANNEXES**

### **Purpose**

The SFCSD has developed annexes to ensure that there are procedures in place to protect students/staff and school property in the event of; an active shooter on school grounds in a school building, actual bomb materials or bomb threats on school grounds, and/or pandemic preparedness.

Specific actions and directions have been excluded from the public version of the District Emergency Response Plan for security reasons.

# **MENTAL HEALTH/STUDENT SUPPORT**

## **Purpose**

The Seneca Falls School District has developed, maintained and updated a Code of Conduct as specified in district policies 5300.00 – 5300.70.

All District policies can be found at the following web link

[https://www.boardpolicyonline.com/?b=seneca\\_falls\\_csd](https://www.boardpolicyonline.com/?b=seneca_falls_csd)

- 5300.00 Why Do We Have a Code of Conduct?
- 5300.05 Introduction
- 5300.10 Definitions
- 5300.15 Student Rights and Responsibilities
- 5300.20 Essential Partners
- 5300.25 Student Dress Code
- 5300.30 Prohibited Student Conduct
- 5300.35 Reporting Violations
- 5300.40 Disciplinary Consequences, Procedures and Referrals
- 5300.45 Alternative Instruction
- 5300.50 Discipline of Students with Disabilities
- 5300.55 Corporal Punishment
- 5300.60 Student Searches and Interrogations
- 5300.65 Visitors to Schools
- 5300.70 Public Conduct on School Property
- 5300.75 Dissemination and Review

## **DIGNITY FOR ALL STUDENTS ACT**

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

Among the Dignity Act's provisions, is the requirement that all public school districts (districts) and Boards of Cooperative Educational Services (BOCES) include provisions in their Codes of Conduct prohibiting the discrimination and harassment against students by students and/or school employees on school property or at a school function, as well as provisions for responding to acts of discrimination and harassment against students by students and/or school employees. The Dignity Act upholds New York State's commitment to provide safe and orderly schools for its students.

## Key Terms

The following terms' definitions come from the NYSED and NYS Center for School Safety:

**Bullying:** is described as an unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can occur before and after school hours, in a school building, on a playground, on a school bus while a student is traveling to or from school, or on the Internet. Bullying generally involves the following characteristics:

An Imbalance of Power  
The Intent to Cause Harm  
Repetition

**Cyberbullying:** occurs when harassment or bullying happens through any form of electronic communication.

**Harassment:** is defined as the creation of a hostile environment by conduct or verbal threats, intimidation, or abuse that has or would have the following effect:

- Reasonably and substantially interfere with a student's educational performance, opportunities or benefits
- Would reasonably be expected to cause a student to fear for his or her physical safety.

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

Under New York State's "Dignity for all Students Act" (DASA), the annual public report for the Seneca Falls Central School District can be found at the web link below.

[https://www.boardpolicyonline.com/?b=seneca\\_falls\\_csd&s=1024843](https://www.boardpolicyonline.com/?b=seneca_falls_csd&s=1024843)

The Seneca Falls Central School District has implemented two options for anonymous reporting of DASA-related incidents and/or safety concerns:

**Online DASA Reporting Form:** All school's Reporting Forms are available online on our district website and a hard copy is available in each main office:

\* Mynderse Academy:

<https://mynderseacademy.senecafallscsd.org/our-school/dignity-for-all-students-act-dasa>

\* Middle School:

<https://sfmiddleschool.senecafallscsd.org/our-school/dignity-for-all-students-act-dasa>

\* Cady Stanton Elementary:

<https://cadystanton.senecafallscsd.org/our-school/dignity-for-all-students-act-dasa>

\* Frank Knight Elementary:

<https://frankknight.senecafallscsd.org/our-school/dignity-for-all-students-act-dasa>

# THREAT ASSESSMENT / PREVENTION STRATEGIES

## Purpose

The Seneca Falls Central School District, in coordination with the Seneca Falls Police Department, are studying methods and programs to assess and monitor student threat potential. This Threat Assessment initiative may include preventative components such as.

- An anonymous Tip Line  
SpeakUp for Safety Email Address: [speakup@senecafallscsd.org](mailto:speakup@senecafallscsd.org)  
SpeakUp for Safety Phone # (Voicemail & Text): 315-902-0028

*While these are important resources to help keep our school safe, if the situation is an emergency call 911.*

*If you or someone you know is experiencing a mental health crisis, call 988 or 211.*

- Threat assessment matrix
- Threat assessment committee
- Historical student record
  
- Preventative strategies  
Gaggle Online Safety Management Program-premiere student safety software enabling K-12 schools to monitor student activity on school-provided devices for concerning content.

- Cyber security  
[District Cyber Security Incident Response Plan](https://www.senecafallscsd.org/fs/resource-manager/view/a307b80e-9a9e-41ec-9b66-fae6564187fc) :

<https://www.senecafallscsd.org/fs/resource-manager/view/a307b80e-9a9e-41ec-9b66-fae6564187fc>

- Intervention services
- Threat assessment tool for district facilities and functions

## LOCAL AGREEMENTS

### Business/Agency

Generations Bank  
Northeast College of Health Sciences  
Seneca Falls Police Department - Timothy Snyder  
Seneca County 911

### Service Provided Expiration

Offsite Shelter Ongoing  
Offsite Shelter Ongoing  
Access to Live Security Video Feed  
Access to Live Security Video Feed