



REMSEN CENTRAL SCHOOL DISTRICT
REGULAR BOARD OF EDUCATION MEETING
HIGH SCHOOL LIBRARY
TUESDAY JUNE 11, 2024 – 7:00 P.M.

"All Remsen students will Soar to Success"

AGENDA

- 1.0 Call to Order
- 2.0 Public Participation
 - 2.1 Questions and Concerns from the Public
- 3.0 Consent Agenda
 - 3.1 Preliminary Actions
 - 3.2 Business Operations
- 4.0 Reports to the Board of Education
 - 4.1 Elementary Principal's Report
 - 4.2 High School Principal's Report
 - 4.3 Athletic Director's Report
 - 4.4 Facilities Report
 - 4.5 Transportation Report
- 5.0 Old Business
 - 5.1 Remsen CSD District-Wide Code of Conduct 2024-2025
 - 5.2 Remsen CSD Athletic Code of Conduct 2024-2025
 - 5.3 Remsen CSD District-Wide Safety Plan 2024-2025
- 6.0 New Business
 - 6.1 Committee on Special Education
 - 6.2 Annual Budget Vote and Election Results
 - 6.3 2024-2025 12-Month Employee Holiday Schedule
 - 6.4 School Bus Bond
 - 6.5 Independent Athlete
 - 6.6 Excess Item
 - 6.7 Ballot Deconstruction
- 7.0 Personnel
 - 7.1 Appointment of Substitute Teacher
 - 7.2 Request for Unpaid Leave Days
 - 7.3 Request for Unpaid Leave Days
 - 7.4 Request for Medical Leave
 - 7.5 Appointment of Student Worker
 - 7.6 Appointment of Student Worker
 - 7.7 Appointment of Student Worker

Soar to Success

- 7.8 Appointment of Student Worker
- 7.9 Appointment of Student Worker
- 7.10 Appointment of Student Worker
- 7.11 Appointment of Substitute Teacher and Tutor
- 7.12 Appointment of Substitute Bus Driver
- 7.13 Resignation of Elementary Principal
- 7.14 Appointment of Elementary Principal
- 7.15 Appointment of Technology Curriculum Coordinator
- 7.16 Resignation of High School Secretary
- 7.17 Superintendent Employment Agreement
- 7.18 Appointment of Clerk of Works
- 7.19 Appointment of Substitute Senior Clerk
- 7.20 Appointment of Principal Mentor

8.0 Information & Correspondence

- 8.1 School Safety Excellence Award

ENC 8.1

- 8.2 High School Graduation – Friday June 21, 2024 in the High School Gymnasium at 7:00 P.M.

- Please let Mr. Jenny know if you plan to attend as a Board Member

9.0 Soaring to Success – Board of Education Roundtable Remarks

10.0 Executive Session for:

	Matters that will imperil the public safety if disclosed
	Any matter that may disclose the identity of a law enforcement agent or informer
	Information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed.
	Proposed, pending, or current litigation
	Collective negotiations pertaining to the CSEA Union pursuant to article 14 of the Civil Service Law
X	The medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.
	The preparation, grading, or administration of exams
	The proposed acquisition, sale, or lease of real property or the proposed acquisition, sale, or exchange of securities, but only when publicity would substantially affect the value of these things.
	Discussing student records made confidential by federal law (FERPA or IDEA)
	Hearing an appeal of a student suspension
	Hearing an appeal of an employee grievance
	Seeking legal advice from our attorney, which is made privileged by law

11.0 Adjournment

Our Vision

*Remsen Central School District forever aspires to be a unique, distinguished, welcoming learning community that fosters a growth mindset and essential traits of great character. RCS will remain dedicated to cultivating and supporting each student's individual abilities and interests as they confidently work to realize their full potential to lead happy, healthy, successful lives. **All Remsen students will Soar to Success.***

Our Mission

The mission of Remsen Central School District is to lead by example, instill essential traits of great character, foster a sense of belonging, and provide a solid academic foundation. Students will be empowered to learn and achieve to their individual potential through diverse, challenging, relevant and engaging educational opportunities and differentiated learning experiences.

*A commitment to students first, positive relationships, quality instruction, continuous personal and professional growth, recognition for hard work, as well as a comprehensive system of student supports provided in a safe, encouraging learning environment with consistently high expectations for everyone, **will ensure that all Remsen students Soar to Success.***



Soar to Success

Remsen Central School District Core Values

We are committed to quality student learning, service, and preparation.

Academic excellence and hard work will be valued and recognized.

We will model and instill integrity, kindness, hard work, perseverance, professionalism, commitment, teamwork, respect, independence, self-discipline, humility, responsibility, love, and empathy.

The little things make a big difference.

We will provide a safe, healthy, welcoming and supportive learning environment with clear expectations that motivates students to do their best, solve problems, be creative, think intelligently, understand multiple perspectives, collaborate, and have fun.

Consistency in routines and procedures is essential.

We will enthusiastically embrace and encourage a growth mindset, learn to persevere through challenges, and understand that failure is an opportunity to learn and grow throughout life.

Always strive to improve.

We will utilize student data and feedback, the thoughtful application of knowledge, skills and traits, daily interactions, assessments, projects and state and national standards to measure student growth, learning, and achievement.

Every day is a gift, full of possibilities.

We are grateful for our school community. We will work collectively to ensure we are able to leave our children, for generations to come, with an even better community and school than we have today.



Soar to Success



REMSEN CENTRAL SCHOOL DISTRICT
REGULAR BOARD OF EDUCATION MEETING
HIGH SCHOOL LIBRARY
TUESDAY JUNE 11, 2024 – 7:00 P.M.
“All Remsen students will Soar to Success”

SUPERINTENDENT’S MEMORANDUM

- 1.0 Call to Order – Mrs. Mary Lou Allen, Board President, will call the meeting to order following the budget hearing. Pledge of Allegiance recited by all present.
- 2.0 Public Participation - We are about to convene into the public comment period of our meeting. Any district resident wishing to speak during public session is required to sign in, stating your full name, address, contact information and the topic that you wish to discuss. If you have not signed in and you wish to speak, the District Clerk will bring the sign-in sheet over to you at this time. We will insist that all speakers and members of the audience maintain civility and respect. As a reminder, discussion or comment about personnel matters, any district employee or any particular student is prohibited. Those concerns should be brought directly to the Superintendent.

The board will now entertain public comments for up to a maximum of 30 minutes. Each individual speaker will be allotted three minutes. Please be reminded that written comments or concerns to be shared with the Board may also be submitted or emailed to the district clerk, Ms. Olivia Woolheater or to the Superintendent, Mr. Timothy Jenny at any time.

2.1 Questions and Concerns from the Public

- 3.0 Consent Agenda – RECOMMENDED ACTION – A single motion to approve the following routine items:

3.1 Preliminary Actions

- A. Approval of Minutes – May 14 and May 28, 2024 ENC. 3.1A
- B. Additions to and Approval of Agenda

3.2 Business Operations

- A. Warrants for Payment ENC. 3.2A
- B. Appropriation Status Report ENC. 3.2B
- C. Treasurer’s Report ENC. 3.2C
- D. Revenue Status Report ENC. 3.2D
- E. Budget Transfers ENC. 3.2E

4.0 Reports to the Board of Education

- 4.1 Elementary Principal’s Report ENC. 4.1
- 4.2 High School Principal’s Report ENC. 4.2
- 4.3 Athletic Director’s Report ENC. 4.3

- 4.4 Facilities Report ENC. 4.4
- 4.5 Transportation Report ENC. 4.5

- 5.0 Old Business
 - 5.1 Remsen CSD District-Wide Code of Conduct 2024-2025 – Second Read and Adoption ENC 5.1
 - 5.2 Remsen CSD Athletic Code of Conduct 2024-2025 – Second Read and Adoption ENC 5.2
 - 5.3 Remsen CSD District-Wide Safety Plan 2024-2025 – Second Read and Adoption ENC 5.3

- 6.0 New Business
 - 6.1 Committee on Special Education – RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education accept recommendations of the Committee on Special Education from meetings held on May 9, May 10, May 13, May 14, May 15, May 17, May 21, May 22, May 23, May 28, May 30, May 31, June 3, June 4, June 5, and June 6 2024. Please be reminded that discussion of a specific IEP should be referred to Executive Session.” ENC 6.1
 - 6.2 Annual Budget Vote and Election Results – RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education accept results of the May 21, 2024 budget vote and election as follows:

 Budget (\$14,677,461.00): Yes 165; No 19
 Proposition #1 (Bus Purchase): Yes 163; No 17
 Proposition #2 (Didymus Library): Yes 166; No 16
 Board of Education Member (Stephanie Karis): Yes 159; Write in 5
ENC 6.2
 - 6.3 2024-2025 12-Month Employee Holiday Schedule – RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education approve the 2024-2025 12-Month Employee Holiday Schedule.” ENC 6.3
 - 6.4 School Bus Bond – RECOMMENDED ACTION – Approve the following: BOND RESOLUTION DATED JUNE 11, 2024 OF THE BOARD OF EDUCATION OF THE REMSEN CENTRAL SCHOOL DISTRICT AUTHORIZING GENERAL OBLIGATION BONDS TO FINANCE THE ACQUISITION OF SCHOOL BUSES, AUTHORIZING BOND ANTICIPATION NOTES IN CONTEMPLATION THEREOF, THE LEVY OF TAXES IN ANNUAL INSTALLMENTS IN PAYMENT THEREOF, THE

EXPENDITURE OF SUCH SUMS FOR SUCH PURPOSE, AND
DETERMINING OTHER MATTERS IN CONNECTION
THEREWITH.

WHEREAS, the qualified voters of the Remsen Central School District, New York, at the annual meeting of such voters duly held on May 21, 2024, duly approved a proposition authorizing the levy of taxes to be collected in installments, in the manner provided by the Education Law, for the specific object or purpose hereinafter described; now therefore

BE IT RESOLVED BY THIS BOARD OF EDUCATION AS FOLLOWS:

Section 1. The Remsen Central School District has undertaken or shall undertake certain capital expenditures, as more particularly described in Section 3 hereof.

Section 2. The Remsen Central School District is hereby authorized to issue its General Obligation Serial Bonds in the aggregate principal amount of not to exceed \$255,000, pursuant to the Local Finance Law of New York, in order to finance the specific object or purpose described herein, and such amount is hereby appropriated therefor.

Section 3. The specific object or purpose to be financed pursuant to this resolution (hereinafter referred to as "purpose") is the acquisition of one (1) 66-passenger school bus at an estimated maximum cost of \$169,100, and one (1) 20-passenger school bus at an estimated maximum cost of \$85,900, all at an estimated maximum aggregate cost of \$255,000.

Section 4. It is hereby determined and declared that (a) the maximum aggregate cost of said purpose, as estimated by the Board of Education, is \$255,000, (b) the Remsen Central School District plans to finance the cost of said purpose entirely from funds raised by the issuance of said Bonds and the Bond Anticipation Notes hereinafter referred to, and (c) no money has heretofore been authorized to be applied to the payment of the cost of said purpose.

Section 5. It is hereby determined that the purpose is one of the class of objects or purposes described in Subdivision 29 of Paragraph a of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of said purpose is five (5) years.

Section 6. The Remsen Central School District is hereby authorized to issue its Bond Anticipation Notes in the aggregate principal amount of not to exceed \$255,000, and is hereby authorized to issue renewals thereof, pursuant to the Local Finance Law of New York in order to finance the purpose in anticipation of the issuance of the above described Bonds.

Section 7. It is hereby determined and declared that (a) there are presently no outstanding Bond Anticipation Notes issued in anticipating of the sale of said Bonds, (b) the Bond Anticipation Notes authorized hereby are not issued in anticipation for Bonds for an assessable improvement.

Section 8. It is hereby determined and declared that the Remsen Central School District reasonably expects to reimburse the general fund, or such other fund utilized, not to exceed

the maximum amount authorized herein, from the proceeds of the obligations authorized hereby for expenditures, if any, from such fund that may be made for the purpose prior to the date of issuance of such obligations. This is a declaration of official intent under Treasury Regulation §1.150-2.

Section 9. The faith and credit of the Remsen Central School District, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such Bonds and Bond Anticipation Notes as the same respectively become due and payable. And annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall annually be levied on all taxable real property of said School District, a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 10. The power to further authorize the issuance of said Bonds and Bond Anticipation Notes and to prescribe the terms, form and contents of said Bonds and Bond Anticipation Notes, subject to the provisions of this resolution and the Local Finance Law of New York, including without limitation, the consolidation with other issues, the determination to issue Bonds with substantially level or declining annual debt service, whether to authorize the receipt of bids in an electronic format, and to sell and deliver said Bonds and Bond Anticipation Notes, is hereby delegated to the President of the Board of Education or to the Vice President of the Board in the event of the absence or unavailability of the President. The President of the Board of Education and the District Clerk are hereby authorized to sign by manual or facsimile signature any Bonds and Bond Anticipation Notes issued pursuant to this resolution, and are hereby authorized to affix to such Bonds and Bond Anticipation Notes the corporate seal of the School District and to attest the same.

Section 11. This resolution, or a summary hereof, shall be published in full by the District Clerk of the School District together with a notice in substantially the form prescribed by Section 81.00 of said Local Finance Law, and such publication shall be in each official newspaper of the School District. The validity of said Bonds and Bond Anticipation Notes may be contested only if such obligations are authorized for an object or purpose for which said School District is not authorized to expend money, or the provisions of law which should be complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty (20) days after the date of such publication; or if said obligations are authorized in violation of the provisions of the Constitution.

Section 12. This resolution shall take effect immediately upon its adoption
ENC 6.4

- 6.5 Independent Athlete - RECOMMENDED ACTION - Approve the following:
“RESOLVED, that the Board of Education approve request to allow one student to be considered as an independent athlete in the sport of Varsity Gymnastics for the fall of 2024 sports season with all fees, expenses, and transportation provided by the parents of said athlete.”

ENC 6.5

- 6.6 Excess Item - RECOMMENDED ACTION – Approve the following:
“RESOLVED, that the Board of Education declare one timpani drum set as an excess item.”
- 6.7 Ballot Deconstruction - RECOMMENDED ACTION – Approve the following:
“RESOLVED, that pursuant to Education Law Section 2034 (6)(b) that more than six months have elapsed since May 16, 2023 school board election and budget vote; and there have been no challenges or proceedings commenced; that the Board of Education of the Remsen Central School District hereby authorized the District Clerk to destroy official ballots cast, spoiled, and unused in the May 16, 2023 Annual District Budget Vote and Board of Education Election.”
- 7.0 Personnel
- 7.1 Appointment of Substitute Teacher - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education appoint Michelle Krul of Forestport, NY to the position of Substitute Teacher effective June 12, 2024 at the daily rate of \$110.00.”
ENC 7.1
- 7.2 Request for Unpaid Leave Days - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education approve the request of Danielle Kinsley for unpaid leave days taken on June 18, 2024 and June 20, 2024.”
ENC 7.2
- 7.3 Request for Unpaid Leave Days - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education approve the request of Autumn Fasolino for half unpaid leave days taken on May 17, 2024 and May 22, 2024.”
ENC 7.3
- 7.4 Request for Medical Leave - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education approve the request of Lisa Gregory for Medical Leave of Absence (FMLA) beginning May 13, 2024 through May 31, 2024 with a return to work date of June 3, 2024.”
ENC 7.4
- 7.5 Appointment of Student Worker - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education appoint Jaden Guo to the position Student Worker at the hourly rate of \$15.00 effective July 1, 2024.”
ENC 7.5
- 7.6 Appointment of Student Worker - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education appoint Molly Southwick to the position Student Worker at the hourly rate of \$15.00 effective July 1, 2024.”
ENC 7.6

- 7.7 Appointment of Student Worker - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education appoint Jaedyn Wilcox to the position Student Worker at the hourly rate of \$15.00 effective July 1, 2024.”
ENC 7.7
- 7.8 Appointment of Student Worker - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education appoint Abbie Tyson to the position Student Worker at the hourly rate of \$15.00 effective July 1, 2024.”
ENC 7.8
- 7.9 Appointment of Student Worker - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education appoint Shaylyn Dolly to the position Student Worker at the hourly rate of \$15.00 effective July 1, 2024.”
ENC 7.9
- 7.10 Appointment of Student Worker - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education appoint Nathan Leska to the position Student Worker at the hourly rate of \$15.00 effective July 1, 2024.”
ENC 7.10
- 7.11 Appointment of Substitute Teacher and Tutor - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education appoint Pricilla Heburn of Remsen, NY as a retired teacher substitute at the daily rate of \$150 and tutor at the hourly rate of \$32.00.”
ENC 7.11
- 7.12 Appointment of Substitute Bus Driver - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education appoint Nina Griswold of Remsen, NY to the position Substitute Bus Driver effective June 12, 2024 at the hourly rate of \$18.22.”
ENC 7.12
- 7.13 Resignation of Elementary Principal - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education accept the resignation of Gary Winghart effective August 4, 2024.”
ENC 7.13
- 7.14 Appointment of Elementary Principal - RECOMMENDED ACTION – Approve the following: “RESOLVED: that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the term appointment of Jody Lamphere, of Poland, NY to the position of Administrator, commencing July 8, 2024 and ending August 4, 2024. During this period of time Jody Lamphere shall be compensated per the enclosed elementary principal agreement on a prorated basis.

BE IT FURTHER RESOLVED THAT, upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the four (4) year probationary appointment of Jody Lamphere, of Poland, NY as the Elementary School Principal for the Remsen Central School District, in the tenure area of building principal, commencing August 5, 2024 and ending July 9, 2028, crediting her with time served as an Administrator in the District for the period of time from July 8, 2024 through August 4, 2024.”

ENC 7.14

- 7.15 Appointment of Technology Curriculum Coordinator - RECOMMENDED ACTION – Approve the following: “RESOLVED: that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the four (4) year probationary appointment of Gary Winghart, as the Technology Curriculum Coordinator for the Remsen Central School District, in the tenure area of Technology Curriculum Coordinator, to commence on August 5, 2024 and to expire on August 6, 2028; and BE IT FURTHER RESOLVED that Gary Winghart shall be compensated per the enclosed Technology Curriculum Coordinator agreement.”

ENC 7.15

- 7.16 Resignation of High School Secretary - RECOMMENDED ACTION – Approve the following: “RESOLVED, that the Board of Education accept the resignation of Leian DiNitto effective June 28, 2024.”

ENC 7.16

- 7.17 Superintendent Employment Agreement - RECOMMENDED ACTION – Approve the following: "RESOLVED, that the Board of Education of the Remsen Central School District hereby amends the Superintendent’s Employment Agreement between the Board of Education and Timothy Jenny per the enclosed Employment Agreement effective June 11, 2024.”

ENC 7.17

- 7.18 Appointment of Clerk of Works - RECOMMENDED ACTION – Approve the following: "RESOLVED, that the Board of Education appoint Kevin Roberts as Clerk of the Works for the 2024-2025 school year at a rate of \$265.00 per day, effective July 1, 2024."

ENC 7.18

- 7.19 Appointment of Substitute Senior Clerk - RECOMMENDED ACTION – Approve the following: RESOLVED: that the Board of Education appoint Robin Hajdasz of Remsen, NY as a substitute Senior Clerk at the daily rate of \$152.00, effective July 1, 2024.”

ENC 7.19

7.20 Appointment of Principal Mentor - RECOMMENDED ACTION – Approve the following: RESOLVED: that the Board of Education appoint Sanya Pelrah as the “new principal mentor” for the 2024-2025 school year at a stipend of \$1,440.

8.0 Information & Correspondence

8.1 School Safety Excellence Award

ENC 8.1

8.2 High School Graduation – Friday June 21, 2024 in the High School Gymnasium at 7:00 P.M.

- Please let Mr. Jenny know if you plan to attend as a Board Member

9.0 Soaring to Success – Board of Education Roundtable Remarks

10.0 Executive Session for:

	Matters that will imperil the public safety if disclosed
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	Proposed, pending, or current litigation
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	The preparation, grading, or administration of exams
	The proposed acquisition, sale, or lease of real property or the proposed acquisition, sale, or exchange of securities, but only when publicity would substantially affect the value of these things.
	Discussing student records made confidential by federal law (FERPA or IDEA)
	Hearing an appeal of a student suspension
	Hearing an appeal of an employee grievance
	Seeking legal advice from our attorney, which is made privileged by law

11.0 Adjournment



REMSEN CENTRAL SCHOOL DISTRICT
ANNUAL BUDGET HEARING
REGULAR BOARD OF EDUCATION MEETING
TUESDAY MAY 14, 2024

"All Remsen students will Soar to Success"

MINUTES

MEMBERS PRESENT: Tara Kennerknecht, Patrick Nolan, Mary Lou Allen

MEMBERS ABSENT: Stephanie Karis, Jeannie Scouten

OTHERS PRESENT: Timothy Jenny, John McKeown, Gary Winghart,
Olivia Woolheater, Kurt Crossett, Kelly Runninger,
Kevin Roberts, Sanya Pelrah, Kelly Countryman,
Dale Dening, Susan Bartholomew, Anne Reilly,
Lorraine Hefner, Richard Gallo, Jack Lombardi

Mr. John McKeown and Mr. Timothy Jenny presented the Budget Hearing from 6:00 p.m. to 6:33 p.m.

Meeting called to order by Mrs. Mary Lou Allen, Board President, at 6:34 p.m.

Pledge of Allegiance recited by all present.

Mrs. Allen read the following statement:

Public Participation - We are about to convene into the public comment period of our meeting. Any district resident wishing to speak during public session is required to sign in, stating your full name, address, contact information and the topic that you wish to discuss. If you have not signed in and you wish to speak, the District Clerk will bring the sign-in sheet over to you at this time. We will insist that all speakers and members of the audience maintain civility and respect. As a reminder, discussion or comment about personnel matters, any district employee or any particular student is prohibited. Those concerns should be brought directly to the Superintendent.

The board will now entertain public comments for up to a maximum of 30 minutes. Each individual speaker will be allotted three minutes. Please be reminded that written comments or concerns to be shared with the Board may also be submitted or emailed to the district clerk, Ms. Olivia Woolheater or to the Superintendent, Mr. Timothy Jenny at any time.

Public hearing for:

Remsen CSD District-Wide Code of Conduct 2024-2025
Remsen CSD Athletic Code of Conduct 2024-2025
Remsen CSD District-Wide School Safety Plan 2024-2025

No public participation this evening

Motion by Tara Kennerknecht, second by Patrick Nolan:

“RESOLVED, that the Board of Education approved the minutes from the meetings held on April 9, 2024 and April 16, 2024.; and it be further resolved that the Board of Education approve Warrants for Payment; Treasurer’s Report; accept Revenue Status Report; and Appropriation Status Report.”

Vote: 3 yes, 0 no

Elementary Principal’s report given by Gary Winghart: See attached

High School Principal’s Report given by Sanya Pelrah: See attached

Athletic Director’s Report given by Dale Denning: See attached

Facilities Report given by Kevin Roberts: See attached

Transportation Report given by Kurt Crossett: See attached

Motion by Tara Kennerknecht, second by Patrick Nolan:

“RESOLVED, that the Board of Education retroactively approve the 2023-2024 School District Patrol Officer Agreement between Oneida County, through the Oneida County Sheriff’s Office, and the Remsen Central School District. Note: This contract was provided to the district from the county on April 11th, 2024.”

Vote: 3 yes, 0 no

Motion by Patrick Nolan, second by Tara Kennerknecht:

“RESOLVED, that the Board of Education accept recommendations of the Committee on Special Education from meetings held on April 2, April 3, April 4, April 5, April 9, April 11, April 15, April 16, April 17, April 18, and May 3, 2024. Please be reminded that discussion of a specific IEP should be referred to Executive Session.”

Vote: 3 yes, 0 no

Motion by Patrick Nolan, second by Tara Kennerknecht:

WHEREAS there has been proposed a "NEW YORK STATE MUNICIPAL WORKERS' COMPENSATION ALLIANCE PLAN DOCUMENT" pursuant to Section 50 3-a of the Workers' Compensation Law (hereinafter "the Plan"); and

WHEREAS the Remsen Central School District is eligible for membership in the Plan; and

WHEREAS the Remsen Central School District has made an independent investigation of the Plan and reviewed the Plan document, and has concluded that it would be in the interests of the Remsen Central School District to participate therein; now, therefore, be it

RESOLVED that the Remsen Central School District enter into membership in the Plan pursuant to Section 50 Subdivision 3-a of the Workers' Compensation Law; and be it further

RESOLVED, that Mrs. Mary Lou Allen be and hereby is authorized and instructed to execute the Plan's charter document on behalf of the Remsen Central School District; and be it further

RESOLVED, that the custody of all joint Plan moneys by the Plan Administrator under the Plan be and the same hereby is approved.

Vote: 3 yes, 0 no

Motion by Tara Kennerknecht, second by Patrick Nolan:

RESOLVED, that the Remsen Central School hereby elects, pursuant to Subdivision 3-a of Section 50 of the Workers' Compensation Law, to become a self-insurer as to Workers' Compensation claims against this Municipality; and be it further

RESOLVED, that pursuant to Section 50 Subdivision 3-a of said Workers' Compensation Law, notice of such election shall be filed forthwith with the Chairman of the Workers' Compensation Board, Self-Insurance Section; and be it further

RESOLVED, that this election shall become effective on July 1, 2024.

Vote: 3 yes, 0 no

Motion by Tara Kennerknecht, second by Patrick Nolan:

WHEREAS, the Remsen Central School District (the "District") has determined that it is in the best interest of the District to retain an architect to provide necessary architectural and related services in connection with its 2023-2024 Capital Outlay Project (the "Project"); and

WHEREAS, pursuant to a request for proposals awarded to King + King Architects, the District wishes to contract with King + King Architects for the purposes of providing architectural and related services for the Project; and

WHEREAS, the School District's legal counsel, Ferrara Fiorenza, PC and King + King Architects have jointly prepared a contract for architectural services relative to the Project (a copy of which has been shared with the Board);

NOW, THEREFORE, be it resolved as follows:

1. The Board of Education approves the retention of King + King Architects to provide professional services and proceed with the Project in accordance with the terms and conditions of the contract approved by legal counsel and previously shared with the Board of Education.
2. The Board of Education hereby authorizes the President of the Board or the Superintendent of Schools to enter into the approved contract with King + King Architects on behalf of the Board of Education and take all steps necessary or convenient to proceed under the contract in connection with the Project.
3. This resolution shall take effect immediately.

Vote: 3 yes, 0 no

Motion by Patrick Nolan, second by Tara Kennerknecht:

WHEREAS, the Remsen Central School District (the “District”) has determined that it is in the best interest of the District to retain a construction manager to provide necessary construction management and related services in connection with its 2023 Capital Improvement Project (the “Project”); and

WHEREAS, pursuant to a request for proposals awarded to Construction Associates, the District wishes to contract with Construction Associates for the purposes of providing construction management and related services for the Project; and

WHEREAS, the School District’s legal counsel, Ferrara Fiorenza, PC and Construction Associates have jointly prepared a contract for construction management services relative to the Project (a copy of which has been shared with the Board);

NOW, THEREFORE, be it resolved as follows:

1. The Board of Education approves the retention of Construction Associates to provide professional services and proceed with the Project in accordance with the terms and conditions of the contract approved by legal counsel and previously shared with the Board of Education.
2. The Board of Education hereby authorizes the President of the Board or the Superintendent of Schools to enter into the approved contract with Construction Associates on behalf of the Board of Education and take all steps necessary or convenient to proceed under the contract in connection with the Project.
3. This resolution shall take effect immediately.

Vote: 3 yes, 0 no

Motion by Patrick, second by Tara Kennerknecht:

WHEREAS, the Remsen Central School District (the “District”) has determined that it is in the best interest of the District to retain an architect to provide necessary architectural and related services in connection with its 2023 Capital Improvement Project (the “Project”); and

WHEREAS, pursuant to a request for proposals awarded to King + King Architects, the District wishes to contract with King + King Architects for the purposes of providing architectural and related services for the Project; and

WHEREAS, the School District’s legal counsel, Ferrara Fiorenza, PC and King + King Architects have jointly prepared a contract for architectural services relative to the Project (a copy of which has been shared with the Board);

NOW, THEREFORE, be it resolved as follows:

1. The Board of Education approves the retention of King + King Architects to provide professional services and proceed with the Project in accordance with the terms and conditions of the contract approved by legal counsel and previously shared with the Board of Education.
2. The Board of Education hereby authorizes the President of the Board or the Superintendent of Schools to enter into the approved contract with King + King Architects on behalf of the Board of Education and take all steps necessary or convenient to proceed under the contract in connection with the Project.
3. This resolution shall take effect immediately.

Vote: 3 yes, 0 no

First Read of the following polices:

- Remsen Central School District-Wide Code of Conduct 2024-2025
- Remsen Central School District Athletic Code of Conduct 2024-2025
- Remsen Central School District-Wide Safety Plan 2024-2025

Motion by Tara Kennerknecht, second by Patrick Nolan:

“RESOLVED, that the Board of Education approve the sports combine with Town of Webb Union Free School District for Cross Country 2024-2025 at the modified and varsity levels for boys and girls.”

Vote: 3 yes, 0 no

Motion by Tara Kennerknecht, second by Patrick Nolan:

“RESOLVED, that the Board of Education grant the request of Robin McCormack for unpaid leave from May 9, 2024 – May 10 2024.”

Vote: 3 yes, 0 no

Motion by Patrick Nolan, second by Tara Kennerknecht:

“RESOLVED, that the Board of Education accept the resignation of Brittany Austin effective June 30, 2024.”

Vote: 3 yes, 0 no

Motion by Tara Kennerknecht, second by Patrick Nolan:

“RESOLVED, that the Board of Education accept the resignation of Daniel Polce effective May 21, 2024.”

Vote: 3 yes, 0 no

Motion by Tara Kennerknecht, second by Patrick Nolan:

“RESOLVED, that the Board of Education approve the request of Christine Farber for Medical Leave of Absence (FMLA) beginning May 6, 2024 through May 21, 2024 with a return to work date of May 22, 2024.”

Vote: 3 yes, 0 no

Motion by Patrick Nolan, second by Tara Kennerknecht:

“RESOLVED, that the Board of Education grant the request of Lacey Carino for unpaid leave for a half day on March 18, 2024 and a full day on May 17, 2024.”

Vote: 3 yes, 0 no

Information and Correspondence -

- Annual Budget Vote and BOE Member Election May 21, 2024 from 1:00 p.m. to 8:00 p.m. in the Elementary Cafeteria
- Senior Capstone Project: The class of 2024 Senior Seminar Class invited the Board of Education Members to view their Capstone Project on June 6th at 1:00 p.m. in the High School Library

Soaring to Success – Board of Education Roundtable Remarks

Board members reflected on and shared their thoughts about activities and events that occurred over the past month:

Mrs. Mary Lou Allen: Mrs. Allen thanked the Administration, Mr. John McKeown and Mr. Timothy Jenny for all of their hard work putting together the 2024 budget presentation.

Mr. Timothy Jenny: Mr. Jenny thanked the custodial crew for their quick and hard work taking care of the old desks. Mr. Jenny then thanked Mr. Kurt Crossett the Transportation Director for helping with bus runs due to short staff. Mr. Jenny also shared that the Remsen Track Invitational meet went well. Mr. Jenny also congratulated the 2024 Valedictorian, Mr. Brian Secor and Salutatorian, Leila Ward. Mr. Jenny also shared that Remsen hosted this years’ All County. It was a great event and excellent turnout. Lastly, Mr. Jenny thanked Mr. John McKeown and the Board of Education for being a part of creating the budget.

Motion by Patrick Nolan, second by Tara Kennerknecht to enter executive session at 7:15 p.m. for the Superintendent’s Evaluation and for the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

Motion by Tara Kennerknecht, second by Patrick Nolan to return to regular session at 8:02 p.m.

Motion by Patrick Nolan, second by Tara Kennerknecht to adjourn regular session at 8:03 p.m.



REMSEN CENTRAL SCHOOL DISTRICT
SPECIAL BOARD OF EDUCATION MEETING – 6:00 P.M.
TUESDAY MAY 28, 2024
“All Remsen students will Soar to Success”

MINUTES

MEMBERS PRESENT: Tara Kennerknecht, Patrick Nolan, Mary Lou Allen,
Stephanie Karis, Jeannie Scouten

MEMBERS ABSENT: None

OTHERS PRESENT: Timothy Jenny, Jody Lamphere

Meeting called to order by Mrs. Mary Lou Allen, Board President, at 6:03 p.m.

Pledge of Allegiance recited by all present.

Motion by Stephanie Karis, second by Patrick Nolan to enter executive session at 6:04 p.m. for the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation, specifically to meet/interview the Elementary Principal candidate.

Motion by Stephanie Karis, second by Patrick Nolan to return to regular session at 7:57 p.m.

Motion by Patrick Nolan, second by Jeannie Scouten to adjourn regular session at 7:58 p.m.

REMSSEN CSD



Check Warrant Report For A - 90: May 23, 2023 General Fund CD For Dates 5/23/2024 - 5/23/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37067	05/23/2024	4392	A-VERDI LLC	240005	99.00
37068	05/23/2024	3523	AMAZON CAPITAL SERVICES	240610	30.98
37069	05/23/2024	74	FRANK ASTON SR		116.34
37070	05/23/2024	3039	JOSEPH BETRUS		232.68
37071	05/23/2024	4598	CARD SERVICES	*See Detail Report	215.23
37072	05/23/2024	5109	ENRIQUE CARRASCO		107.50
37073	05/23/2024	4515	CINTAS CORPORATION	240463	103.59
37074	05/23/2024	2015	CNY AWARDS	240124	168.00
37075	05/23/2024	4728	COLLEGE BOARD	240303	380.16
37076	05/23/2024	355	DEVELOPMENTAL THERAPY ASSOC		2,550.00
37077	05/23/2024	3762	EGGAN ENVIRONMENTAL	240104	200.00
37078	05/23/2024	447	FERRARA FIORENZA PC		161.00
37079	05/23/2024	5111	MCKAYLA FINN "pull & void" per email		500.00
37080	05/23/2024	2946	FOLLETT CONTENT SOLUTIONS, LLC	240597	584.05
37081	05/23/2024	3044	RICHARD FURLONG		116.34
37082	05/23/2024	4608	GTO SPORTS	240619	308.25
37083	05/23/2024	5410	ZACHARY HELMER "pull & void" per email		500.00
37084	05/23/2024	3800	HERFF-JONES LLC	240547	461.59
37085	05/23/2024	4482	RAYNE IVES		310.62
37086	05/23/2024	1948	LEONARD BUS SALES INC	240093	563.32
37087	05/23/2024	3048	LIGHTS AUTO PARTS INC	240079	334.72
37088	05/23/2024	4423	ERIC MAZUR		116.34
37089	05/23/2024	4123	MELISSA OBERNESSER	240325	115.62
37090	05/23/2024	4309	ONEIDA COUNTY SHERIFF'S OFFICE		6,528.15
37091	05/23/2024	4127	ERIC PAUL		224.94
37092	05/23/2024	4413	R.G. TIMBS, INC.		38.75
37093	05/23/2024	1382	SENTINEL MEDIA CO.	240090	1,030.28
37094	05/23/2024	4536	VITO P. SINISGALLI		116.34
37095	05/23/2024	1252	ANTHONY SISTI		232.68
37096	05/23/2024	4104	TRANE U.S. INC.	240590	1,591.00
37097	05/23/2024	4000	W.B. MASON	240620	268.86
37098	05/23/2024	4622	YOUSCIENCE	240616	200.00

ENC3.2A

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
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Number of Transactions: ~~32~~ 30

Warrant Total: ~~18,506.33~~

Vendor Portion: ~~18,506.33~~

17,506.33

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant 30 #17506.33

To The District Treasurer: I hereby certify that I have verified the above claims, ~~32~~ in number, in the total amount of \$~~18,506.33~~. 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.

5.28.24 M. Keener Claims Auditor
Date Signature Title

REMSSEN CSD



Check Warrant Report For A - 91: 5/30/2024 PAYROLL PAYMENT PROCESSING For Dates 5/30/2024 - 5/30/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1364	05/30/2024	2063	REMSSEN CENTRAL SCHOOL		229,460.07
1365	05/30/2024	2064	FIRST SOURCE FCU		2,831.60
1366	05/30/2024	2070	NYS & LOCAL EMPLOYEES RETIREMENT SYS		3,366.24
1367	05/30/2024	3424	THE OMNI GROUP		7,852.89
37099	05/30/2024	2067	CSEA INC		684.72
37100	05/30/2024	1920	NYS TEACHERS RETIREMENT SYSTEM		1,499.00
37101	05/30/2024	4356	VOTE-COPE		9.00

Number of Transactions: 7

Warrant Total: 245,703.52

Vendor Portion: 245,703.52

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$245,703.52. 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.

5.28.24 *[Signature]* claims auditor
Date Signature Title

REMSSEN CSD



Check Warrant Report For H2024BUS - 3: May 24, 2024 H2024BUS5510210 CD For Dates 5/24/2024 - 5/24/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1367	05/24/2024	3720	LEONARD BUS SALES INC	240465	154,761.82
Number of Transactions: 1				Warrant Total:	154,761.82
				Vendor Portion:	154,761.82

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$154,761.82. 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.

5.28.24 M. Keener Claims Auditor
Date Signature Title

REMSSEN CSD



Check Warrant Report For H2023CP - 10: May 23, 2024 H2023CP CD For Dates 5/23/2024 - 5/23/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1365	05/23/2024	447	FERRARA FIORENZA PC		598.00
1366	05/23/2024	4413	R.G. TIMBS, INC.		531.89
Number of Transactions: 2				Warrant Total:	1,129.89
				Vendor Portion:	1,129.89

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$1,129.89. 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.

5.28.24 *M Keener* claims auditor
Date Signature Title

REMSEN CSD



Check Warrant Report For A - 88: 5/16/2024 PAYROLL PAYMENT PROCESSING For Dates 5/16/2024 - 5/16/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1361	05/16/2024	2063	REMSEN CENTRAL SCHOOL		212,667.28
1362	05/16/2024	2064	FIRST SOURCE FCU		2,831.60
1363	05/16/2024	3424	THE OMNI GROUP		7,877.89
37066	05/16/2024	2067	CSEA INC		657.49
Number of Transactions: 4				Warrant Total:	224,034.26
				Vendor Portion:	224,034.26

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$224,034.26. 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.

5.17.24 *Mykeener* Claims Auditor
Date Signature Title

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36992	04/25/2024	4392	A-VERDI LLC	*See Detail Report	382.00
36993	04/25/2024	3523	AMAZON CAPITAL SERVICES	*See Detail Report	234.39
36994	04/25/2024	1598	BSN SPORTS	*See Detail Report	464.35
36995	04/25/2024	4543	BUELL FUELS LLC	240609	363.75
36996	04/25/2024	168	C & R HARDWARE INC	240026	36.96
36997	04/25/2024	4515	CINTAS CORPORATION	240463	34.53
36998	04/25/2024	2015	CNY AWARDS	240124	140.00
36999	04/25/2024	3465	CSEA EMPLOYEE BENEFIT FUND	240006	155.02
37000	04/25/2024	2815	DAVIDSON AUTOMOTIVE GROUP	240595	1,731.64
37001	04/25/2024	4302	DECKER INC. SCHOOL FIX	*See Detail Report	4,795.91
37002	04/25/2024	355	DEVELOPMENTAL THERAPY ASSOC		3,026.00
37003	04/25/2024	447	FERRARA FIORENZA PC	240232	230.00
37004	04/25/2024	2946	FOLLETT CONTENT SOLUTIONS, LLC	240524	34.24
37005	04/25/2024	1589	GRAINGER	*See Detail Report	1,944.21
37006	04/25/2024	2228	ROBIN HAJDASZ		100.00
37007	04/25/2024	1419	HERKIMER COUNTY SCHOOL HEALTH INSURANCE CONSORTIUM	240080	218,251.76
37008	04/25/2024	1582	HILLYARD/NEW YORK	240475	10.51
37009	04/25/2024	685	JW PEPPER & SON INC	240137	84.41
37010	04/25/2024	1948	LEONARD BUS SALES INC	*See Detail Report	4,913.35
37011	04/25/2024	3048	LIGHTS AUTO PARTS INC	240079	62.94
37012	04/25/2024	4948	MATT NIMEY BUICK GMC, INC.	240098	42.03
37013	04/25/2024	4834	NYSSCA	240362	50.00
37014	04/25/2024	986	NYSSMA	240601	112.00
37015	04/25/2024	4123	MELISSA OBERNESSER	240325	59.35
37016	04/25/2024	1005	**CONTINUED** OHM BOCES		0.00
37017	04/25/2024	1005	OHM BOCES		196,537.44
37018	04/25/2024	4309	ONEIDA COUNTY SHERIFF'S OFFICE		345.00
37019	04/25/2024	4920	SANYA PELRAH		115.68
37020	04/25/2024	3611	QUADIENT LEASING USA, INC.	240047	494.19
37021	04/25/2024	2772	RID-O-VIT	240042	120.00
37022	04/25/2024	2116	KELLY RUNNINGER		100.00
37023	04/25/2024	1382	SENTINEL MEDIA CO.	240090	685.00
37024	04/25/2024	1241	SHERWIN-WILLIAMS CO	240571	142.96
37025	04/25/2024	5108	SPEEDWAY LLC		403.20
37026	04/25/2024	4104	TRANE U.S. INC.	*See Detail Report	5,480.02
37027	04/25/2024	1473	VILLAGE OF REMSEN	240234	7,111.33
37028	04/25/2024	4000	W.B. MASON	240599	17.97
37029	04/25/2024	3785	YOCUM FULL SERVICE INC	240605	607.50



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 38				Warrant Total:	449,419.64
				Vendor Portion:	449,419.64

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 38 in number, in the total amount of \$449,419.64. 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.

4.30.24 *[Signature]* claims auditor
Date Signature Title

REMSEN CSD



Check Warrant Report For A - 84: 5/02/2024 PAYROLL PAYMENT PROCESSING For Dates 5/2/2024 - 5/2/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1358	05/02/2024	2063	REMSEN CENTRAL SCHOOL		239,658.18
1359	05/02/2024	2064	FIRST SOURCE FCU		2,831.60
1360	05/02/2024	3424	THE OMNI GROUP		7,877.89
37030	05/02/2024	2067	CSEA INC		657.49
Number of Transactions: 4					
					Warrant Total: 251,025.16
					Vendor Portion: 251,025.16

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$251,025.16. 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.

5.07.24 M Keener claims auditor
Date Signature Title

REMSSEN CSD

Check Warrant Report For A - 86: May 3, 2024 Flex Reimbursement For Dates 5/3/2024 - 5/3/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37031	05/03/2024	2474	O'CONNOR, MICHELE		500.00
Number of Transactions: 1				Warrant Total:	500.00
				Vendor Portion:	500.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$500.00. 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.

5.07.24 M Keener claims auditor
Date Signature Title

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
37032	05/09/2024	4392	A-VERDI LLC	240004	99.00
37033	05/09/2024	4659	ALLTECH INTEGRATIONS, INC.	*See Detail Report	2,070.00
37034	05/09/2024	74	FRANK ASTON SR		116.34
37035	05/09/2024	3558	BLISS ENVIRONMENTAL SERVICES	*See Detail Report	3,272.50
37036	05/09/2024	4954	JERRY BUTLER		116.34
37037	05/09/2024	4515	CINTAS CORPORATION	240463	103.59
37038	05/09/2024	2815	DAVIDSON AUTOMOTIVE GROUP	240595	192.34
37039	05/09/2024	5107	DFUSCO PIANO, LLC	240598	770.00
37040	05/09/2024	3762	EGGAN ENVIRONMENTAL	240104	220.00
37041	05/09/2024	447	FERRARA FIORENZA PC	240308	225.00
37042	05/09/2024	5060	GET A GRIP TIRE	240367	343.40
37043	05/09/2024	2922	GLOBAL MONTELLO	240094	5,251.69
37044	05/09/2024	1589	GRAINGER	*See Detail Report	808.66
37045	05/09/2024	1756	TIMOTHY HEBURN SR		116.34
37046	05/09/2024	580	ALAN JAMES HEYWOOD		167.44
37047	05/09/2024	1582	HILLYARD/NEW YORK	240602	329.14
37048	05/09/2024	5102	HJ BRANDELES CORP	240585	14,176.88
37049	05/09/2024	325	HUD-SON FOREST EQUIPMENT INC	240614	37.79
37050	05/09/2024	4565	KEY GOVERNMENT FINANCE, INC	240615	50,110.72
37051	05/09/2024	1948	LEONARD BUS SALES INC	240093	903.98
37052	05/09/2024	5073	LICENSE MONITOR II LLC.	240482	28.93
37053	05/09/2024	3048	LIGHTS AUTO PARTS INC	*See Detail Report	160.60
37054	05/09/2024	4423	ERIC MAZUR		116.34
37055	05/09/2024	4823	MOBILETECH COMUNICATION CORP.	240023	909.00
37056	05/09/2024	5062	MOHAWK VALLEY INTERPRETERS	240385	45.00
37057	05/09/2024	3994	MORRISVILLE-EATON CENTRAL SCHO		255.92
37058	05/09/2024	4123	MELISSA OBERNESSER	240325	64.74
37059	05/09/2024	1005	**CONTINUED** OHM BOCES		0.00
37060	05/09/2024	1005	OHM BOCES		199,169.32
37061	05/09/2024	995	ONEIDA CO. MUSIC EDUCATORS ASSOCIATION	240108	80.00
37062	05/09/2024	4309	ONEIDA COUNTY SHERIFF'S OFFICE		8,552.61
37063	05/09/2024	4920	SANYA PELRAH		8.73
37064	05/09/2024	4257	THE GENESIS GROUP		140.00
37065	05/09/2024	4925	TOLLS BY MAIL	240131	11.67

REMSEN, CSD

Check Warrant Report For A - 87: May 9, 2024 General Fund CD For Dates 5/9/2024 - 5/9/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 34				Warrant Total:	288,974.01
				Vendor Portion:	288,974.01

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 34 in number, in the total amount of \$288,974.01. 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.

5.10.24 M. Keener Claims Auditor
Date Signature Title

REMSSEN CSD

Check Warrant Report For C - 11: April 25, 2024 School Lunch CD For Dates 4/25/2024 - 4/25/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3693	04/25/2024	1005 OHM	BOCES		2,975.70
Number of Transactions: 1				Warrant Total:	2,975.70
				Vendor Portion:	2,975.70

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$2,975.70. 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.

4.30.24 *M. Keener* claims auditor
Date Signature Title

REMSEN CSD

Check Warrant Report For C - 12: May 9, 2024 School Lunch CD For Dates 5/9/2024 - 5/9/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount	
3694	05/09/2024	1005 OHM	BOCES		2,975.70	
Number of Transactions: 1					Warrant Total:	2,975.70
					Vendor Portion:	2,975.70

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$2,975.70. 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.

5.10.24 *MyKeener* claims auditor
Date Signature Title

REMSEN CSD

Check Warrant Report For F224 - 12: April 25, 2024 F224 CD For Dates 4/25/2024 - 4/25/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4296	04/25/2024	3523	AMAZON CAPITAL SERVICES	240594	179.35
Number of Transactions: 1				Warrant Total:	179.35
				Vendor Portion:	179.35

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$179.35. 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.

4.30.24 *McKeener* Claims auditor
Date Signature Title

REMSSEN CSD

Check Warrant Report For F413 - 17: April 25, 2024 F413 CD For Dates 4/25/2024 - 4/25/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4297	04/25/2024	724	LAKESHORE LEARNING MATERIALS LLC	240588	108.21
4298	04/25/2024	4334	SMITH SYSTEM MANUFACTURING CO.	240086	1,300.95
Number of Transactions: 2				Warrant Total:	1,409.16
				Vendor Portion:	1,409.16

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$1,409.16. 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.

4.30.24

Date

Signature

claims auditor

Title

REMSSEN CSD



Check Warrant Report For F413 - 18: May 9, 2024 F413 CD For Dates 5/9/2024 - 5/9/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4300	05/09/2024	3523	AMAZON CAPITAL SERVICES	240603	180.24
4301	05/09/2024	5104	NY FFA FOUNDATION	240587	2,850.00
4302	05/09/2024	1559	ZANER-BLOSER	240517	3,915.00
Number of Transactions: 3				Warrant Total:	6,945.24
				Vendor Portion:	6,945.24

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$6,945.24. 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.

5.10.24 M. Beener Claims Auditor
Date Signature Title

REMSSEN CSD

Check Warrant Report For F415 - 2: April 25, 2024 F415 CD For Dates 4/25/2024 - 4/25/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4299	04/25/2024	1005 OHM	BOCES		4,221.00
Number of Transactions: 1				Warrant Total:	4,221.00
				Vendor Portion:	4,221.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$4,221.00. 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.

4.30.24

Date

McKeener

Signature

claims auditor

Title

REMSEN CSD



Check Warrant Report For F523 - 3: May 9, 2024 F523 CD For Dates 5/9/2024 - 5/9/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4303	05/09/2024	3648	BIG APPLE MUSIC	240546	3,834.00
Number of Transactions: 1					Warrant Total: 3,834.00
					Vendor Portion: 3,834.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$3,834.00. 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.

5.10.24 *[Signature]* Claims Auditor
Date Signature Title

REMSSEN CSD

Check Warrant Report For H2023CP - 8: April 25, 2024 H2023CP CD For Dates 4/25/2024 - 4/25/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1362	04/25/2024	447	FERRARA FIORENZA PC		1,219.00
Number of Transactions: 1				Warrant Total:	1,219.00
				Vendor Portion:	1,219.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$1,219.00. 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.

4.30.24 *M. Keener* claims auditor
Date Signature Title

REMSEN CSD

Check Warrant Report For H2023CP - 9: May 9, 2024 H2023CP CD For Dates 5/9/2024 - 5/9/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1363	05/09/2024	5103	COLUMN SOFTWARE PBC		235.57
1364	05/09/2024	4187	KING & KING ARCHITECTS		5,310.00
Number of Transactions: 2				Warrant Total:	5,545.57
				Vendor Portion:	5,545.57

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$5,545.57. 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.

5.10.24
Date

M. Keener
Signature

Claims auditor
Title

REMSEN CSD



Check Warrant Report For A - 77: 4/4/2024 PAYROLL PAYMENT PROCESSING For Dates 4/4/2024 - 4/4/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1351	04/04/2024	2063	REMSEN CENTRAL SCHOOL		250,182.52
1352	04/04/2024	2064	FIRST SOURCE FCU		2,831.58
1353	04/04/2024	3424	THE OMNI GROUP		7,877.89
36950	04/04/2024	2067	CSEA INC		687.96
Number of Transactions: 4				Warrant Total:	261,579.95
				Vendor Portion:	261,579.95

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$261,579.95. 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.

4.09.24 *M Keener* Claims Auditor
Date Signature Title

REMSSEN CSD



Check Warrant Report For A - 79: April 5, 2024 Flex Reimbursement For Dates 4/5/2024 - 4/5/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36951	04/05/2024	4893	DEBORAH GECI		340.00
36952	04/05/2024	5101	MARK HARLANDER		500.00
Number of Transactions: 2				Warrant Total:	840.00
				Vendor Portion:	840.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$840.00. 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.

4.09.24
Date

M Keener
Signature

claims auditor
Title

REMSEN CSD

Check Warrant Report For A - 76: March 28, 2024 General Fund CD For Dates 3/28/2024 - 3/28/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
36890	03/28/2024	4775	**VOID** E-Z PASS CUSTOMER SERVICE CENTER	240040	-7.55
36924	03/28/2024	4392	A-VERDI LLC	*See Detail Report	811.00
36925	03/28/2024	4566	ASCA	240574	129.00
36926	03/28/2024	3648	BIG APPLE MUSIC	240138	38.00
36927	03/28/2024	168	C & R HARDWARE INC	240026	20.94
36928	03/28/2024	4598	CARD SERVICES		18.11
36929	03/28/2024	4515	CINTAS CORPORATION	240463	69.06
36930	03/28/2024	3465	CSEA EMPLOYEE BENEFIT FUND	240006	155.02
36931	03/28/2024	355	DEVELOPMENTAL THERAPY ASSOC		1,836.00
36932	03/28/2024	447	FERRARA FIORENZA PC	240232	345.00
36933	03/28/2024	1589	GRAINGER	*See Detail Report	671.11
36934	03/28/2024	1582	HILLYARD/NEW YORK	*See Detail Report	2,656.30
36935	03/28/2024	4482	RAYNE IVES		87.82
36936	03/28/2024	5096	JAYSON JACKSON		154.34
36937	03/28/2024	1948	LEONARD BUS SALES INC	*See Detail Report	2,849.09
36938	03/28/2024	3048	LIGHTS AUTO PARTS INC	*See Detail Report	298.58
36939	03/28/2024	3222	NCS PEARSON, INC.	240195	1,484.22
36940	03/28/2024	4123	MELISSA OBERNESSER	240325	162.14
36941	03/28/2024	4309	ONEIDA COUNTY SHERIFF'S OFFICE		6,484.14
36942	03/28/2024	5098	ONONDAGA CENTRAL SCHOOLS	240564	250.00
36943	03/28/2024	1382	SENTINEL MEDIA CO.	240090	415.00
36944	03/28/2024	1354	TEACHERS DISCOVERY	240290	179.00
36945	03/28/2024	4925	TOLLS BY MAIL	240131	7.55
36946	03/28/2024	1847	UTICA ZOOLOGICAL SOCIETY INC		118.00
36947	03/28/2024	4000	W.B. MASON	240551	1,335.80
36948	03/28/2024	4623	WHITESBORO ATHLETICS	240563	300.00
36949	03/28/2024	1518	DANIEL WILCZEK		154.34

Number of Transactions: 27

Warrant Total: 21,022.01
Vendor Portion: 21,022.01

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 27 in number, in the total amount of \$21,022.01. 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.

4.2.24 *McKeener* *claims auditor*
 Date Signature Title

REMSEN CSD

Check Warrant Report For F224 - 10: March 28, 2024 F224 CD For Dates 3/28/2024 - 3/28/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4290	03/28/2024	3523	AMAZON CAPITAL SERVICES	240560	178.24
4291	03/28/2024	2698	KIM TUCKER	240559	269.48
Number of Transactions: 2				Warrant Total:	447.72
				Vendor Portion:	447.72

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$447.72. 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.

4.2.24 *McKeener* claims auditor
Date Signature Title

REMSEN CSD



Check Warrant Report For F413 - 15: March 28, 2024 F413 CD For Dates 3/28/2024 - 3/28/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4292	03/28/2024	5091	SUNY NEW PALTZ	240494	650.00
Number of Transactions: 1				Warrant Total:	650.00
				Vendor Portion:	650.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$650.00. 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.

3.28.24 M. Keener Claims Auditor
Date Signature Title

REMSSEN CSD

Check Warrant Report For C - 10: March 28, 2024 School Lunch CD For Dates 3/28/2024 - 3/28/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3692	03/28/2024	4000	W.B. MASON	240548	49.98
Number of Transactions: 1				Warrant Total:	49.98
				Vendor Portion:	49.98

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$49.98. 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.

4.2.24 *M Keener* claims auditor
Date Signature Title

REMSSEN CSD

Check Warrant Report For H2023CP - 7: March 28, 2024 H2023CP For Dates 3/28/2024 - 3/28/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1359	03/28/2024	447	FERRARA FIORENZA PC		621.00
1360	03/28/2024	4413	R.G. TIMBS, INC.		803.14
Number of Transactions: 2				Warrant Total:	1,424.14
				Vendor Portion:	1,424.14

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$1,424.14. 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.

4.2.24 *M. Keener* Claims Auditor
Date Signature Title

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-00	BOARD OF ED. CONTRACTUAL	1,600.00	520.00	2,120.00	1,220.00	900.00	0.00
A 1010.402-00	BOARD OF ED. MEETING & DUES	5,000.00	0.00	5,000.00	4,982.00	0.00	18.00
A 1010.450-00	BOARD OF ED. MATERIALS & SUPPLIES	1,000.00	0.00	1,000.00	32.67	0.00	967.33
A 1010.490-00	BOCES SRVCS STAFF DEVELOPMENT	11,000.00	0.00	11,000.00	983.90	0.00	10,016.10
1010	BOARD OF EDUCATION	18,600.00	520.00	19,120.00	7,218.57	900.00	11,001.43
A 1040.160-00	DISTRICT CLERK SALARY	6,234.00	0.00	6,234.00	2,852.40	0.00	3,381.60
A 1040.450-00	MATERIALS & SUPPLIES	100.00	0.00	100.00	35.98	6.99	57.03
1040	DISTRICT CLERK	6,334.00	0.00	6,334.00	2,888.38	6.99	3,438.63
A 1060.400-00	DISTRICT MEETING CONTRACTUAL	1,250.00	0.00	1,250.00	451.10	0.00	798.90
1060	DISTRICT MEETING	1,250.00	0.00	1,250.00	451.10	0.00	798.90
10	DISTRICT CLERK	26,184.00	520.00	26,704.00	10,558.05	906.99	15,238.96
A 1240.150-00	SUPERINTENDENT'S SALARY	146,317.00	0.00	146,317.00	135,060.96	0.00	11,256.04
A 1240.401-00	CONTRACTUAL	3,661.00	892.33	4,553.33	4,553.33	0.00	0.00
A 1240.403-00	ASSOCIATION DUES	2,500.00	390.55	2,890.55	2,890.55	0.00	0.00
A 1240.450-00	MATERIALS & SUPPLIES	500.00	-390.55	109.45	77.16	0.00	32.29
1240	CHIEF SCHOOL ADMINISTRATOR	152,978.00	892.33	153,870.33	142,582.00	0.00	11,288.33
12		152,978.00	892.33	153,870.33	142,582.00	0.00	11,288.33
A 1310.150-00	BUSINESS ADMINISTRATOR'S SALARY	104,459.00	0.00	104,459.00	88,049.92	0.00	16,409.08
A 1310.400-00	CONTRACTUAL	0.00	6,141.97	6,141.97	6,141.97	0.00	0.00
A 1310.401-00	CONTRACTUAL	22,000.00	0.00	22,000.00	2,440.02	0.00	19,559.98
A 1310.403-00	B.O. ASSOCIATION DUES	500.00	0.00	500.00	0.00	0.00	500.00
A 1310.404-00	BID ADS. & LEGAL NOTICES	1,000.00	1,223.97	2,223.97	1,692.42	531.55	0.00
A 1310.451-00	POSTAGE	10,000.00	0.00	10,000.00	7,568.77	847.36	1,583.87
A 1310.452-00	MATERIALS & SUPPLIES	1,000.00	0.00	1,000.00	685.91	0.00	314.09
A 1310.490-00	BOCES STATE AID PLANNING	104,177.00	-18,977.42	85,199.58	42,500.90	0.00	42,698.68
1310	BUSINESS ADMINISTRATION	243,136.00	-11,611.48	231,524.52	149,079.91	1,378.91	81,065.70
A 1320.150-00	CLAIMS AUDITOR	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 1320.400-00	AUDITOR'S FEES	20,000.00	250.00	20,250.00	20,250.00	0.00	0.00
A 1320.404-00	403 B PLAN ADMINISTRATION	3,700.00	0.00	3,700.00	1,608.00	0.00	2,092.00
1320	AUDITING	26,200.00	250.00	26,450.00	21,858.00	0.00	4,592.00
A 1330.160-00	TAX COLLECTOR SALARY	3,000.00	0.00	3,000.00	2,769.12	0.00	230.88
A 1330.400-00	TAX COLLECTOR CONTRACTUAL	5,900.00	19.60	5,919.60	5,919.60	0.00	0.00
A 1330.401-00	TAX COLLECTOR LEGAL NOTICE	500.00	0.00	500.00	0.00	0.00	500.00

EVE'S.2B

REMSEN CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1330.402-00	ONEIDA CO. COMPUTER SERVICE	2,000.00	0.00	2,000.00	428.50	0.00	1,571.50
A 1330.450-00	MATERIALS & SUPPLIES	600.00	0.00	600.00	0.00	0.00	600.00
1330	TAX COLLECTOR	12,000.00	19.60	12,019.60	9,117.22	0.00	2,902.38
A 1380.400-00	FISCAL AGENT	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
1380	FISCAL AGENT FEE	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
13	AUDITING	287,336.00	-11,341.88	275,994.12	180,055.13	1,378.91	94,560.08
A 1420.400-00	LEGAL FEES	18,000.00	0.00	18,000.00	3,033.50	8,735.00	6,231.50
A 1420.499-99	BOCES LEGAL SERVICES	20,000.00	-6,389.53	13,610.47	0.00	0.00	13,610.47
1420	LEGAL	38,000.00	-6,389.53	31,610.47	3,033.50	8,735.00	19,841.97
A 1430.400-00	PERSONNEL NEWSPAPER ADVERTISEMENTS	2,000.00	3,430.75	5,430.75	4,561.03	869.72	0.00
A 1430.490-00	BOCES PERSONNEL SERVICES	15,876.00	11,489.08	27,365.08	27,365.08	0.00	0.00
1430	PERSONNEL	17,876.00	14,919.83	32,795.83	31,926.11	869.72	0.00
A 1460.490-00	BOCES SRVCS RECORDS RETENTION	7,700.00	0.00	7,700.00	6,642.00	0.00	1,058.00
1460	RECORDS MANAGEMENT OFFICER	7,700.00	0.00	7,700.00	6,642.00	0.00	1,058.00
A 1480.499-99	BOCES PUBLIC INFORMATION SYSTEMS	64,368.00	-12,006.19	52,361.81	48,199.00	0.00	4,162.81
1480	PUBLIC INFORMATION & SERVICES	64,368.00	-12,006.19	52,361.81	48,199.00	0.00	4,162.81
14		127,944.00	-3,475.89	124,468.11	89,800.61	9,604.72	25,062.78
A 1620.160-00	O & M SALARIES	278,671.00	0.00	278,671.00	239,435.86	0.00	39,235.14
A 1620.161-00	O & M SUB. SALARIES	36,894.00	1,663.98	38,557.98	38,557.98	0.00	0.00
A 1620.200-00	O & M EQUIPMENT	26,825.00	0.00	26,825.00	25,267.70	0.00	1,557.30
A 1620.201-00	BLDG & LAND IMPROVEMENTS	50,000.00	1,095.00	51,095.00	34,677.97	586.11	15,830.92
A 1620.401-00	O & M UNIFORMS	5,600.00	0.00	5,600.00	2,100.00	0.00	3,500.00
A 1620.402-10	FUEL OIL - ELEMENTARY	60,000.00	0.00	60,000.00	39,536.91	20,463.09	0.00
A 1620.402-20	FUEL OIL - HIGH SCHOOL	90,000.00	0.00	90,000.00	49,644.09	40,355.91	0.00
A 1620.403-10	ELECTRICITY - ELEMENTARY	27,000.00	0.00	27,000.00	15,521.76	11,478.24	0.00
A 1620.403-20	ELECTRICITY - HIGH SCHOOL	60,000.00	0.00	60,000.00	32,232.40	27,767.60	0.00
A 1620.404-10	WATER - ELEMENTARY	3,000.00	0.00	3,000.00	1,082.20	1,917.80	0.00
A 1620.404-20	WATER - HIGH SCHOOL	3,000.00	1,493.05	4,493.05	4,493.05	0.00	0.00
A 1620.408-00	EQUIPMENT REPAIRS	7,500.00	24,358.21	31,858.21	31,827.30	30.91	0.00
A 1620.409-00	FINGERPRINT FEES	205.00	0.00	205.00	0.00	0.00	205.00
A 1620.415-00	CONTRACTUAL	60,000.00	2,004.81	62,004.81	52,436.16	9,568.65	0.00
A 1620.450-00	OPERATIONS & MAINT. SUPPLIES & MATLS.	63,000.00	5,882.43	68,882.43	60,927.76	5,352.72	2,601.95
A 1620.499-99	BOCES OPERATION OF PLANT SERVICES	78,854.00	0.00	78,854.00	40,237.93	0.00	38,616.07

REMSEN CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1620	OPERATION OF PLANT	*	850,549.00	36,497.48	887,046.48	667,979.07	117,521.03	101,546.38
A 1621.160-00	GROUND MAINTENANCE SALARY		67,578.00	0.00	67,578.00	54,701.76	0.00	12,876.24
A 1621.406-00	GARBAGE PICKUP		25,000.00	7,312.50	32,312.50	27,032.50	5,280.00	0.00
A 1621.407-00	PESTICIDE MANAGEMENT		3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 1621.409-00	BOILER CLEANING & REPAIRS		8,500.00	-4,192.71	4,307.29	4,143.73	163.56	0.00
A 1621.410-00	VILLAGE SEWER SYSTEM		35,000.00	0.00	35,000.00	23,385.00	11,615.00	0.00
A 1621.412-00	EQUIPMENT REPAIRS		7,000.00	1,090.00	8,090.00	3,629.64	1,491.26	2,969.10
A 1621.450-00	GROUND MAINTENANCE M&S		16,000.00	3,377.61	19,377.61	13,678.73	5,698.88	0.00
1621	MAINTENANCE OF PLANT	*	162,078.00	7,587.40	169,665.40	126,571.36	24,248.70	18,845.34
A 1670.490-00	BOCES PRINTING & DIST. CAL.		18,000.00	4,452.64	22,452.64	22,452.64	0.00	0.00
1670	CENTRAL PRINTING & MAILING	*	18,000.00	4,452.64	22,452.64	22,452.64	0.00	0.00
16	MAINTENANCE OF PLANT	**	1,030,627.00	48,537.52	1,079,164.52	817,003.07	141,769.73	120,391.72
A 1910.400-00	INSURANCE		46,333.08	640.92	46,974.00	46,974.00	0.00	0.00
A 1910.401-00	STUDENT ACCIDENT INSURANCE		6,000.00	0.00	6,000.00	3,603.40	0.00	2,396.60
1910	UNALLOCATED INSURANCE	*	52,333.08	640.92	52,974.00	50,577.40	0.00	2,396.60
A 1964.400-00	REFUND OF REAL PROP. TAXES		1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
1964	REFUND ON REAL PROPERTY TAXES	*	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
A 1981.490-00	BOCES ADMINISTRATIVE EXP.		103,672.00	0.00	103,672.00	93,505.92	0.00	10,166.08
1981	BOCES ADMINISTRATIVE COSTS	*	103,672.00	0.00	103,672.00	93,505.92	0.00	10,166.08
19		**	157,205.08	640.92	157,846.00	144,083.32	0.00	13,762.68
1		***	1,782,274.08	35,773.00	1,818,047.08	1,384,082.18	153,660.35	280,304.55
A 2010.151-00	DISTRICT CURRICULUM DEVELOP.		20,000.00	-11,321.47	8,678.53	0.00	0.00	8,678.53
A 2010.450-00	DISTRICT CURRICULUM DEVELOP		3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
A 2010.491-00	BOCES SRVS CURRICULUM IMPROVEMENT		69,306.00	4,359.81	73,665.81	73,665.81	0.00	0.00
2010	CURRICULUM DEVEL & SUPERVISION	*	92,806.00	-6,961.66	85,844.34	73,665.81	0.00	12,178.53
A 2020.150-00	JR. SR. HIGH PRINCIPAL		108,063.00	0.00	108,063.00	99,750.00	0.00	8,313.00
A 2020.150-10	SALARIES		102,707.00	0.00	102,707.00	94,805.76	0.00	7,901.24
A 2020.160-00	ELEM. & SEC. SECRETARY SALARIES		162,698.00	0.00	162,698.00	148,434.75	0.00	14,263.25
A 2020.400-00	PRINCIPAL CONTRACTUAL		2,850.00	0.00	2,850.00	806.58	0.00	2,043.42
A 2020.401-00	CONFERENCE & TRAVEL		2,400.00	-1,813.16	586.84	250.00	0.00	336.84
A 2020.401-10	CONFERENCE & TRAVEL ES		1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
A 2020.402-00	DUES & AWARDS		1,200.00	0.00	1,200.00	140.00	0.00	1,060.00
A 2020.402-10	DUES & AWARDS E.S. PRINCIPAL		1,200.00	0.00	1,200.00	166.76	11.02	1,022.22

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<u>A 2020.402-20</u>	DUES & AWARDS - HS PRINCIPAL	1,200.00	1,650.00	2,850.00	1,750.00	0.00	1,100.00
<u>A 2020.452-10</u>	ELEM. MATERIALS & SUPPLIES	1,700.00	0.00	1,700.00	-1,613.69	3.55	3,310.14
<u>A 2020.452-20</u>	H.S. MATERIALS & SUPPLIES	1,260.00	621.66	1,881.66	1,801.66	80.00	0.00
<u>A 2020.453-00</u>	STAFF DEVELOP. MATLS. & SUPPLIES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2020.454-20</u>	GRADUATION EVENT - FIREWORKS	0.00	2,430.00	2,430.00	-320.00	2,750.00	0.00
2020	SUPERVISION-REGULAR SCHOOL *	387,478.00	2,888.50	390,366.50	345,971.82	2,844.57	41,550.11
<u>A 2070.499-99</u>	BOCES INSERVICE TRAINING SERVICES	5,328.00	5,206.36	10,534.36	10,534.36	0.00	0.00
2070	INSERVICE TRAINING-INSTRUCTION *	5,328.00	5,206.36	10,534.36	10,534.36	0.00	0.00
20	**	485,612.00	1,133.20	486,745.20	430,171.99	2,844.57	53,728.64
<u>A 2110.120-00</u>	TEACHING SALARIES - K-6	1,333,299.98	0.00	1,333,299.98	901,944.06	0.00	431,355.92
<u>A 2110.120-10</u>	FULL DAY PRE-K	32,257.54	0.00	32,257.54	0.00	0.00	32,257.54
<u>A 2110.130-00</u>	TEACHING SALARIES - 7-12	1,570,856.09	0.00	1,570,856.09	1,198,454.09	0.00	372,402.00
<u>A 2110.132-00</u>	TEACHER ASSISTANT SALARIES	69,700.01	0.00	69,700.01	45,913.89	0.00	23,786.12
<u>A 2110.140-00</u>	SUBSTITUTE TEACHERS & TUTORS	59,624.00	0.00	59,624.00	40,967.41	0.00	18,656.59
<u>A 2110.151-00</u>	6TH CLASS	35,000.00	0.00	35,000.00	18,913.36	0.00	16,086.64
<u>A 2110.153-00</u>	SUB CALLER	5,000.00	0.00	5,000.00	3,538.55	0.00	1,461.45
<u>A 2110.160-00</u>	MONITORS	55,171.00	0.00	55,171.00	48,099.14	0.00	7,071.86
<u>A 2110.160-10</u>	PRE-K SUPPORT	20,000.00	-6,014.45	13,985.55	0.00	0.00	13,985.55
<u>A 2110.203-00</u>	ELEMENTARY EQUIPMENT	3,320.00	0.00	3,320.00	2,660.90	0.00	659.10
<u>A 2110.217-15</u>	HIGH SCHOOL EQUIPMENT	1,410.00	0.00	1,410.00	0.00	0.00	1,410.00
<u>A 2110.217-20</u>	H.S. MUSIC EQUIPMENT	4,115.00	0.00	4,115.00	450.00	0.00	3,665.00
<u>A 2110.401-10</u>	ELEM. TEACHER CONFERENCES	3,379.00	0.00	3,379.00	25.00	0.00	3,354.00
<u>A 2110.401-20</u>	H.S. TEACHER CONFERENCES	6,103.00	0.00	6,103.00	2,490.62	0.00	3,612.38
<u>A 2110.401-AG</u>	AGRICULTURE/CTE CONFERENCE & CURRICULUM DEVELOPMENT	0.00	3,200.00	3,200.00	0.00	0.00	3,200.00
<u>A 2110.401-AS</u>	AGRI-SCIENCE CONFERENCE & CURRICULUM DEVELOPMENT	0.00	1,200.00	1,200.00	0.00	0.00	1,200.00
<u>A 2110.403-10</u>	ELEM. MUSIC FEES/RENTALS	2,240.00	0.00	2,240.00	240.75	0.00	1,999.25
<u>A 2110.403-20</u>	H.S. MUSIC FEES/RENTALS	4,348.00	0.00	4,348.00	676.50	20.00	3,651.50
<u>A 2110.404-00</u>	INSTRUMENT REPAIR	2,800.00	548.00	3,348.00	2,351.96	996.04	0.00
<u>A 2110.404-01</u>	EQUIPMENT REPAIR	2,800.00	0.00	2,800.00	0.00	0.00	2,800.00
<u>A 2110.405-00</u>	PIANO TUNING	2,800.00	0.00	2,800.00	1,110.00	160.00	1,530.00
<u>A 2110.412-00</u>	H.S. DIPLOMAS	500.00	0.00	500.00	461.59	0.00	38.41
<u>A 2110.413-00</u>	GRADUATION PROGRAMS	500.00	0.00	500.00	0.00	0.00	500.00

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<u>A 2110.413-01</u>	SUBSCRIPTIONS	2,500.00	0.00	2,500.00	1,855.42	0.00	644.58
<u>A 2110.414-00</u>	CONTRACTUAL EXP./TESTING SUPPLIES	9,334.00	0.00	9,334.00	2,461.56	945.00	5,927.44
<u>A 2110.414-01</u>	CONTRACTUAL EXP./HS FIELD TRIPS	9,988.00	0.00	9,988.00	2,582.75	74.00	7,331.25
<u>A 2110.415-00</u>	K-12 SCHOOL POLICE OFFICER	90,000.00	0.00	90,000.00	63,147.27	0.00	26,852.73
<u>A 2110.450-01</u>	ELEM. MUSIC MATLS. & SUPPLIES	1,349.00	0.00	1,349.00	1,004.99	357.41	-13.40
<u>A 2110.450-02</u>	ELEM. PHYS. ED. MATLS. & SUPPLIES	675.00	0.00	675.00	154.90	0.00	520.10
<u>A 2110.450-10</u>	ELEM. ART MATLS. & SUPPLIES	1,000.00	0.00	1,000.00	583.74	13.36	402.90
<u>A 2110.450-FF</u>	MATERIALS & SUPPLIES - FFA GRANT	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2110.451-00</u>	ELEM- INSTRUCTIONAL M&S	10,149.00	0.00	10,149.00	6,545.54	311.99	3,291.47
<u>A 2110.451-01</u>	H.S. MUSIC MATLS. & SUPPLIES	1,500.00	787.08	2,287.08	1,840.17	433.51	13.40
<u>A 2110.451-02</u>	H.S. PHYS. ED. MATLS. & SUPPLIES	1,800.00	1,761.00	3,561.00	3,281.00	250.00	30.00
<u>A 2110.451-03</u>	H.S. ENGLISH MATLS. & SUPPLIES	1,000.00	0.00	1,000.00	447.48	0.00	552.52
<u>A 2110.451-04</u>	H.S. HISTORY MATLS. & SUPPLIES	723.00	0.00	723.00	60.00	0.00	663.00
<u>A 2110.451-05</u>	H.S. MATHEMATICS MATLS. & SUPPLIES	135.00	3,126.50	3,261.50	3,261.50	0.00	0.00
<u>A 2110.451-06</u>	H.S. SCIENCE MATLS. & SUPPLIES	1,354.00	39.27	1,393.27	173.35	219.59	1,000.33
<u>A 2110.451-09</u>	H.S. BUSINESS MATLS. & SUPPLIES	2,209.00	149.90	2,358.90	2,326.84	22.06	10.00
<u>A 2110.451-10</u>	H.S. ART MATLS. & SUPPLIES	1,000.00	1,034.06	2,034.06	2,034.06	0.00	0.00
<u>A 2110.451-11</u>	H.S. FRENCH MATLS. & SUPPLIES	125.00	0.00	125.00	54.46	0.00	70.54
<u>A 2110.451-12</u>	H.S. SPANISH MATLS. & SUPPLIES	275.00	0.00	275.00	37.95	0.00	237.05
<u>A 2110.451-13</u>	H.S. HEALTH MATLS. & SUPPLIES	1,515.00	0.00	1,515.00	0.00	0.00	1,515.00
<u>A 2110.451-14</u>	HS-INSTRUCTIONAL M&S	8,672.00	0.00	8,672.00	3,645.96	155.00	4,871.04
<u>A 2110.451-15</u>	HC MATERIALS/SUPPLIES	2,000.00	0.00	2,000.00	1,442.07	509.57	48.36
<u>A 2110.451-AG</u>	MATERIALS & SUPPLIES - CASE CURRICULUM - AGRICULTURE	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 2110.451-AS</u>	MATERIALS & SUPPLIES - AGRISCIENCE	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00
<u>A 2110.451-FL</u>	MATERIALS & SUPPLIES - ADIRONDACK GRANT - FOREIGN LANGUAGE STUDIES	0.00	0.00	0.00	-285.00	0.00	285.00
<u>A 2110.452-00</u>	H.S. OFFICE SUPPLIES	1,200.00	163.16	1,363.16	1,175.28	0.00	187.88
<u>A 2110.452-01</u>	E.S.OFFICE SUPPLIES	1,200.00	0.00	1,200.00	146.22	0.00	1,053.78
<u>A 2110.453-00</u>	FIELD TRIPS	9,988.00	0.00	9,988.00	0.00	0.00	9,988.00
<u>A 2110.454-00</u>	DISTRICT PAPER	8,000.00	0.00	8,000.00	6,104.00	0.00	1,896.00
<u>A 2110.455-00</u>	POSTAGE	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 2110.480-10</u>	ELEMENTARY TEXTBOOKS	1,984.00	0.00	1,984.00	532.73	131.15	1,320.12
<u>A 2110.480-11</u>	ELEMENTARY WORKBOOKS	8,115.00	0.00	8,115.00	519.10	0.00	7,595.90

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<u>A 2110.480-20</u>	H.S. TEXTBOOKS		4,504.00	7,729.56	12,233.56	11,270.01	963.55	0.00
<u>A 2110.490-00</u>	BOCES REGULAR TEACHING SERVICES		0.00	0.00	0.00	-40,588.50	0.00	40,588.50
<u>A 2110.499-99</u>	BOCES REGULAR TRACHING SERVICES		183,732.13	21,016.84	204,748.97	204,748.97	0.00	0.00
2110	TEACHING-REGULAR SCHOOL	*	3,591,249.75	39,740.92	3,630,990.67	2,548,861.64	5,562.23	1,076,566.80
21	TEACHING-REGULAR SCHOOL	**	3,591,249.75	39,740.92	3,630,990.67	2,548,861.64	5,562.23	1,076,566.80
<u>A 2250.131-00</u>	TEACHER ASSISTANTS SALARIES		90,441.41	0.00	90,441.41	44,480.60	0.00	45,960.81
<u>A 2250.150-00</u>	TEACHING SALARIES		348,010.00	0.00	348,010.00	273,768.82	0.00	74,241.18
<u>A 2250.160-00</u>	TEACHER AIDE SALARY		16,476.00	353.76	16,829.76	16,829.76	0.00	0.00
<u>A 2250.402-00</u>	PHYSICAL THERAPY CONTRACTUAL		40,000.00	0.00	40,000.00	23,460.00	0.00	16,540.00
<u>A 2250.404-00</u>	MILEAGE		1,800.00	0.00	1,800.00	0.00	0.00	1,800.00
<u>A 2250.450-00</u>	SPED MATERIALS & SUPPLIES		3,676.00	0.00	3,676.00	3,454.69	0.00	221.31
<u>A 2250.450-10</u>	ELEM. RESOURCE L.D. SUPPLIES		1,068.00	76.85	1,144.85	1,100.53	0.00	44.32
<u>A 2250.450-20</u>	H.S. RESOURCE L.D. SUPPLIES		126.00	0.00	126.00	7.10	0.00	118.90
<u>A 2250.470-00</u>	OUTSIDE SCHOOL TUITION		200,000.00	-176,107.17	23,892.83	1,543.36	0.00	22,349.47
<u>A 2250.480-00</u>	TEXTBOOKS		1,000.00	1,858.38	2,858.38	2,858.38	0.00	0.00
<u>A 2250.481-00</u>	WORKBOOKS		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2250.490-00</u>	CTE OCC ED HANDICAPPED-BOCES SERVICES		515,000.00	-40,144.33	474,855.67	437,938.87	0.00	36,916.80
2250	PROGRAMS-STUDENTS W/ DISABIL	*	1,218,597.41	-213,962.51	1,004,634.90	805,442.11	0.00	199,192.79
<u>A 2259.490-00</u>	ELL BOCES SERVICES		0.00	37,803.96	37,803.96	37,803.96	0.00	0.00
2259		*	0.00	37,803.96	37,803.96	37,803.96	0.00	0.00
<u>A 2280.490-00</u>	BOCES OCCUPATIONAL ED.		294,565.00	0.00	294,565.00	267,969.12	0.00	26,595.88
2280	OCCUPATIONAL EDUCATION	*	294,565.00	0.00	294,565.00	267,969.12	0.00	26,595.88
22		**	1,513,162.41	-176,158.55	1,337,003.86	1,111,215.19	0.00	225,788.67
<u>A 2330.490-00</u>	BOCES ALTERNATIVE EDUCATION		22,378.00	0.00	22,378.00	10,365.83	0.00	12,012.17
2330	TEACHING-SPECIAL SCHOOLS	*	22,378.00	0.00	22,378.00	10,365.83	0.00	12,012.17
23		**	22,378.00	0.00	22,378.00	10,365.83	0.00	12,012.17
<u>A 2610.150-00</u>	LIBRARIAN'S SALARY		102,329.42	0.00	102,329.42	90,574.50	0.00	11,754.92
<u>A 2610.401-00</u>	MILEAGE		200.00	0.00	200.00	0.00	0.00	200.00
<u>A 2610.402-00</u>	A.V. REPAIR		200.00	0.00	200.00	0.00	0.00	200.00
<u>A 2610.451-10</u>	ELEMENTARY A.V. SUPPLIES		200.00	0.00	200.00	0.00	0.00	200.00
<u>A 2610.451-20</u>	SECONDARY A.V. SUPPLIES		200.00	0.00	200.00	0.00	0.00	200.00
<u>A 2610.452-10</u>	ELEM. MATERIALS & SUPPLIES		210.00	0.00	210.00	132.49	10.95	66.56
<u>A 2610.452-20</u>	H.S. MATERIALS & SUPPLIES		210.00	0.00	210.00	0.00	59.87	150.13

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<u>A 2610.460-10</u>	ELEM. LIBRARY BOOKS	4,500.00	1,155.01	5,655.01	5,043.40	611.61	0.00
<u>A 2610.460-20</u>	H.S. LIBRARY BOOKS	1,600.00	0.00	1,600.00	490.59	0.00	1,109.41
<u>A 2610.490-00</u>	RIC GIS/DISCOVER	82,400.00	11,127.39	93,527.39	93,527.39	0.00	0.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	* 192,049.42	12,282.40	204,331.82	189,768.37	682.43	13,881.02
<u>A 2630.220-00</u>	COMPUTER EQUIPMENT	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
<u>A 2630.400-00</u>	COMPUTER REPAIRS	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 2630.450-20</u>	COMPUTER MATERIALS & SUPPLIES	10,000.00	0.00	10,000.00	4,036.81	32.95	5,930.24
<u>A 2630.460-00</u>	COMPUTER SOFTWARE	8,487.00	0.00	8,487.00	4,917.02	0.00	3,569.98
<u>A 2630.490-00</u>	BOCES DISTANCE LEARNING	214,193.69	73,391.90	287,585.59	287,585.59	0.00	0.00
2630	COMPUTER ASSISTED INSTRUCTION	* 250,180.69	73,391.90	323,572.59	296,539.42	32.95	27,000.22
26		** 442,230.11	85,674.30	527,904.41	486,307.79	715.38	40,881.24
<u>A 2810.150-00</u>	GUIDANCE COUNSELOR'S SALARY	133,739.60	0.00	133,739.60	67,702.78	0.00	66,036.82
<u>A 2810.151-00</u>	SOCIAL WORKER	82,376.00	0.00	82,376.00	823.76	0.00	81,552.24
<u>A 2810.160-00</u>	GUIDANCE AIDE SALARY	39,528.00	0.00	39,528.00	36,466.44	0.00	3,061.56
<u>A 2810.400-00</u>	MILEAGE	0.00	50.00	50.00	50.00	0.00	0.00
<u>A 2810.450-10</u>	ELEM. MATERIALS & SUPPLIES	250.00	489.59	739.59	539.56	200.03	0.00
<u>A 2810.450-20</u>	H.S. MATERIALS & SUPPLIES	771.00	0.00	771.00	443.97	5.40	321.63
2810	GUIDANCE-REGULAR SCHOOL	* 256,664.60	539.59	257,204.19	106,026.51	205.43	150,972.25
<u>A 2815.160-00</u>	NURSE SALARIES	124,050.96	0.00	124,050.96	100,407.20	0.00	23,643.76
<u>A 2815.200-10</u>	ELEM EQUIPMENT	200.00	0.00	200.00	0.00	0.00	200.00
<u>A 2815.200-20</u>	MEDICAL EQUIPMENT HS	320.00	0.00	320.00	0.00	0.00	320.00
<u>A 2815.401-00</u>	MILEAGE	150.00	48.00	198.00	198.00	0.00	0.00
<u>A 2815.402-00</u>	AUDIOMETER REPAIR	200.00	30.00	230.00	0.00	230.00	0.00
<u>A 2815.403-00</u>	Shots	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 2815.450-00</u>	MATERIALS & SUPPLIES	1,400.00	0.00	1,400.00	317.67	0.00	1,082.33
<u>A 2815.450-10</u>	ELEMENTARY NURSE'S OFFICE SUPPLIES	500.00	0.00	500.00	267.04	0.00	232.96
<u>A 2815.450-20</u>	HS NURSE'S OFFICE SUPPLIES	560.00	0.00	560.00	369.41	0.00	190.59
<u>A 2815.490-00</u>	BOCES RN PRACT. & DOCTOR	16,000.00	0.00	16,000.00	14,431.32	0.00	1,568.68
2815	HEALTH SERVICES-REGULAR SCHOOL	* 143,630.96	78.00	143,708.96	115,990.64	230.00	27,488.32
<u>A 2820.150-00</u>	SCHOOL PSYCHOLOGIST	119,158.52	0.00	119,158.52	91,581.44	0.00	27,577.08
<u>A 2820.401-00</u>	MILEAGE	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2820.450-00</u>	MATERIALS & SUPPLIES	300.00	0.00	300.00	0.00	0.00	300.00
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	* 120,958.52	0.00	120,958.52	91,581.44	0.00	29,377.08

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A 2850.150-00	CO-CURRICULAR ADVISORS	47,000.00	0.00	47,000.00	4,889.00	0.00	42,111.00
A 2850.152-00	INSTRUCTIONAL CHAPERONES	3,500.00	0.00	3,500.00	2,990.00	0.00	510.00
2850	CO-CURRICULAR ACTIV-REG SCHL	50,500.00	0.00	50,500.00	7,879.00	0.00	42,621.00
A 2855.150-00	INTERSCHOLASTIC COACHES	100,000.00	0.00	100,000.00	46,395.00	0.00	53,605.00
A 2855.152-00	INST CHAPERONE/TIMEKEEPER	7,000.00	0.00	7,000.00	4,810.00	0.00	2,190.00
A 2855.400-00	ATHLETIC CONTRACTUAL	0.00	1,100.00	1,100.00	1,080.00	20.00	0.00
A 2855.401-00	REFEREES & OFFICIALS' FEES	24,000.00	-1,250.00	22,750.00	17,452.96	0.00	5,297.04
A 2855.401-01	REFEREE- MILEAGE	2,500.00	0.00	2,500.00	1,340.98	0.00	1,159.02
A 2855.401-02	TOURNAMENT TRAVEL EXPENSES	500.00	0.00	500.00	0.00	216.00	284.00
A 2855.402-00	NYS ATHLETIC ASSOCIATION DUES	850.00	150.00	1,000.00	1,000.00	0.00	0.00
A 2855.403-00	MILEAGE - ATHLETIC DIRECTOR	600.00	0.00	600.00	366.51	233.49	0.00
A 2855.405-00	LEAGUE DUES	550.00	0.00	550.00	550.00	0.00	0.00
A 2855.406-00	SECTION III DUES	4,800.00	0.00	4,800.00	135.00	1,487.70	3,177.30
A 2855.450-00	ATHLETIC MATERIALS & SUPPLIES	9,000.00	1,474.83	10,474.83	10,404.04	70.79	0.00
A 2855.451-00	ATHLETIC FIELD MAINTANENCE	2,500.00	0.00	2,500.00	1,168.35	0.00	1,331.65
A 2855.451-01	UNIFORMS	5,500.00	0.00	5,500.00	1,301.79	110.01	4,088.20
A 2855.452-00	ATHLETIC AWARDS & TROPHIES	6,500.00	0.00	6,500.00	724.97	2,676.00	3,099.03
A 2855.453-00	TOURNAMENT FEES	6,250.00	0.00	6,250.00	3,194.27	0.00	3,055.73
A 2855.490-00	BOCES INTERSCHOLASTIC SVCS.	0.00	4,397.82	4,397.82	4,397.82	0.00	0.00
2855	INTERSCHOL ATHLETICS-REG SCHL	170,550.00	5,872.65	176,422.65	94,321.69	4,813.99	77,286.97
28	PSYCHOLOGICAL SRVC-REG SCHOOL	742,304.08	6,490.24	748,794.32	415,799.28	5,249.42	327,745.62
2		6,796,936.35	-43,119.89	6,753,816.46	5,002,721.72	14,371.60	1,736,723.14
A 5510.150-00	BUSINESS ADMINISTRATOR'S SALARY	13,999.00	7,763.48	21,762.48	21,762.48	0.00	0.00
A 5510.161-00	BUS DRIVERS' SALARIES	278,744.00	0.00	278,744.00	223,453.31	0.00	55,290.69
A 5510.162-00	SUBSTITUTE BUS DRIVERS' SALS.	52,735.32	0.00	52,735.32	5,806.70	0.00	46,928.62
A 5510.163-00	FIELD TRIP SALARIES	6,963.00	324.29	7,287.29	7,287.29	0.00	0.00
A 5510.165-00	INTERSCHOLASTIC TRANS. SALARIES	15,000.00	0.00	15,000.00	12,387.79	0.00	2,612.21
A 5510.166-00	MECHANIC SALARIES	107,500.00	0.00	107,500.00	104,486.82	0.00	3,013.18
A 5510.169-00	BUS MONITOR	38,498.00	0.00	38,498.00	32,725.35	0.00	5,772.65
A 5510.200-00	EQUIPMENT	2,695.00	197.35	2,892.35	2,892.35	0.00	0.00
A 5510.400-00	TRANSPORTATION CONTRACTUAL	16,309.00	2,457.07	18,766.07	17,862.65	903.42	0.00
A 5510.401-00	BUS UNIFORMS	3,200.00	197.81	3,397.81	3,397.81	0.00	0.00
A 5510.402-00	MILEAGE & TOLLS	700.00	0.00	700.00	350.82	109.12	240.06

REMSEN CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 5510.403-01</u>	ASSOCIATION DUES	450.00	0.00	450.00	102.50	0.00	347.50
<u>A 5510.405-00</u>	OUTSIDE BUS REPAIR	20,000.00	23,125.29	43,125.29	27,475.87	15,649.42	0.00
<u>A 5510.408-00</u>	LIABILITY & UMBRELLA INS.	22,601.25	-640.92	21,960.33	12,650.00	0.00	9,310.33
<u>A 5510.410-00</u>	EQUIPMENT REPAIRS	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 5510.451-00</u>	BUS PARTS	50,000.00	2,136.01	52,136.01	43,702.06	8,433.95	0.00
<u>A 5510.452-00</u>	GASOLINE & DIESEL FUEL	80,000.00	0.00	80,000.00	57,146.63	12,853.37	10,000.00
<u>A 5510.453-00</u>	OIL	7,000.00	0.00	7,000.00	1,091.33	136.25	5,772.42
<u>A 5510.454-00</u>	TIRES	7,500.00	1,146.18	8,646.18	8,508.83	137.35	0.00
<u>A 5510.455-00</u>	COMPUTER SOFTWARE	6,000.00	0.00	6,000.00	475.00	0.00	5,525.00
<u>A 5510.490-00</u>	BOCES DRUG TESTING	4,000.00	1,098.65	5,098.65	5,098.65	0.00	0.00
5510	DISTRICT TRANSPORT-MEDICAID	735,894.57	37,805.21	773,699.78	588,664.24	38,222.88	146,812.66
<u>A 5530.400-00</u>	CONTRACTUAL/REPAIRS	5,000.00	9,799.28	14,799.28	2,670.34	12,128.94	0.00
<u>A 5530.401-00</u>	FUEL OIL	10,000.00	-1,918.69	8,081.31	0.00	0.00	8,081.31
<u>A 5530.402-00</u>	BURNER REPAIR	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 5530.404-00</u>	TELEPHONE EXPENSE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5530.406-00</u>	ELECTRIC	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00
<u>A 5530.450-00</u>	MATERIALS & SUPPLIES	4,000.00	951.27	4,951.27	4,287.17	664.10	0.00
5530	GARAGE BUILDING	28,500.00	8,831.86	37,331.86	6,957.51	12,793.04	17,581.31
55	DISTRICT TRANSPORT-MEDICAID	764,394.57	46,637.07	811,031.64	595,621.75	51,015.92	164,393.97
5		764,394.57	46,637.07	811,031.64	595,621.75	51,015.92	164,393.97
<u>A 9010.800-00</u>	N.Y. STATE EMPLOYEES' RETIREMENT	137,443.62	0.00	137,443.62	124,033.69	0.00	13,409.93
9010	STATE RETIREMENT	137,443.62	0.00	137,443.62	124,033.69	0.00	13,409.93
<u>A 9020.800-00</u>	N.Y. STATE TEACHERS' RETIREMENT	532,461.69	0.00	532,461.69	-9,476.60	0.00	541,938.29
9020	TEACHERS' RETIREMENT	532,461.69	0.00	532,461.69	-9,476.60	0.00	541,938.29
<u>A 9030.800-00</u>	SOCIAL SECURITY	488,014.00	0.00	488,014.00	347,284.93	0.00	140,729.07
9030	SOCIAL SECURITY	488,014.00	0.00	488,014.00	347,284.93	0.00	140,729.07
<u>A 9040.800-00</u>	WORKERS' COMPENSATION	51,000.00	15,766.50	66,766.50	44,511.00	22,255.50	0.00
9040	WORKERS' COMPENSATION	51,000.00	15,766.50	66,766.50	44,511.00	22,255.50	0.00
<u>A 9050.800-00</u>	UNEMPLOYMENT INSURANCE	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
9050	UNEMPLOYMENT INSURANCE	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 9060.490</u>	BOCES HEALTH COORDINATOR SERVICES	0.00	13,409.10	13,409.10	13,409.10	0.00	0.00
<u>A 9060.800-00</u>	HEALTH INSURANCE	2,574,272.40	-85,807.88	2,488,464.52	1,986,206.33	433,303.45	68,954.74
<u>A 9060.810-00</u>	DENTAL & VISION INSURANCE	53,045.00	22,667.28	75,712.28	75,367.86	344.42	0.00

REMSEN CSD



Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9060	HOSPITAL, MEDICAL & DENTAL INS	*	2,627,317.40	-49,731.50	2,577,585.90	2,074,983.29	433,647.87	68,954.74
90		**	3,846,236.71	-33,965.00	3,812,271.71	2,581,336.31	455,903.37	775,032.03
A 9701.700-00	SERIAL BONDS - INTEREST		237,266.00	0.00	237,266.00	37,787.74	104,825.00	94,653.26
9701		*	237,266.00	0.00	237,266.00	37,787.74	104,825.00	94,653.26
A 9711.600-00	SERIAL BONDS - PRINCIPAL		612,605.00	0.00	612,605.00	167,243.86	440,000.00	5,361.14
9711	SERIAL BOND	*	612,605.00	0.00	612,605.00	167,243.86	440,000.00	5,361.14
A 9712.600-00	SERIAL BONDS BUS PRINCIPAL PAYMENTS		158,018.00	0.00	158,018.00	158,018.00	0.00	0.00
A 9712.700-00	SERIAL BONDS BUS INTEREST PAYMENTS		17,394.00	0.00	17,394.00	17,392.86	0.00	1.14
9712		*	175,412.00	0.00	175,412.00	175,410.86	0.00	1.14
97		**	1,025,283.00	0.00	1,025,283.00	380,442.46	544,825.00	100,015.54
A 9901.950	INTERFUND TRANSFER TO SPECIAL AID FUND		0.00	6,340.40	6,340.40	6,340.40	0.00	0.00
9901	TRANSFER TO SPECIAL AID	*	0.00	6,340.40	6,340.40	6,340.40	0.00	0.00
A 9950.900-00	TRANSFER TO CAPITAL		100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
9950	TRANSFER TO CAPITAL	*	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
99		**	100,000.00	6,340.40	106,340.40	6,340.40	0.00	100,000.00
9		***	4,971,519.71	-27,624.60	4,943,895.11	2,968,119.17	1,000,728.37	975,047.57
Fund ATotals:			14,315,124.71	11,665.58	14,326,790.29	9,950,544.82	1,219,776.24	3,156,469.23
Grand Totals:			14,315,124.71	11,665.58	14,326,790.29	9,950,544.82	1,219,776.24	3,156,469.23

**REMSEN CENTRAL SCHOOL DISTRICT
REMSEN, NY**

TREASURER'S REPORT

April 30, 2024

GENERAL FUND	A	TREASURER'S REPORT BANK RECONCILIATION
GENERAL FUND TAX COLLECTION		TREASURER'S REPORT
SCHOOL LUNCH	C	TREASURER'S REPORT BANK RECONCILIATION
SCHOLARSHIP FUND	TE TN	TREASURER'S REPORT BANK RECONCILIATION INTEREST WORKSHEET
PAYROLL		TREASURER'S REPORT BANK RECONCILIATION
CAPITAL FUND	H	TREASURER'S REPORT BANK RECONCILIATION
DEBT SERVICE	V	TREASURER'S REPORT BANK RECONCILIATION
FEDERAL FUND	F	TREASURER'S REPORT BANK RECONCILIATION

ENC 3.20

REMSEN CENTRAL SCHOOL DISTRICT
April 30, 2024

	General Fund	Tax Collection	School Lunch	Scholarship	Payroll	Capital Fund	Debt Service	Special Aid
Beginning Balance	\$ 3,543,455.63	\$ 1,942,777.15	\$ 12,519.87	\$ 235,462.86	\$ 2,000.00	\$ 187,890.82	\$ 141,158.77	\$ 55,827.81
Receipts	\$ 1,111,762.40	\$ 1,003,988.60	\$ 0.22	\$ 4.13	\$ 337,898.56	\$ 3.48	\$ 2.48	\$ 59,285.89
Disbursements	\$ (1,062,548.32)	\$ (2,000,000.00)	\$ (2,975.70)	\$ -	\$ (337,898.56)	\$ (10,219.00)	\$ -	\$ (72,947.30)
Balance	\$ 3,592,669.71	\$ 946,765.75	\$ 9,544.39	\$ 235,466.99	\$ 2,000.00	\$ 177,675.30	\$ 141,161.25	\$ 42,166.34
Bank Balance	\$ 3,999,732.59	\$ 946,765.75	\$ 12,520.09	\$ 235,466.99	\$ 18,436.16	\$ 191,064.90	\$ 3,364,226.56	\$ 20,395.37
Outstanding Checks	\$ (461,802.34)		\$ (2,975.70)		\$ (982.49)	\$ (13,389.60)		\$ (5,809.51)
Reconciling Items	\$ 54,739.46				\$ (15,453.67)		\$ (3,223,065.31)	\$ 27,580.48
Balance	\$ 3,592,669.71	\$ 946,765.75	\$ 9,544.39	\$ 235,466.99	\$ 2,000.00	\$ 177,675.30	\$ 141,161.25	\$ 42,166.34


PREPARED BY

A231 Reserve Account Balance
Cumulative Interest, needs to be transferred to General Fund

\$ (0.68) \$ (3,223,065.31)

RECONCILING ITEMS

OMNI for 5/2/24 payroll - deducted on 4/29/24	7,877.89							
Credit Union Wire for 5/2/24 payroll - deducted on 4/29/24	2,831.60							
Payroll Transfer for 5/2/24 payroll - deducted 4/25/24	15,452.99							
Federal Tax Payment for 5/2/24 payroll - deducted 4/26/24	56,157.46							
Federal transfer for 5/2/24 - done on 4/25/24	(27,580.48)							
Payroll Transfer for 5/2/24 payroll - deducted 4/25/24					(15,452.99)			
Federal transfer for 5/2/24 - done on 4/25/24								27,580.48

\$ 54,739.46 \$ (15,453.67) \$ (3,223,065.31) \$ 27,580.48

REMSEN CENTRAL SCHOOL
GENERAL FUND
ACCOUNT GENERAL FUND 2774
ACCOUNT TRUST & AGENCY 3053
TREASURER'S MONTHLY REPORT

FROM: April 1, 2024 For the period TO: April 30, 2024

Total available balance as reported at the end of preceding period

	General Fund	\$ 3,543,455.63
	Trust & Agency	\$ -
		\$ 3,543,455.63

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount		
April 30	Interest General Fund	63.79		
30	Interest T & A	2.08		
4	Federal transfer for payroll	27,944.29		
5	Utica National - Safety Award	500.00		
9	Oneida Co-property tax	404,635.25		
10	Title I, Sec 611, Sec 619, ARP SLR Learning Loss Aid	173,744.00		
11	Lost Uniform- Schrider	35.00		
17	Graduation Fireworks	320.00		
18	Federal transfer for payroll	24,797.65		
18	Cornell- support teacher pd	1,000.00		
23	General Mills- Box Tops for Education	18.20		
30	General Aid	471,423.53		
1-30	Retirees Health Insurance	7,278.61		
	Total Receipts		\$	1,111,762.40
	Total Receipts, including balance		\$	4,655,218.03

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No.	To Check No.	Amount	Agency
	36950	\$ 687.96	A-77
36951	36952	\$ 840.00	A-79
36953	36988	\$ 58,092.20	A-80
36989	36991	\$ 2,162.49	A-81
36992	37029	\$ 449,419.64	A-83

BY DEBIT CHARGE

Loan to Federal Fund, Payroll, etc.	59,285.36	
Transfer to School Lunch		
Transfer to Reserve Account		
Omni wire	15,755.78	
Neopost	1,000.00	
ERS withheld	2,062.24	
Credit Union Wire	5,663.16	
Debt Service Wire Payments		
Transfer for Payrolls to T&A Checking	467,579.49	
(Total amount of checks issued and debit charges)		\$ 1,062,548.32
Cash Balance as shown by records		\$ 3,592,669.71

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month-Trust & Agency	196,632.33	
Less total of outstanding checks-Trust & Agency. See Attached list from Nvision		
Balance given on bank statement, end of month-General Fund	3,803,100.26	
Less total of outstanding checks-General Fund. See Attached list from Nvision	(461,802.34)	
OMNI for 5/2/24 payroll - deducted on 4/29/24	7,877.89	
Credit Union Wire for 5/2/24 payroll - deducted on 4/29/24	2,831.60	
Payroll Transfer for 5/2/24 payroll - deducted 4/25/24	15,452.99	
Federal Tax Payment for 5/2/24 payroll - deducted 4/26/24	56,157.46	
Federal transfer for 5/2/24 - done on 4/25/24	(27,580.48)	
	3,592,669.71	
Net balance in bank	3,592,669.71	
Total available balance		\$ 3,592,669.71
(Must agree with Cash Balance above if there is a true reconciliation)		

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

PREPARED BY

TREASURER OF SCHOOL DISTRICT

REMSEN CSD

Bank Reconciliation for period ending on 4/30/2024



Account: ADK General Fund Checking
Cash Account(s): A 200

Ending Bank Balance:		3,803,100.26
Outstanding Checks (See listing below):	-	461,802.34
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	27,580.48

Adjusted Ending Bank Balance: 3,313,717.44

Cash Account Balance: 3,592,669.71

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/08/2023	35987	LYDIA GATES	25.00
02/15/2024	36803	JERRY BUTLER	116.34
03/14/2024	36879	ADIRONDACK BOOSTER CLUB	175.00
03/14/2024	36909	SANYA PELRAH	9.68
03/28/2024	36941	ONEIDA COUNTY SHERIFF'S OFFICE	6,484.14
03/28/2024	36946	UTICA ZOOLOGICAL SOCIETY INC	118.00
03/28/2024	36948	WHITESBORO ATHLETICS	300.00
03/28/2024	36949	DANIEL WILCZEK	154.34
04/11/2024	36975	NATIONAL COUNCIL FOR AGRICULTURAL EDUCATION	2,000.00
04/11/2024	36977	NOTABLE, INC.	2,437.50
04/11/2024	36981	ONEIDA ALL-SPORTS BOOSTERS CLUB	250.00
04/11/2024	36982	SAUQUOIT VALLEY VARSITY CLUB-TRACK & FIELD	250.00
04/11/2024	36984	UTICA BOARD OF VOLLEYBALL OFFICIALS	62.70
04/25/2024	36992	A-VERDI LLC	382.00
04/25/2024	36993	AMAZON CAPITAL SERVICES	234.39
04/25/2024	36994	BSN SPORTS	464.35
04/25/2024	36995	BUELL FUELS LLC	363.75
04/25/2024	36996	C & R HARDWARE INC	36.96
04/25/2024	36997	CINTAS CORPORATION	34.53
04/25/2024	36998	CNY AWARDS	140.00
04/25/2024	36999	CSEA EMPLOYEE BENEFIT FUND	155.02
04/25/2024	37000	DAVIDSON AUTOMOTIVE GROUP	1,731.64
04/25/2024	37001	DECKER INC. SCHOOL FIX	4,795.91
04/25/2024	37002	DEVELOPMENTAL THERAPY ASSOC	3,026.00
04/25/2024	37003	FERRARA FIORENZA PC	230.00
04/25/2024	37004	FOLLETT CONTENT SOLUTIONS, LLC	34.24
04/25/2024	37005	GRAINGER	1,944.21
04/25/2024	37006	ROBIN HAJDASZ	100.00
04/25/2024	37007	HERKIMER COUNTY SCHOOL HEALTH INSURANCE CONSORTIUM	218,251.76
04/25/2024	37008	HILLYARD/NEW YORK	10.51
04/25/2024	37009	JW PEPPER & SON INC	84.41
04/25/2024	37010	LEONARD BUS SALES INC	4,913.35

REMSEN CSD

Bank Reconciliation for period ending on 4/30/2024



Check Date	Check Number	Payee	Amount
04/25/2024	37011	LIGHTS AUTO PARTS INC	62.94
04/25/2024	37012	MATT NIMEY BUICK GMC, INC.	42.03
04/25/2024	37013	NYSSCA	50.00
04/25/2024	37014	NYSSMA	112.00
04/25/2024	37015	MELISSA OBERNESSER	59.35
04/25/2024	37016	OHM BOCES	0.00
04/25/2024	37017	OHM BOCES	196,537.44
04/25/2024	37018	ONEIDA COUNTY SHERIFF'S OFFICE	345.00
04/25/2024	37019	SANYA PELRAH	115.68
04/25/2024	37020	QUADIENT LEASING USA, INC.	494.19
04/25/2024	37021	RID-O-VIT	120.00
04/25/2024	37022	KELLY RUNNINGER	100.00
04/25/2024	37023	SENTINEL MEDIA CO.	685.00
04/25/2024	37024	SHERWIN-WILLIAMS CO	142.96
04/25/2024	37025	SPEEDWAY LLC	403.20
04/25/2024	37026	TRANE U.S. INC.	5,480.02
04/25/2024	37027	VILLAGE OF REMSEN	7,111.33
04/25/2024	37028	W.B. MASON	17.97
04/25/2024	37029	YOCUM FULL SERVICE INC	607.50
Outstanding Check Total:			461,802.34

Prepared By

Approved By

REMSEN CSD

Bank Reconciliation for period ending on 4/30/2024



Account: ADK Trust and Agency Fund Checking
Cash Account(s): TA 200

Ending Bank Balance:		196,632.33
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	82,319.94
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	278,952.27
Cash Account Balance:	0.00

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00


Prepared By

Approved By

**REMSEN CENTRAL SCHOOL
TAX COLLECTION ACCOUNT
ACCOUNT 1859
TREASURER'S MONTHLY REPORT**

For the period

FROM: April 1, 2024 TO: April 30, 2024

Total available balance as reported at the end of preceding period \$1,942,777.15

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount
April 30	Interest	30.27
	Return of CD investment plus interest	1,003,958.33
Total Receipts		1,003,988.60
Total Receipts, Including balance		\$2,946,765.75

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. To Check No

BY DEBIT CHARGE Transfer - to purchase a CD 2,000,000.00

(Total amount of checks issued and debit charges) \$2,000,000.00

Cash Balance as shown by records \$946,765.75

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month 946,765.75

Less total of outstanding checks

Net balance in bank 946,765.75

Total available balance \$946,765.75


(Must agree with Cash Balance above if there is a true reconciliation)

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT



PREPARED BY

**REMSEN CENTRAL SCHOOL
SCHOOL LUNCH
ACCOUNT 3061
TREASURER'S MONTHLY REPORT**

For the period

FROM: April 1, 2024 TO: April 30, 2024

Total available balance as reported at the end of preceding period \$12,519.87

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount
April 30	Interest	0.22
Total Receipts		0.22
Total Receipts, including balance		\$12,520.09

DISBURSEMENTS MADE DURING MONTH

BY CHECK			
From Check No.	To Check No.	3693	2,975.70
BY DEBIT CHARGE		to General Fund	
(Total amount of checks issued and debit charges)			\$2,975.70
Cash Balance as shown by records			<u>\$9,544.39</u>

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	12,520.09
Less total of outstanding checks - See Attached Report from Nvision	(2,975.70)
Net balance in bank	9,544.39
Total available balance	<u>\$9,544.39</u>
(Must agree with Cash Balance above if there is a true reconciliation)	

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT



PREPARED BY



Account: ADK School Lunch Fund Checking
Cash Account(s): C 200

Ending Bank Balance:		12,520.09
Outstanding Checks (See listing below):	-	2,975.70
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:		9,544.39
Cash Account Balance:		9,544.39

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
04/25/2024	3693	OHM BOCES	2,975.70
Outstanding Check Total:			2,975.70


Prepared By

Approved By

**REMSEN CENTRAL SCHOOL
SCHOLARSHIP CM FUND
ACCOUNT 3088
TREASURER'S MONTHLY REPORT**

For the period

FROM: April 1, 2024 TO: April 30, 2024

<i>Total available balance as reported at the end of preceding period</i>	TN200	\$113,850.00
<i>Total available balance as reported at the end of preceding period</i>	TE200	<u>\$121,612.86</u>
		<u>\$235,462.86</u>

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount	
April 30	Interest	4.13	
1-30			
Total Receipts			4.13
Total Receipts, including balance			\$235,466.99

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. To Check No

BY DEBIT CHARGE To General Fund

(Total amount of checks issued and debit charges) \$0.00

Cash Balance as shown by records \$235,466.99

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	235,466.99	
Less total of outstanding checks	0.00	
Net balance in bank	235,466.99	
	0.00	
Total available balance		<u><u>\$235,466.99</u></u>
<i>(Must agree with Cash Balance above if there is a true reconciliation)</i>		

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT

PREPARED BY

REMSEN CSD

Bank Reconciliation for period ending on 4/30/2024



Account: ADK Scholarship Fund Checking
Cash Account(s): TE 200, TN 200

Ending Bank Balance:		235,466.99
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	235,466.99
Cash Account Balance:	235,466.99

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00


Prepared By

Approved By

SCHOLARSHIP FUNDS

INTEREST EARNED
April 30, 2024

4.13

	BAL. END OF MONTH		INTEREST	DEPOSITS	WITHDRAWALS	SCHOLARSHIPS		ENDING BAL. + INT
	EXPENDABLE	NONEXPENDABLE				EXPENDABLE	NONEXPENDABLE	
BRANDT	444.34	500.00	0.02			444.36	500.00	944.36
CLARE	288.69	1,850.00	0.01			288.70	1,850.00	2,138.70
DAILY	(96.83)	200.00	-			(96.83)	200.00	103.17
DELANY	(386.71)	2,370.00	(0.01)			(366.72)	2,370.00	2,003.28
DAYTON	10.93	200.00	-			10.93	200.00	210.93
FULLER	403.54	5,000.00	0.01			403.55	5,000.00	5,403.55
GRIFFITH	174.17	500.00	0.01			174.18	500.00	674.18
HERRIMAN	260.92	300.00	0.01			260.93	300.00	560.93
RATHBURN	(92.42)	1,715.00	-			(92.42)	1,715.00	1,622.58
REED	16.13	1,615.00	-			16.13	1,615.00	1,631.13
RICHARDS, A&A	1,673.31	18,000.00	0.06			1,673.37	18,000.00	19,673.37
RICHARDS, K	(98.13)	100.00	-			(98.13)	100.00	1.87
THOMAS	840.46	10,000.00	0.03			840.49	10,000.00	10,840.49
WILLIAMS, BRIAN K	216.07	2,600.00	0.01			216.08	2,500.00	2,716.08
WILLIAMS, M&H	30.45	3,000.00	-			30.45	3,000.00	3,030.45
TURNER	999.00	-	0.03			999.03	-	999.03
GRINER	(272.68)	15,000.00	(0.01)			(272.69)	15,000.00	14,727.31
DAVIS	17,775.95	-	0.60			17,776.55	-	17,776.55
MARINE CORP LEAGUE	13.75	-	-			13.75	-	13.75
KOHN	4,284.57	20,000.00	0.15			4,284.72	20,000.00	24,284.72
TEMPLETON	(99.56)	-	-			(99.56)	-	(99.56)
CLASS OF 66	7.91	-	-			7.91	-	7.91
SEUBERT	206.52	-	0.01			206.53	-	206.53
WILLIAMS, DALE	844.08	10,000.00	0.03			844.11	10,000.00	10,844.11
CROSWAY	11.77	-	-			11.77	-	11.77
BOUCHER	14,606.68	-	0.50			14,607.18	-	14,607.18
MARTIN	2,640.85	-	0.09			2,640.94	-	2,640.94
PHELPS	9,797.30	16,000.00	0.33			9,797.63	16,000.00	25,797.63
REED	4,337.52	5,000.00	0.15			4,337.67	5,000.00	9,337.67
HORSTMAN	2,012.36	-	0.07			2,012.43	-	2,012.43
CALE	20,930.84	-	0.68			20,931.52	-	20,931.52
ETUDE	304.75	-	0.01			304.76	-	304.76
EXCHANGE	557.05	-	0.02			557.07	-	557.07
ABBOTT	752.30	-	0.03			752.33	-	752.33
ACKLEY	8,498.41	-	0.29			8,498.70	-	8,498.70
REDMOND	8,043.20	-	0.27			8,043.47	-	8,043.47
Mathill	20,650.07	-	0.70			20,650.77	-	20,650.77
ADIRONDACK FOOTHILLS	1,005.30	-	0.03			1,005.33	-	1,005.33
	-	-	-			-	-	-
	-	-	-			-	-	-
TOTAL	121,612.86	113,850.00	4.13	-	-	121,616.99	113,850.00	235,466.99

PRIOR MONTH BAL.	235,462.86	Bank Balance	235,466.99
DONATIONS	-		
TRANSFER TO GENERAL			
BANK ERROR			
DEPOSIT			
OUTSTANDING CHECKS			
CHECKS CASHED			
CURRENT MONTH INT.	4.13		
	<u>235,466.99</u>		<u>235,466.99</u>

**REMSEN CENTRAL SCHOOL
PAYROLL ACCOUNT
ACCOUNT 3029
TREASURER'S MONTHLY REPORT**

For the period

FROM: April 1, 2024 TO: April 30, 2024

Total available balance as reported at the end of preceding period 2,000.00

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount	
April	Net Payroll	180,863.84	
	Net Payroll	157,034.72	
	Net Payroll		
	Total Receipts		337,898.56
	Total Receipts, including balance		339,898.56

DISBURSEMENTS MADE DURING MONTH

BY CHECK			
From Check No.	78770	To Check No.	78800
			28,013.11
BY DEBIT CHARGE			
Direct Deposits			309885.45
	Transfer of interest to general fund		
	(Total amount of checks issued and debit charges)		337,898.56
	Cash Balance as shown by records		<u>2,000.00</u>

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	18,436.16	
Less total of outstanding checks - See Attached list from Nvision	(982.49)	
Cumulative Interest, Needs to be transferred to General, Not recorded monthly	(0.68)	
Net balance in bank	17,452.99	
Payroll Transfer for 5/2/24 payroll - deducted 4/25/24	(15,452.99)	
Total available balance		<u>2,000.00</u>
(Must agree with Cash Balance above If there is a true reconciliation)		

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT



PREPARED BY

REMSEN CSD

Bank Reconciliation for period ending on 4/30/2024



Account: ADK Payroll Fund Checking
Cash Account(s): A 202

Ending Bank Balance:		18,436.16
Outstanding Checks (See listing below):	-	982.49
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	15,453.67

Adjusted Ending Bank Balance:	2,000.00
Cash Account Balance:	2,000.00

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
01/11/2024	78700	DONNA WORDEN	559.53
04/04/2024	78770	JADE DENING	90.04
04/04/2024	78785	EILLEEN P. HAMLIN	63.03
04/18/2024	78789	DALILA HASANAGIC	60.03
04/18/2024	78798	JANE A. WHITE	69.26
04/18/2024	78799	EILLEEN P. HAMLIN	140.60
Outstanding Check Total:			982.49


Prepared By

Approved By

**REMSEN CENTRAL SCHOOL
CAPITAL FUND CHECKING
ACCOUNT 3045
TREASURER'S MONTHLY REPORT**

For the period

FROM: April 1, 2024 TO: April 30, 2024

Total available balance as reported at the end of preceding period \$187,890.82

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount
April 30	Interest	3.48
1-30		
Total Receipts		3.48
Total Receipts, including balance		\$187,894.30

DISBURSEMENTS MADE DURING MONTH

BY CHECK				
From Check No.	To Check No.			
		1361		\$9,000.00
		1362		1,219.00

BY DEBIT CHARGE

(Total amount of checks issued and debit charges) \$10,219.00

Cash Balance as shown by records \$177,675.30

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	191,064.90
Less total of outstanding checks	(13,389.60)
Net balance in bank	177,675.30
Total available balance	<u>\$177,675.30</u>
(Must agree with Cash Balance above if there is a true reconciliation)	

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT

PREPARED BY

REMSEN CSD

Bank Reconciliation for period ending on 4/30/2024



Account: ADK Capital Fund Checking
Cash Account(s): H004 200, H005 200, H006 200, H007 200, H008 200, H009 200, H010 200, H015 200, H016 200, H017 200, H018 200, H018S 200, H019 200, H 200, H2020 200, H2020CO 200, H2020SB 200, H2023BUS 200, H2023CP 200, H2024BUS 200, H2223CO 200, H2324CO 200

Ending Bank Balance:		191,064.90
Outstanding Checks (See listing below):	-	13,389.60
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 177,675.30

Cash Account Balance: 177,675.30

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/30/2023	1344	RICHARD E. ALEXANDER CO., INC.	12,170.60
04/25/2024	1362	FERRARA FIORENZA PC	1,219.00
Outstanding Check Total:			13,389.60


Prepared By

Approved By

**REMSEN CENTRAL SCHOOL
DEBT SERVICE ACCOUNT
ACCOUNT 2766
TREASURER'S MONTHLY REPORT**

For the period

FROM: April 1, 2024 TO: April 30, 2024

Total available balance as reported at the end of preceding period \$141,158.77

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount
April 30	Interest	2.48
Total Receipts		2.48
Total Receipts, including balance		\$141,161.25

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. To Check No

BY DEBIT CHARGE

0.00

(Total amount of checks issued and debit charges)

\$0.00

Cash Balance as shown by records

\$141,161.25

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	3,364,226.56
A231 Reserve Account Balance	3,223,065.31
Net balance in bank	141,161.25
Total available balance	<u>\$141,161.25</u>
(Must agree with Cash Balance above if there is a true reconciliation)	

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF THE BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT

PREPARED BY

REMSEN CSD

Bank Reconciliation for period ending on 4/30/2024



Account: ADK Reserve/ Debt Service
Cash Account(s): A 231, V 200

Ending Bank Balance:		3,364,226.56
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	3,364,226.56
Cash Account Balance:	3,364,226.56

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00



Prepared By

Approved By

**REMSEN CENTRAL SCHOOL
SPECIAL AID
ACCOUNT 3037
TREASURER'S MONTHLY REPORT**

For the period

FROM: April 1, 2024 TO: April 30, 2024

Total available balance as reported at the end of preceding period \$55,827.81

RECEIPTS DURING MONTH

(With breakdown of source including full amount of all short term loans)

Date	Source	Amount
April 30	Interest	0.47
1-30	Transfers from General fund	59,285.36

Total Receipts \$59,285.83

Total Receipts, including balance \$115,113.64

DISBURSEMENTS MADE DURING MONTH

BY CHECK From Check No.	To Check No.	Amount
	4293	184.24
	4294	6,887.01
	4295	7,324.60
	4296	179.35
4297	4298	1,409.16
	4299	4,221.00

BY DEBIT CHARGE Payroll 52,741.94

Total Disbursements \$72,947.30

Cash Balance as shown by records \$42,166.34

RECONCILIATION WITH BANK STATEMENT

Balance given on bank statement, end of month	20,395.37
Less total of outstanding checks	(5,809.51)
Net balance in bank	14,585.86
Federal transfer for 5/2/24 - done on 4/25/24	27,580.48
Total available balance	\$42,166.34
(Must agree with Cash Balance above if there is a true reconciliation)	

Received by the Board of Education and entered as part of the minutes of the board meeting held

This is to certify that the above Cash Balance is in agreement with my bank statement as reconciled

CLERK OF BOARD OF EDUCATION

TREASURER OF SCHOOL DISTRICT



PREPARED BY

REMSEN CSD

Bank Reconciliation for period ending on 4/30/2024



Account: ADK Federal Fund Checking
Cash Account(s): F022 200, F023 200, F024 200, F029 200, F031 200, F032 200, F033 200, F034 200, F051 200, F052 200, F053 200, F054 200, F080 200, F123 200, F124 200, F221 200, F222 200, F223 200, F224 200, F291 200, F293 200, F294 200, F402 200, F403 200, F404 200, F412 200, F413 200, F415 200, F522 200, F523 200, F782 200, F783 200, F784 200, FEDERAL 200, FHWB 200

Ending Bank Balance:		20,395.37
Outstanding Checks (See listing below):	-	5,809.51
Deposits in Transit:	+	0.00
Other Credits:	+	27,580.48
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 42,166.34

Cash Account Balance: 42,166.34

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
04/25/2024	4296	AMAZON CAPITAL SERVICES	179.35
04/25/2024	4297	LAKESHORE LEARNING MATERIALS LLC	108.21
04/25/2024	4298	SMITH SYSTEM MANUFACTURING CO.	1,300.95
04/25/2024	4299	OHM BOCES	4,221.00
Outstanding Check Total:			5,809.51


Prepared By

Approved By

REMSEN CSD



Revenue Status Report By Function From 7/1/2023 To 6/30/2024

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Adjustments</u>	<u>Revised Budget</u>	<u>Revenue Earned</u>	<u>Unearned Revenue</u>
<u>A 1001</u>	PROPERTY TAX LEVY	5,645,813.00	0.00	5,645,813.00	5,028,708.90	617,104.10
<u>A 1081</u>	PILOT REVENUE	0.00	0.00	0.00	10,710.00	-10,710.00
<u>A 1085</u>	STAR - STATE TAX RELIEF	0.00	0.00	0.00	618,707.35	-618,707.35
<u>A 1090</u>	INTEREST & PENALTIES - TAXES	2,500.00	0.00	2,500.00	3,880.40	-1,380.40
<u>A 2401</u>	INTEREST & EARNINGS	1,500.00	0.00	1,500.00	13,454.27	-11,954.27
<u>A 2451</u>	FIELD TRIPS	500.00	0.00	500.00	0.00	500.00
<u>A 2700</u>	MEDICARE PART D REIMBURSEMENT	0.00	0.00	0.00	52,134.57	-52,134.57
<u>A 2701</u>	REFUND PRIOR YEARS - BOCES	200,000.00	0.00	200,000.00	253,977.84	-53,977.84
<u>A 2703</u>	REFUND PRIOR YEARS - OTHER	25,000.00	0.00	25,000.00	18,683.10	6,316.90
<u>A 2770</u>	UNCLASSIFIED REVENUES	162,000.00	0.00	162,000.00	46,664.35	115,335.65
<u>A 3101</u>	BASIC STATE AID	7,148,425.00	0.00	7,148,425.00	4,156,469.02	2,991,955.98
<u>A 3101.01</u>	EXCESS COST AID	0.00	0.00	0.00	793,186.50	-793,186.50
<u>A 3102</u>	LOTTERY-VLT AID	0.00	0.00	0.00	702,573.26	-702,573.26
<u>A 3103</u>	BOCES AID	677,282.00	0.00	677,282.00	169,320.51	507,961.49
<u>A 3104</u>	CHAPTER 721	75,000.00	0.00	75,000.00	69,714.00	5,286.00
<u>A 3260</u>	TEXTBOOK AID	22,531.00	0.00	22,531.00	22,601.00	-70.00
<u>A 3261</u>	COMPUTER HARDWARE & TECHNOLOGY AID	6,634.00	0.00	6,634.00	0.00	6,634.00
<u>A 3262</u>	COMPUTER SOFTWARE AID	6,172.00	0.00	6,172.00	12,552.00	-6,380.00
<u>A 3263</u>	LIBRARY MATERIALS AID	2,575.00	0.00	2,575.00	2,468.00	107.00
<u>A 3289</u>	OTHER EDUCATIONAL AID	0.00	0.00	0.00	290,217.90	-290,217.90
<u>A 4601</u>	MEDICAID ASSISTANCE	25,000.00	0.00	25,000.00	5,937.78	19,062.22
A Totals:		14,000,932.00	0.00	14,000,932.00	12,271,960.75	1,728,971.25
Grand Totals:		14,000,932.00	0.00	14,000,932.00	12,271,960.75	1,728,971.25

ENC 3.2P

REMSSEN CSD

Budget Transfer Query For 5/28/2024



Reference #	Date	Transfer Explanation	Account	Detail Description	Debits	Credits
692	05/28/2024	TO CORRECT INSUFFICIENT BALANCES	A 1310.400-00		0.00	38.75
			A 1310.404-00		0.00	57.26
			A 1430.400-00		0.00	1,000.00
			A 1430.490-00		0.00	3,043.93
			A 1620.161-00		0.00	1,663.98
			A 1620.415-00		0.00	2,004.81
			A 1621.406-00		0.00	632.50
			A 1621.450-00		0.00	1,988.29
			A 1670.490-00		0.00	3,679.48
			A 2010.491-00		0.00	4,359.81
			A 2020.452-20		0.00	39.71
			A 2020.454-20		0.00	2,430.00
			A 2070.499-99		0.00	1,404.28
			A 2110.451-01		0.00	13.40
			A 2110.499-99		0.00	14,688.97
			A 2250.160-00		0.00	353.76
			A 2259.490-00		0.00	4,200.44
			A 2610.490-00		0.00	10,782.26
			A 2630.490-00		0.00	33,473.31
			A 2815.402-00		0.00	30.00
			A 2855.450-00		0.00	239.66
			A 2855.490-00		0.00	549.73
			A 5510.150-00		0.00	1,813.54
			A 5510.163-00		0.00	324.29
			A 5510.400-00		0.00	107.50
			A 5510.405-00		0.00	8,088.32
			A 5510.451-00		0.00	334.21
			A 5510.490-00		0.00	1,098.65
			A 5530.400-00		0.00	660.77
			A 9060.490		0.00	1,489.90
			A 9901.950		0.00	6,340.40
			A 2250.470-00		106,931.91	0.00
Transfer Totals:					106,931.91	106,931.91

Elementary Report

Remsen Elementary June Update



Remsen CSD Goals

- Ensure each child has the opportunity to reach his or her full potential in a global society.
- Hire, support, develop and retain high quality staff.
- Develop, maintain and improve resources within a fiscally sound and responsible budget.
- Improve the transparency and communication with the district and community.

Upcoming Events

- June 7** - Elementary Career Day
- June 12** - Pre-K - Grade 3 Spring Concert
- June 13** - Math Day (Grades 4 & 5)
- June 14** - Final day of Young Rams After School Program
- June 14** - Elementary Student Council Book Exchange
- June 14** - Pre-K Fathers Day Celebration
- June 17** - End of Third Trimester
- June 17** - Read Around Remsen Kick-off
- June 18** - Kindergarten Celebration
- June 19** - Juneteenth (No School)
- June 20** - Olympic Day
- June 21** - High School Graduation
- June 24** - Trimester 3 Evening of Excellence
- June 25** - Pre-K Celebration
- June 25** - 6th Grade Graduation
- June 26** - Final Day of School (Unless an Emergency Day)



Field Trips, Field Trips, Field Trips

We are currently right in the middle of the field trip season. Each grade level has been venturing out for their end of the year field trips. Classes have traveled to zoos, farms, museums, and will even be visiting Enchanted Forest Water Safari. These fun learning experiences will create memories that will stay with our students far into the future.



Elementary STEAM Club STEAM Night

On May 23, students in the grades 4-6 STEAM Club came together for a culminating event. Students had the opportunity to participate with their families in four different STEAM-related activities. The first activity was making their own Bristlebots using motors and toothbrushes. Then they had their Bristlebot paint a picture. The second activity was a challenge to stick a skewer through a balloon without it popping. For the third activity, students were able to paint rocks any way that they wanted. Finally, the students and their families had to work through a challenging math capacity problem. Students had a great time sharing their love of science with their families.



Grades 4-6 Spring Concert

On May 29, the Remsen Central School Music Department presented its annual grades 4-6 spring band and chorus concert for family and friends. The concert included performances by the Fourth Grade Beginning Chorus, Fourth Grade Beginning Band, Fifth and Sixth Grade Chorus and the Fifth and Sixth Grade Band.



Elementary Student Council Book Exchange



On Friday, June 14th, students will be invited to bring in unwanted or unused books to participate in the book exchange organized by our Elementary Student Council. Students will be able to trade a book that they've brought in for another book. It will be a neat way for students to obtain new books for some summer reading.

Read Around Remsen - Summer Reading Adventure

On June 17th we will be kicking off a summer reading adventure. Students can participate in the adventure by reading in various locations around Remsen or in different ways. Students that complete 20 or more reading tasks will be invited to a special ice cream party on Wednesday, August 14th.



Summer Enrichment Programs

As we have the past few summers, we will be offering a great variety of summer enrichment programs for our students. This year we will be adding a reading camp, culinary camp and a few lego camps in addition to some of the programs that we have offered in the past. Students are able to come to the camps for free and enjoy breakfast and lunch as part of the program.

Around the School

Rice Terrace Challenge

One of Mrs. Davis' latest STEAM activities has been the Rice Terrace Challenge. Students learn about the Banaue Rice Terraces in the Philippines, they then spend time designing, constructing, and testing their own versions of the terraces made from common household items. Each item (popsicle stick, foil, length of tape, plastic cup, etc.) costs a certain number of points which is then deducted from the total points that they earn by successfully moving beads from one level to another.

Squares, Rectangles, Circles and more...

Our first graders have been learning about shapes. They have been spending time identifying shapes based on their various attributes. They are learning about sides, angles, and how the lengths of sides and the measure of the angles changes the shapes.



Thank you
FOR YOUR SUPPORT



Gary Winghart

Remsen Elementary Principal



Remsen Central School
Jr./Sr. High School Update
Sanya Pelrah, Principal
6/11/24

Team Workshop & Instructional Focus

Our last Team Workshop of the year was a time to reconnect with our colleagues to reflect on those things that went well this year and those we would like to continue working on. We continued our positivity blast (positive notes home to all students) and ended with a lemonade toast to another great year.

Culture and Climate

We have been busy celebrating success and wins both big and small. We had a wonderful Grand March and Prom on May 18. Prior to the prom, on May 15, Sergeant Morgan from the Oneida County Sheriff's Office presented to prom attendees regarding safety and making good choices on prom night. On May 23, we had Olympic Day. Our students honored this year's retirees and then they engaged in fun activities. Congratulations to the seniors for winning Olympic Day. Also in May, the 7th grade students went kayaking and the 8th grade students went mountain biking. On May 29, the juniors and seniors received CPR training. Seniors had a little fun with the "Anything But a Bookbag" challenge. Items such as a tractor tire, a dresser drawer, and a chili pot were used to hold their belongings for the day. We celebrated our seniors at the post-grad plan celebration on June 5. Each senior was recognized for their plans after graduation, be it college or entering the workforce. We wanted them to know that we are proud of each of them. Also on June 5, we held the last 7-12 concert of the year. It was great to hear the progress our students have made and we honored our graduating seniors Frank Austin and Leila Ward. On June 6, the seniors presented their capstone projects. It was great to see their hard work and hear about their interests. Also on June 6, the JV/Varsity Athletic Awards Ceremony was held in the gym. It was a great way to celebrate our wonderful athletes. On June 10, the third annual Academic Awards Ceremony allowed us to celebrate the progress and many academic achievements of our students.

- Clubs and Activities:

- 12th grade - They had a wonderful prom, class trip, and senior picnic. Students represented Remsen well and enjoyed each event.
- 11th grade - They enjoyed grand march and prom this year and have selected a date and venue for next year's prom.
- 10th grade - They are continuing to plan for Barn Fest next year.
- Diversity Club - Diversity Club has started their end-of-the-year fundraiser by selling positivity stickers.
- Drama Club - Drama Club went on a field trip to dinner and a show. They saw *Six the Musical* at the landmark theatre in Syracuse. It was a phenomenal show and a great activity to end the year.
- FFA - They have elected officers for next school year. They are planning the year-end celebration for students and parents on June 14th at 6:30. They will be going over what they did this year, recognizing officers, awarding FFA degrees, and acknowledging students who participated in contests.
- International Club - They held their end-of-the-year celebration on May 30 where students learned about the upcoming Paris Olympics, competed in a team challenge, and sampled French cheeses.
- Music Department - On May 22-23, the senior high school band and chorus participated in the NYSSMA Major Ensemble Festival at Holland Patent. Both groups received comments that will help them prepare for future performances. On May 31, the band and chorus performed at the High Note Festival in Lake George and then enjoyed an afternoon of rides at the Great Escape theme park. The groups received a rating of excellent and a trophy.
- Student Council - They concluded the year with a successful spirit week, Olympic Day, and St. Jude fundraiser. The 12th grade was the overall Remsen Cup winner and will receive a pizza party. The

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retirees Mrs. Reilly, Mrs. Hajdasz & Mr. Roberts received a framed gift from the students to show appreciation for their time and effort in their years at Remsen. The St. Jude coin collection challenge netted a profit of over \$200 in donations, with the 7th grade students receiving an ice cream celebration for the most contributions.

o

Junior-Senior Grand March & Prom



Dale Dening

Athletic Director's Report



Section III June 2024



RAMS ATHLETICS

Important Dates

- June 2, 3 - NYS Girls Golf Championships @ The Edison Club
- June 6 - Classification Committee Meeting @ Section III Office
- June 6 - JV/Varsity Sports Awards Ceremony - 6:30 (HS Gymnasium)
- June 10 - Section 3 Scholar Athlete Dinner @ OCC
- June 12 - Center State Conference AD Meeting @ Waterville

Spring Sports

-All spring sports activities/contests will be completed by Friday, June 7th (modified softball and Track & Field still have contests remaining during the first week of June)

-Congratulations to the Boys Varsity Track & Field team for winning the Division 3 Center State Conference Championships and the Section III Class D Championships

-Individual Winner/Section III Champion: Dylan Jones (shot put & pole vault),

-The Girls Varsity Track & Field team placed 3rd in the CSC League Championships and 2nd overall in the Section III Class D Championships. Congratulations to our only individual winner (Marissa Karis - 1500m champion in sectionals)!!

-Remsen was represented by 7 boys at the Section 3 NYS qualifier at Cicero-North Syracuse HS on Thursday, May 30th

- Zach Helmer - Long Jump
 - Ben Becker - 400 meter hurdles
 - Charles DeLand - High Jump
 - Ethan Karis - 1500 meter run
 - Ean Piaschyk - 3200 meter run
 - Burke Gates - 3200 meter run
-

-
- Dylan Jones - Pole Vault

-Varsity Golf - The boys varsity golf team qualified/competed in the Section III (North) Tournament at Carlowden Golf Club this year (Brian Secor, Austin Jones, Jaden Prosser, Josh Meeker, Owen Piaschyk and Malik Pett)

-Brian Secor made the cut with an 85 to play in the Section 3 NYS qualifier at Seven Oaks Country Club

-Ellie Secor, who participated on the boys golf team in the spring, qualified for the girls Section 3 Championship and finished as the second best individual in the tournament. This round qualified her for the NYS Girls Golf Championships on June 2nd and 3rd at The Edison Club. This is Ellie's second trip to the state championships in as many years.

-Brian & Ellie Secor, Josh Meeker represented Remsen at the CSC Medalist Tournament on May 29th at Woodgate Pines in Boonville. Brian walked away tied for the second lowest round of the day with a 75, and Josh had his best round of the year with an 82 helping Remsen earn 7th place out of 18 teams in the field

Fall Sports

- Combinations

1) Cross country - approved by the Center State Conference, Remsen and Town of Webb

2) Football - In discussions with Holland Patent to continue for the 2024 Fall season

- Individual Sports

1) Gymnastics - 11th grade student wishes to participate in the sport of gymnastics as a team of 1 as we have done previously the past 2 years (***see attached letter***)



JV/Varsity Sports Awards Ceremony was held on Thursday, June 6th where many student-athletes were recognized for their accomplishments in the classroom as well as in the athletic arena.



Section III Scholar-Athlete Representatives for 2023-2024 are:

Isabella Lalyer

Zachary Helmer

2023-2024 Center State Conference Scholar-Athletes

8th Grade

Trent Jenny
Owen Piaschyk

9th Grade

Tiarra Fox
Alexis Helmer
Brooklyn Helmer
Marissa Karis
Jackson LaBella
Ella LaFave
Glen LaFave
Olivia Lalyer
Taylor Murphy
Madelyn Prosser

10th Grade

Morgan Horn
Ethan Karis
Gavin Nelson
Kole Poczatek
Ellie Secor
Emily Shufelt
Jaedyn Wilcox

11th Grade

Natalie Barnard
Matthew Helmer
Dylan Jones
Ean Piaschyk

12th Grade

Imagin Aiken
Ben Becker
Zachary Helmer
Isabella Lalyer
Brian Secor

***This award is for varsity sports only*

Remsen Sports Boosters Scholarship

- All applications for the scholarship have been handed out (10 senior student-athletes)
- Due date is June 5th
- Officers of the Remsen sports boosters will make final decision on monetary amount given as well as the final number of scholarships





REMSEN CENTRAL

SCHOOL DISTRICT

FACILITIES REPORT

6/11/2024 BOE Meeting

2022/2023 Capital Outlay Project

NEW UPDATES.....Elementary Lockers- A. E. Alexander Construction was on-site with King & King on June 3rd to review the outstanding issues with the lockers. 2 of the problems were agreed are factory issues and he will take up with the manufacturer. One new problem where one bank of lockers has come loose from the wall he will have his own workers resolve. This issue was rectified by the contractor on 6/5

2023/2024 Capital Outlay Project

Scope of work involves security measures including lockdown blue lights, pushbutton 911 dialers, and adding remaining exterior doors to the doors ajar program. Awaiting final punchlist from IBC electrical engineer

2024/2025 Capital Outlay Project:

High School Stage Flooring Replacement – With the passage of next year’s budget, King & King will has started the design and will submit to SED by the end of June/early July

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Next Capital Improvement Project:

Project has been sent to SED and we are hoping for approval this fall/early winter so we can bid the project during prime bid season. The Facilities Team has a meeting June 13th with the entire design team for an estimate review.

Elementary Gym Flooring:

NO NEW UPDATES:

The elementary gym flooring, which is a rubber floor installed in 4 years or so ago, is in very bad shape. One of the underlayment products appears to be failing at a rapid pace. The delamination is causing large bubbles in the rubber and is becoming a safety hazard. King & King is working with the manufacturers of the flooring, underlayment products, and the installer for a resolution. This isn't moving forward and will be discussed at the next Facilities Team Meeting on 6/13

2024 NYS FIRE & SAFETY INSPECTION:

On June 3rd the 2024 NYS Fire & Safety Inspections of all district buildings were conducted by codes officers from the OHM BOCES Safety Office. Inspections went well and all buildings were found in compliance. Awaiting final report to submit to SED to obtain occupancy permits for another year. Next year's inspection must be filed with SED by June 1

2024 Biannual Boiler Certification:

On June 5th the NYS Biannual Boiler Inspections were performed on all district boilers.

No issues were found and certification was issued for operation until June of 2026.

General Updates:

Lisa Gregory has returned to work and is doing well after her surgery.

Very busy time of year and maintenance staff doing a great job keeping up with the huge task of setting up for and tearing down after numerous events.



Board of Education Transportation Report

Remsen Central School District

6-11-2024

Bus 10 (Chevy 3500 van) just received a new transmission.

We are planning for all summer program transportation needs.

Special Ed runs

Boces summer enrichment programs

Remsen summer enrichment programs

We are still in need for two full time drivers.

Nina Griswold is going to start sub driving again.

Respectfully submitted,

Kurt Crossett
Bus Dispatcher

CODE OF CONDUCT
REMSEN CENTRAL SCHOOL DISTRICT
2024-2025



Remsen Rams

KINDNESS CHARACTER LEADERSHIP RESPECT

Team Members

Timothy Jenny – Superintendent and Parent
Gary Winghart – Elementary Principal and Parent
Sanya Pelrah – Jr./Sr. High School Principal
Mary Lou Allen – Board of Education Member
Stephanie Karis – Board of Education Member and Parent
Jamie Dening – Teacher
Amy Piaschyk – Teacher and Parent
Imagin Aiken - Student

Community/Public Hearing: May 14, 2024
Public Comment Period: May 10, 2024 through June 11, 2024

Adopted by the Board of Education:

Soar to Success

ENC5.1

Policy
1004

CODE OF CONDUCT

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I. Introduction

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

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

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

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

II. Definitions

For purposes of this code, the following definitions apply:

"District Administrator" means the Superintendent; Principals; Director of Curriculum and Instruction; Director of Health, Physical Education and Athletics; Committee on Special Education Chair; Business Administrator and any other position identified by the Board as Administrator.

"Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Parent(s)" means parent(s), guardian(s) or person(s) in parental relation to a student.

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

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

"Violent student" means a student under the age of 21 who:

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

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

III. Student Bill of Rights and Responsibilities

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. The District's aim is to provide an environment in which a student's rights and freedoms are respected, and to provide opportunities, which stimulate and challenge the student's interests and abilities to his or her highest potential. These opportunities will be available as long as the student pursues these interests, studies in an appropriate manner, and does not infringe upon the rights of others. In addition, to promote a safe, healthy, orderly, and civil

school environment, all district students have the right to:

- Take part in all district activities on an equal basis regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, gender identity, sexual orientation, social class, or disability or any other categories of individuals protected against discrimination by federal, state, or local law.
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- Access school rules and, when necessary, receive an explanation of those rules from school personnel.
- To have a safe, healthy, orderly, and courteous school environment.
- To attend school and participate in school programs unless suspended from instruction and participation for a legally sufficient cause as determined in accordance with due process of law.

B. Student Responsibilities

All district students have the responsibility to:

1. Accept responsibility for their actions.
2. Contribute to maintaining a safe and orderly school environment that is conducive to learning and respect school and others' property.
3. Respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity for All Students Act (DASA).
4. Conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination or bullying.
5. Report, and encourage others to report, any incidents of intimidation, harassment, discrimination or bullying.
6. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
7. Attend school daily and be in class on time and prepared to learn.
8. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
9. Respond to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
10. Work to develop mechanisms to deal with their anger.
11. Ask questions when they do not understand.
12. Seek help in solving problems that might lead to discipline.
13. Dress and present themselves respectfully for school and school functions.
14. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
15. Follow school and societal rules.
16. Immediately report any health or safety issues to school staff (*e.g. presence of illegal substances, injuries, bullying, hazing, harassment, threats or weapons possession*).

IV. Essential Partners

The Remsen Central School District believes that appropriate student behavior is a result of cooperative efforts among students, parents, staff members, the administration and the Board of Education. The District therefore emphasizes the need for the entire school community to provide a meaningful educational experience to all District students.

A. Parents

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Demonstrate a respect for the value of a completed education.
3. Send their child(ren) to school well-rested every day ready to participate and learn.
4. Attend parent/teacher conferences and meetings to discuss their child's progress and to collaborate in addressing any issues or concerns.
5. Ensure their child(ren) attend school regularly and on time. Appointments should, when possible, be scheduled after school to promote attendance and participation in the entire school day. If their child is out of school they should prepare written excuses for student absences and tardiness.
6. Insist their child(ren) be dressed and groomed in a manner consistent with the student dress code.
7. Help their child(ren) understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
8. Know school rules and consequences for violating them and help their child(ren) understand the rules and consequences.
9. Convey to their child(ren) a supportive attitude toward education and the district.
10. Build positive relationships with teachers, other parents and their child(ren)'s friends.
11. Help their child(ren) deal effectively with negative 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. Teach children self-respect, respect of others, respect for the law, and respect for public property.
15. Teach their children respect and dignity for themselves and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or expression, or sex, which will

- strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act (DASA).
16. Follow the chain of command when problems arise so that problems can be solved at the appropriate level (staff member/teacher, school counselor/guidance counselor, principal, superintendent, Board of Education).
 17. Dress appropriately for a public school building, when on campus, and in a manner that complies with the standards set forth in the student dress code.
 18. No parent or community member is allowed to record videos or take photos of students or staff on school grounds during the school day without direct permission of a district administrator.

B. Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity for themselves and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or expression, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
2. Confront issues of discrimination, harassment and bullying in 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.
3. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
4. Report orally incidents of discrimination, harassment and bullying that are witnessed or otherwise reported to the teacher to the Dignity for All Students Act (DASA) Coordinator not more than one (1) school day later; and file a written report not later than two (2) school days after the initial oral report.
5. Be prepared to teach and meet the individualized needs of students.
6. Demonstrate interest and enthusiasm in teaching and concern for all students' achievement.
7. Know school policies and rules, and enforce them in a fair and consistent manner.
8. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan
9. Communicate regularly with students, parents, and other teachers concerning growth and achievement.
10. Act as a confidential agent in guarding information concerning students. Students' addresses, grades, personal information, records, and reputations are to be guarded, respected, and remain confidential. Direct notification of parents and/or affected students may be warranted in an alleged breach of student information.
11. Refer to a counselor, administrator, or support staff any student whose behavior requires special attention.
12. Demonstrate respect for school and societal rules.
13. Dress professionally and in a manner that complies with the standards set forth in the student dress code.
14. Serve as a role model for students and conduct themselves in a manner that is professional at all times.
15. Report possible incidents of child abuse per Policy 7201, Child Abuse in an Educational Setting.

C. School Counselors and Support Service Personnel

All district counselors and support service personnel are expected to:

1. Support the district's educational and academic goals.
2. Know school rules, abide by them, and enforce them in a fair and consistent manner.
3. Dress professionally and in a manner that complies with the standards set forth in the student dress code.
4. Assist students in coping with negative peer pressure/bullying and emerging personal, social, and emotional problems.
5. Set a good example for students and colleagues by demonstrating dependability, integrity, and other standards of ethical conduct.
6. Maintain confidentiality about all personal information and educational records concerning students and their families. Students' addresses, grades, personal information, records, and reputations are to be guarded, respected, and are to remain confidential. Direct notification of parents and/or affected students may be warranted in an alleged breach of student information.
7. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary or requested, as a way to resolve problems, and communicate as necessary in any other manner with parents and other staff regarding student progress and needs.
8. Regularly review with students their educational progress and career plan, including assisting students with college preparation.
9. Encourage and provide information to assist students and their parents with student career planning.
10. Encourage students to benefit from the curriculum and extracurricular programs.
11. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or expression, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
12. Report orally incidents of discrimination, harassment and bullying that are witnessed or otherwise reported to the school counselor or support service personnel to the Dignity for All Students Act (DASA) Coordinator not more than one (1) school day later; and file a written report not later than two (2) school days after the initial oral report.
13. If acting as a DASA Coordinator, complete any incident of discrimination, harassment, and bullying that are witnessed or otherwise reported to them not more than one (1) school day later.
14. Report possible incidents of child abuse per Policy 7201, Child Abuse in an Educational Setting.

D. Other School Staff

All school staff members are expected to:

1. Follow the Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner.
2. Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
3. Assist in promoting a safe, orderly, and stimulating school environment.
4. Maintain confidentiality about all personal information and educational records concerning students and their families. Direct notification of parents and/or affected students may be warranted in an alleged breach of student information.
5. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or expression, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
6. Report orally incidents of discrimination, harassment and bullying that are witnessed or otherwise reported to the school staff member to the Dignity for All Students Act (DASA) Coordinator not more than one (1) school day later; and file a written report not later than two (2) school days after the initial oral report.
7. Report possible incidents of child abuse per Policy 7201, Child Abuse in an Educational Setting.

E. Administrators

All district administrators are expected to:

1. Promote a safe, orderly and stimulating school environment, which supports active teaching and learning.
2. Insure that students and staff have the opportunity to communicate regularly with the administrator and approach the administrator for redress of grievances.
3. Evaluate in accordance with the District APPR Plan all staff.
4. Support the development of and student participation in appropriate extracurricular programs and assess and adjust programs as needed.
5. Be responsible for enforcing the code of conduct and resolving all cases promptly and fairly.
6. Organize school schedules and teaching assignments and require effective classroom management and instruction.
7. Become acquainted with students by visiting classrooms and attending school activities.
8. Maintain open lines of communication between school and home.
9. Receive teacher or counselor referrals of students with behavior problems; confer with these students; communicate with parents; and set up cooperative procedures for bringing about modification of the student's behavior.
10. Demonstrate respect for school and societal rules.
11. Dress professionally and in a manner that complies with the standards set forth in the student dress code.
12. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or expression, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
13. If acting as a DASA Coordinator, complete any incident of discrimination, harassment, and bullying that are witnessed or otherwise reported to them not more than one (1) school day later.
14. Report possible incidents of child abuse per Policy 7201, Child Abuse in an Educational Setting.

F. Superintendent

The superintendent is expected to:

1. Promote a safe, orderly and stimulating school environment, free from intimidation, discrimination and harassment, which supports active teaching and learning.
2. Review with district administrators the policies of the board of education and state and federal laws relating to school operations and management.
3. Inform the board about educational trends relating to student discipline.
4. Work to promote and support instructional programs that encourage positive behaviors sensitive to student and teacher needs.
5. Work with school personnel in enforcing the code of conduct and resolving all cases promptly and fairly.
6. Address all areas of school-related safety concerns.
7. Dress professionally and in a manner that complies with the standards set forth in the student dress code.
8. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or expression, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
9. Review in a timely manner all reports prepared by the Compliance Coordinator or DASA Coordinator concerning an incident of alleged discrimination, harassment or bullying and ensure that appropriate reports are made to law enforcement and appropriate corrective actions have been taken in school.
10. Report possible incidents of child abuse per Policy 7201, Child Abuse in an Educational Setting.

G. Board of Education

All school board members are expected to:

1. Collaborate with students, teachers, administrators, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and parents/visitors on school property and at school functions.

2. 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.
3. Lead by example by conducting board meetings in a professional, respectful, and courteous manner.
4. Appoint a Dignity for All Students Act (DASA) Coordinator for the district. The DASA coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religious, religious practice, disability, sexual orientation, gender/gender identity or expression, and sex. The DASA Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity for All Students Act.
5. Support the efforts of teachers, staff, and community to provide the highest quality education for students.
6. Demonstrate respect for school and societal rules.
7. Be student advocates and interact with parents. (To promote an open line of communication and communicate in the appropriate setting, with the goal of helping all students to succeed and for parents to have a clear and open dialog with the Board of Education at Board of Education meetings.)
8. Dress appropriately for a public school building, when on campus, and in a manner that complies with the standards set forth in the student dress code.
9. Report possible incidents of child abuse per Policy 7201, Child Abuse in an Educational Setting.

V. Student Dress Code

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

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

1. Be safe, appropriate and not disrupt, distract, or interfere with the educational process.
2. Recognize that extremely brief garments, garments with plunging front, back, or sides, spaghetti straps, bare midriff, clothing that expose areas above mid-thigh, and see-through garments, but not limited to, are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard or is not appropriate for the activity will not be allowed. **Inappropriate footwear includes: slippers, but not limited to.**
5. Not include the wearing of hats, hoods, or costume items in the school buildings during the school day except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, nicotine, vaping/e-cigarettes, or illegal drugs and/or encourage other illegal or violent activities.

Each building principal may allow exceptions to the student dress code for special occasions. All exceptions should be approved through the superintendent.

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

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. If necessary, parents may be contacted to assist with a student's compliance of the dress code. Any student who refuses to do so or repeatedly fails to comply with the dress code shall be seen as insubordinate and be subject to discipline, up to and including out of school suspension.

VI. Prohibited Student Conduct

The board of education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities, equipment, and district vehicles.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function (e.g. field trips, alternative education tutoring after hours, athletic contests, dances, etc.) specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who violate these school rules will be required to accept the penalties for their conduct.

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

A. Engage in **conduct that is disorderly or disruptive**. Examples of disorderly or disruptive conduct include but are not limited to:

1. Running or inappropriate jumping in hallways.
2. Making unreasonable (extreme or excessive) noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act, which disrupts the normal operation of the school community.
6. Trespassing. Entering any school building, other than the one they regularly attend, without permission from the administrator in charge of the building, or being on school grounds for no legitimate purpose whether during or after school hours.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, e-readers, or internet/intranet accounts; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the district's acceptable use policy.
8. Electronic devices such as laser pointers, electronic games, cellular phones, cameras, and smart watches should not be used. On occasion a student may be authorized to use these items with the permission of the administrator/teacher/staff member responsible for the student at that given time. Students in grades 7 through 12 may look at, or type on, their cell phones between classes and during lunch. They may not speak on them at any time, and may only use them for photos, video, or audio recording during school with direct instructor approval. Refusal to put phones away and/or to turn over possession of such devices when instructed by staff to do so will result in disciplinary action.
9. Using shocking devices or other such equipment.
10. Riders are expected to ride responsibly and be in control of their bicycles, scooters, skateboards, and snowmobiles at all times. Bikes, scooters and skateboards cannot be ridden on school sidewalks, in any roadways or parking lots, on athletic fields or on the track. Bikes must be parked and locked in a designated area. Once reaching the designated area, skateboards must be carried into the school. Snowmobiles must be driven and parked in designated areas. The school is not responsible for the theft of bikes, scooters, skateboards, or snowmobiles.
11. Engaging in pranks of any type, including a senior prank.

B. Engage in **conduct that is insubordinate**. Examples of insubordinate conduct include but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees.
2. Missing, leaving, or arriving late for school, or class, without permission.
3. Willfully skipping detention.

C. Engage in **conduct that is disrespectful**.

D. Engage in **conduct that is violent**. Examples of violent conduct include but are not limited to:

1. Committing an act of violence upon a teacher, administrator or other school employee, or attempting or threatening to do so. The actual, attempted, or threatened use of violent force on a staff member will result in an automatic out-of-school suspension with recommendation to the Superintendent for permanent suspension.
2. Committing an act of violence upon another student or any other person lawfully on school property, or attempting or threatening to do so, either verbally or through electronic means, such as text messages, email, or social media. The actual, attempted, or threatened use of violent force on another student will result in the out-of-school suspension of the student physically initiating the assault and the possible suspension of both students.
3. The actual, attempted, or threatened use of violent force by students freely entering into a fight on school grounds or on school buses will result in five days of out-of-school suspension in grades 7-12 with possible recommendation for a superintendent's hearing, and up to five days of suspension in grades Pre-K-6.
4. Engaging in harassing conduct, verbal threats, intimidation, or abuse, sexual or otherwise, that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being.
5. Possessing and/or displaying a **weapon**. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function. Also, students using knives, arrows, clubs, or any other implements as weapons to threaten or to inflict bodily harm on other students or who use or have in their possession explosive devices such as fireworks, pipe bombs, etc., will be subject to the following procedures:
Suspension out-of-school for up to five days with a Superintendent's Hearing which may result in the following process:
A demand for psychological assessment and counseling. Further suspension. A re-evaluation hearing prior to re-instatement.
The school district will also reserve the right to involve police and to press charges from the inception of the process.
6. Threatening to use any weapon.

7. Intentionally damaging or destroying or threatening to damage or destroy the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
8. Intentionally damaging or destroying, or threatening to damage or destroy, school district property.

E. Engage in any **conduct that endangers** the safety, morals, health or welfare of others. Examples of such conduct include but are not limited to:

1. Lying to school personnel, verbally or in writing, including forgery.
2. Theft of school property, the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them, through any means, including electronically. This can include posting or publishing video recordings, audio recordings, pictures, or social media posts about students or school staff without permission of school staff members, including unauthorized recordings of remote learning platforms.
4. Discrimination based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity or expression, marital or veteran status, or disability as a basis for treating another in a negative manner on school property or at a school function.
5. Harassment, which is the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotion, or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog, or service dog, disability, sexual orientation, gender or sex.
6. Harassment, which is the creation of a hostile environment by conduct or by verbal threats or threats on social media, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotion, or physical wellbeing.
7. Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.
8. "Internet bullying" (also referred to as "cyberbullying") including the use of instant messaging, e-mail, websites, chat rooms, text messaging, social media or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety, and welfare of students or employees. This would include similar actions carried out by creating a false identity, hacking, and or "catfishing" to do the same.
9. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking/sending/receiving sexually explicit videos/pictures/audio recordings, and other verbal or physical conduct or communication of a sexual nature.
10. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
11. Intentionally putting hands on another student regardless of relationship (friends, etc.), such as pushing, shoving, or "play" fighting, which creates an unsafe environment for those involved and/or bystanders.
12. Creating, selling, using, viewing, possessing, sharing, distributing, or transmitting obscene objects or materials or creating videos at school without permission.
13. Using or possessing matches, lighters, any form of live or spent ammunition, or any other incendiary materials.
14. Using vulgar, offensive, or abusive language/gestures, cursing or swearing, or threatening others physically or sexually.
15. Engaging in any type of sexual conduct or violent behavior on school property or while attending any school-sponsored function.
16. Possessing, consuming, selling, attempting to sell, trading, distributing or exchanging, or smoking a cigarette, cigar, pipe, e cigarettes, vape devices, or using chewing or smokeless tobacco, snuff, or any other tobacco product. Tobacco and/or e-cigarette products possessed by students on school grounds will be confiscated and destroyed.
17. Possessing, consuming, selling, attempting to sell, trading, distributing or exchanging alcoholic beverages. "Alcohol" refers to any beverage with alcoholic content, or any substances, such as powdered alcohol (Palcohol), that can be mixed with a liquid to create an alcoholic beverage.
18. Possessing, consuming, selling, attempting to sell, trading, distributing or exchanging of illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for the use of such drugs, or being under the influence of any such substances on school property or at school functions. "Illegal substances" include, but are not limited to: inhalants, marijuana, synthetic cannabinoids (marijuana), edibles, bath salts, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
19. Possessing, consuming, sharing, selling, attempting to sell, distributing, exchanging or inappropriately using over-the-counter or prescription drugs. Students who legitimately need to use prescription or over-the-counter medications during school hours must contact the school nurse for the appropriate procedures for bringing the medications to school or carrying the medications on their person.
20. Possessing, consuming, selling, distributing, or exchanging any substance with the intent of producing an altered physical, emotional, or mental state.
21. Gambling and gaming.
22. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner, including "mooning" and "pantsing".
23. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
24. Violating gender privacy when using school restroom facilities.

25. Any intentional exposure of persons or property to bodily fluids.

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

Busing Rules

- Students must be ready when the school bus arrives.
- Students must pass in front of the school bus far enough to be seen by the driver. Students must wait at the right side of the highway, 10 feet ahead of the bus, for the school bus driver to motion them to cross.
- Students must enter and leave the bus in an orderly manner.
- Upon entering the bus, students must take seats assigned by the school bus driver and remain seated until it is time to leave the bus.
- Conversation must be held in a normal tone of voice so that the distraction of the school bus driver will be at a minimum.
- Students must not block the aisle in any manner.
- Windows may be opened only by permission of the school bus driver, and students are not to lean from or shout from open windows. Nothing is ever to be thrown from a bus window.
- The school bus is an extension of the school grounds and behavior not acceptable in school is not acceptable on the school bus.
- Students must cooperate in the maintenance of clean, sanitary, and comfortable transportation. Public Health regulations prohibit eating and chewing gum on a school bus.
- Vandalism to bus seats or other areas of the bus interior is not tolerated.
- Students are not permitted to use hairspray or cologne/perfume in school or on the bus at any time.
- Waste papers must be deposited in receptacles provided at the front of the bus.
- All students must respect the property and "persons" of others.
- In no phase of the school program is "horseplay" or "fooling around" more dangerous. No activity of this nature will be tolerated on a bus.
- No pets may be transported on a school bus.
- No student will be allowed to ride any bus other than their regularly scheduled bus unless a written note is provided in the morning.
- Board of Education and insurance regulations permit only regularly scheduled pupils to be transported in school buses without permission of school authorities.
- Public Safety Regulations prohibit the transportation of large parcels on school buses. Under no circumstance can volatile liquids or chemicals such as oil or gasoline be transported on school buses.

The school bus driver is designated as the authority on the bus. Repeated infraction of the above rules is to be reported to the building principals or superintendent of schools. Incorrect behavior may lead to the suspension of riding privileges.

G. Engage in **any form of academic misconduct**. Examples of academic misconduct include:

1. Plagiarism: Plagiarism is the theft of another person's published material and passing that material off as one's own work. If a student has plagiarized an assignment, the following will occur:

- The teacher will assign the student a zero for the plagiarized assignment.
- The teacher will hold a conference with the student and his/her parent(s).
- The assignment will be completed, with the highest possible grade being 50% of the original possible credit. Repeated offenses of plagiarism will be reported to the building principal for further disciplinary action. The teacher will document the incident through a discipline referral.

2. Cheating: A student cheats when they conspire to fraudulently obtain class assignments or test answers from another source and pass it off as their own. Cheating also includes the giving of answers or assignments to other students. If a student has cheated, the following will occur:

- The teacher will assign a zero for the assignment or test.
- The student may *not* make up the assignment or test for credit.
- The teacher will notify the parents of the cheating incident.
- Repeated offenses of cheating will be reported to the building principal for further disciplinary action. The teacher will document the incident through a discipline referral.

3. Copying.

4. Altering records/forgery: Forgery is the imitation or fabrication of another person's signature or written work. If a student is found using a forged excuse, note, or pass, the following will occur:

- The student will be referred to the building principal.
- Disciplinary action will be imposed.
- Parents will be notified.
- If the forgery resulted in absence from school, the absence will be considered truancy.

5. Violation of the District Acceptable Use Policy for technology.

6. Assisting another student in any of the above actions.

In addition to violations of public law, commission of the conduct listed below may result in disciplinary measures. Violations of public law on school property or at school related events will result in school action regardless of whether or not criminal charges are pressed.

Under appropriate circumstances, law enforcement officials will be notified of violations.

H. Concert and Assembly Rules

Out of respect for performers and presenters at assemblies, concerts, recitals, and plays, rude, loud, and disrespectful behavior will not be tolerated toward anyone who presents or performs for our school and community.

The wearing of hats, hoods, or headphones during these occasions will not be accepted.

Those in attendance at performances are expected to remain seated during the entire performance. If a person must leave for any reason, they should enter or leave the gymnasium/auditorium only during a break in the performance or during applause.

Those in attendance at performances are expected to turn off cell phones or other electronic devices that may cause a distraction to the audience or performers or may interfere with the performance of district audio-visual equipment.

Those persons who refuse to comply with these rules will be asked to leave the performance and will be subject to further disciplinary action.

I. Athletic Events

Everything in this code applies to athletes, spectators, and parents at all events, both home and away.

Students in grades Pre-K - 6 attending as spectators must be supervised by an adult at all times.

Standing in doorways is prohibited as per fire regulations.

No sound devices, such as bells, horns, etc., are allowed in the gym.

No unauthorized persons are permitted on the playing floor or field at any time.

Good sportsmanship is expected. Booing or any other harassment, including the use of vulgar or profane language, of players, cheerleaders, coaches, officials, or fans of the opposing team will not be tolerated.

For additional information, please refer to the District's Athletic Code of Conduct. Sportsmanship should always be our goal.

J. Fire Drills, Lock Downs, and Evacuations

All emergency drills are conducted to ensure the safety of our entire student body and all staff members. All students are expected to adhere to the following rules:

During drills, it is expected that students will cooperate fully and immediately comply with all directions given by any staff members. In the case of fire drills and evacuations, students are to follow the evacuation plan posted in each room. Students are to quickly and quietly leave the building. Students and staff are to move at least fifty feet away from the building and remain there until directions to re-enter the building or move to emergency evacuation locations are given.

In a lock down situation, students are to comply with all staff directions and remain totally silent until the signal to move to safe areas is given. At that time, students will move quickly and quietly to the safe areas to await further instructions. Failure to fully cooperate during drills puts students and staff at risk, noncompliance with the above rules will result in disciplinary action.

K. Lunch/Cafeteria

A student's lunch period is determined by their personal schedule.

Students in grades Pre-K-12 fall under the Closed Campus Policy.

Students in grades Pre-K-12 will remain on school grounds for supervised lunch. Students in these grades will be allowed to leave school only under the direct supervision of their parents/guardians.

Good table manners and eating habits are expected. Students who do not follow the rules of the cafeteria may lose cafeteria privileges and face disciplinary action.

Rules:

- Be polite and respectful.
- Clean up after yourself. Throwing food will result in disciplinary action and cleaning the cafeteria.
- A pass must be obtained in advance in order to leave the cafeteria.

VII. Age Appropriate Restatement of Policy

You should never feel that it is not safe for you to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), sex, or any other reason.

You may not act toward another student in a way that reasonably might make them feel threatened or unsafe, or that might reasonably make them unable to concentrate on their school work, because of what you think about their race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), or sex, or any other reason. It is against school rules for you to do this by your physical actions or by your verbal statements, including electronic messages.

VIII. Reporting and Responding to Violations

All students and staff are expected to promptly report violations of the code of conduct to a teacher, school counselor, building principal, the principal's designee, or superintendent. Any student or staff member observing any individual possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee, the School Resource Officer, or the superintendent.

All district staff authorized to impose disciplinary sanctions (superintendent and principals) are expected to do so in a prompt, fair and lawful manner. Parents will be notified of district code of conduct violations. District staff not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their immediate supervisor or his/her designee, who shall in turn impose an appropriate disciplinary sanction.

Any weapon, alcohol, or illegal substance found shall be confiscated immediately, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution. Any illegal substances shall be secured until law enforcement officers are contacted. Once officers are contacted and respond, parents of the student shall be notified and appropriate disciplinary sanctions will be imposed, which may include permanent suspension and referral for prosecution. No weapons, illegal substances, and/or devices shall be returned.

The building principal or their designee or the superintendent will notify the appropriate local law enforcement agency of code violations that constitute a crime and substantially affect the order or security of the school as soon as practical, but in no event later than the close of business the day the principal or their designee or the superintendent learns of the violation. Notification to the parent/guardian may be made by telephone and followed by a letter. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

In addition to the procedures described below for removal of disruptive students and possible suspension from attendance, the District provides a procedure for responding to reports of possible discrimination or harassment against students by another student, an employee, or any other person on school property or at a school function. The process is described in the Policies 0015, Nondiscrimination in Public Accommodations and 7204 Nondiscrimination in Educational Services.

The District has also designated a Dignity Act Coordinator for each school. Those coordinators are:

Elementary School - Emily Laurey 315.205.4300 x.4426

High School - Kathleen Nebush 315.205.4300 x.5212
PO Box 46, 9733 Main Street, Remsen, NY 13438

The Dignity Act Coordinators are trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), and sex. They are available to speak with any person who has witnessed possible discrimination or harassment, or if that person has experienced treatment that may be prohibited discrimination or harassment.

No Retaliation for Reporting

No act of retaliation may be directed at any person who makes a good faith report of conduct by another person that may reasonably be a violation of this Code, or who assists in, or is part of, the investigation of such a report. To engage in such retaliation is considered a violation of this Code.

IX. Disciplinary Consequences, Procedures & Referrals

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

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

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

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

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability.

A. Consequences

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

1. **Oral warning** – any employee of the district staff
2. **Time out** – any employee of the district staff
3. **Written warning** – any employee of the district staff
4. **Written notification to parent** – transportation supervisor, athletic director, coaches, school counselors, teachers, teacher assistants, teacher aide/monitor, principal, superintendent
5. **Suspension from transportation** – transportation supervisor, principal, superintendent
6. **Suspension from athletic participation** – coaches, athletic director, principal, superintendent
7. **Suspension from social or extracurricular activities** – activity director, athletic director, principal, superintendent
8. **Suspension of other privileges** – transportation supervisor, athletic director, principal, superintendent
9. **After School Detention** – teacher, principal, or superintendent
10. **In-school suspension** – principal or superintendent
11. **Temporary removal from classroom** - teacher, principal, or principal's designee
12. **Short-term (five days or less) suspension from school** – principal, superintendent, board of education
13. **Long-term (more than five days) suspension from school** – superintendent, board of education
14. **Permanent suspension from school** – superintendent, board of education
15. **Restitution** – principal, superintendent, board of education

B. Procedures

In all cases, regardless of the consequence imposed, the school personnel authorized to impose the consequence must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the consequence.

Students who are to be suspended are entitled to additional rights before the consequence is imposed. When any suspensions occur and the school is closed on the suspension dates, the suspension will carry over to the next attendance day.

C. Suspension from transportation

If students do not conduct themselves properly on a bus, the bus driver is expected to bring such misconduct to the transportation supervisor's or principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the transportation supervisor, building principal or the superintendent. In such cases, the student's parent will become responsible for seeing that their child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is **not entitled** to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the discipline to discuss the conduct and the consequence involved.

D. Suspension from athletic participation, extra-curricular activities and other privileges

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

E. After School Detention

A teacher, principal or superintendent may opt to assign after school detention to students in situations where removal from the classroom or suspension would be inappropriate. After school detention will be imposed as a consequence only after the student's parent has been notified to confirm that the student has appropriate transportation home following detention.

F. In-school suspension

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

Students who are assigned In-School Suspension will be ineligible to participate in or attend any school-related activity/practice/athletic

event on the day (including evening) of their suspension. If an In-School Suspension is assigned for the end of a school week and will carry over into the following week, then the student will be ineligible from participation in any activity/practice/athletic event for that weekend as well. The only exception to this will be if a student is to participate in an activity that is credit bearing (ex. choral or instrumental concert).

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

G. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability to teach and can interfere with the rights of other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: short-term "time out" or sending a student to a school counselor, social worker, or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

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

H. Suspension from school

Suspension from school is a severe consequence, which may be imposed only upon students who are insubordinate, extremely disrespectful, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. Students suspended from school are prohibited from attending or participating in any school function on or off school property. The consequence in terms of suspension is subject to the Superintendent's review for extenuating circumstances. The board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the principals.

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

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

Students who are assigned Out of School Suspension will be ineligible to participate in any school-related activity/practice/athletic event on the day (including evening) of their suspension. If an Out of School Suspension is assigned for the end of a school week and will carry over into the following week, then the student will be ineligible from participation in any activity/practice/athletic event for that weekend as well.

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

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

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the suspending authority prior to the suspension unless the student's continuing presence in the school poses a continuing danger to persons or property, or an ongoing threat of disruption. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents, upon request, shall be permitted to ask questions of complaining witnesses under such procedures as the suspending authority may establish.

If the informal conference is requested, it will be scheduled at the earliest convenience of the school official.

After the conference, the suspending authority shall promptly advise the parents in writing of their decision. The suspending authority shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the board of education with the district clerk within 10 business days of the date of the superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Final

decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

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

When the superintendent, or their designee, determines that a suspension for more than five days may be warranted, they shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against them and the right to present witnesses and other evidence on their behalf.

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

An appeal of the decision of the superintendent may be made to the board that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the district clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The board may adopt in whole or in part the decision of the superintendent. Final decisions of the board may be appealed to the Commissioner within 30 days of the decision.

K. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances including, but not limited to, where a student's conduct poses a life threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

L. Additional avenues for disciplinary concerns

1. Counseling

The school counselors shall handle all referrals of students for counseling and determine if further intervention(s) is necessary.

2. Preventive Services

Contact Guidance Counselor or Psychologist.

3. PINS Petitions

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

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

M. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

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

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

X. Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This code affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

A. Authorized Suspensions or Removals of Students with Disabilities

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

- a. A "suspension" means a suspension pursuant to Education Law § 3214.
- b. A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a

suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

- c. An "IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his/her current educational placement as follows:

- a. The Board, the district (BOCES) superintendent, superintendent of schools, committee of special education chairperson or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
- b. The superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
- c. The superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. d. The superintendent may order the placement of a student with a disability in an IAES to be determined by the Committee on Special Education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury upon another person while at school, on school premises or at a school function under the jurisdiction of the educational agency. The superintendent may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student with disability who violates this code of conduct.

- i. "Weapon" means the same as "dangerous weapon" under 18 U.S.C. § 930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...[for] a pocket knife with a blade of less than 2 1/2 inches in length."
- ii. "Controlled substance" means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
- iii. "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.

3. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his/her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
 - a. For more than 10 consecutive school days; or
 - b. For a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal. However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

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

1. The district's Committee on Special Education shall:
 - a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for

more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

- i. If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his/her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.
 - ii. If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.
- b. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

2. The parent(s) of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.

- a. The superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
- b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
 - i. conducted an individual evaluation and determined that the student is not a student with a disability, or
 - ii. determined that an evaluation was not necessary and provided notice to the parent(s) of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide the parent with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement. The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

4. The parent(s) of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to the parent(s) of non-disabled students under the Education Law. 5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.

6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:

- a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his/her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is

dangerous for the student to be in his/her current educational placement during such proceedings.

- b. The parent(s) requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
 - i. During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parent(s) and the district agree otherwise.
 - ii. If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parent(s) within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

E. Referral to law enforcement and judicial authorities

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

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

XI. Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.
4. The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

XII. Student Searches and Interrogations

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

A student may be searched and prohibited items seized on school grounds or in a school building by an authorized District official or employee only when he or she has reasonable suspicion to believe the student has engaged in or is engaging in activity which is in violation of the law, the rules of the school (i.e., the District *Code of Conduct*), or school policy. The reasonableness of any search involves a twofold inquiry: 1) School officials must first determine whether the search is justified at its inception, and 2) School officials determine whether the search, as actually conducted, is reasonably related in scope to the circumstances which justified the search in the first place.

Factors to be considered by an authorized District official or employee in determining whether reasonable suspicion exists to search a student include:

- a) The age of the student;
- b) The student's school record and past history;

- c) The predominance and seriousness of the problem in the school where the search is directed;
- d) The probative value and reliability of the information used as a justification for the search;
- e) The nature or type of suspected or observed violation;
- f) The school official's prior knowledge of and experience with the student; and
- g) The urgency to conduct the search without delay.

If reasonable suspicion exists to believe that a student has violated or is violating the law and/or school rules, it is permissible for an authorized school official to search that student's outer clothing, pockets, or property. The search may include, but is not limited to, the student's outer clothing such as a jacket or coat, pockets, backpack, and/or purse. Whenever possible, searches will be conducted by a staff member of the same sex as the student and another staff member will be present as a witness.

A. Student Lockers, Desks and other School Storage Places

District owned and provided desks, lockers, textbooks, computers, and other materials, supplies, or storage spaces loaned by the school to students remain the property of the school; and these items and/or places may be opened and inspected by school employees at any time without prior notice and without a student's consent. The purpose of these searches, when they occur, is to ensure the safety of students, faculty, and staff, enhance school security and prevent disruptions of the learning environment. Students have no reasonable expectation of privacy with respect to school property; and school officials retain complete control over such property. However, a student's personal belongings contained within a locker, desk, etc. are subject to the reasonable suspicion standard for searches by an authorized school official.

B. Strip Searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat, sweater, or jacket. Strip searches are intrusive in nature and are never justified in a school setting. If school officials have highly credible evidence that a student poses an imminent danger, or if school authorities believe there is an emergency situation that could threaten the safety of others, the student will, to the extent practicable, be isolated and secured. Police and parents will be contacted immediately.

C. Documentation of Searches

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

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

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

D. Police Involvement in Searches and Interrogations of Students

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

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

Before police officials are permitted to question or search any student, the building principal or his/her designee shall first try to notify the student's parent(s) to give the parent(s) the opportunity to be present during the police questioning or search. If the student's parent(s) cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted unless otherwise directed by the police official present in the District. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function when such police presence or search was initiated by the District and absent a directive from the police official present otherwise.

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

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

E. Child Protective Services Investigations

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

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

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

XIII. Prohibited Staff Conduct

The Board of Education requires that all school district employees and/or volunteers maintain professional, ethical relationships with district students that are conducive to an effective, safe learning environment. Staff/volunteers must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety.

Staff members and/or volunteers are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct.

Inappropriate employee and/or volunteer behavior includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (including but not limited to phone, e-mail, letters, notes, or social media communications) unrelated to course work or official school matters; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

XIV. Visitors to the Schools

In order to allow parents, members of the community and other interested persons to learn what the District does, the Board encourages visitations to the buildings and grounds.

It is the policy of the Renssen Central School District to allow visits to the school buildings and facilities by parents, adult community members and other interested persons, according to the guidelines issued herein to preserve the safety of students and staff and to avoid disruption of the educational program.

Prohibited Acts which will be held in violation of the stated policy of the Board of Education shall include, but not be limited to:

1. Using or threatening physical force or violence to harass, abuse, intimidate, coerce or injure another, or to cause damage to or loss of property;
2. Disrupting the orderly conduct of classes or of any other authorized school program or activity;
3. Interfering with the lawful or authorized activity of other persons;
4. Entering upon school property at any time for other than lawful or authorized purposes, or without signing in at the building administration office;

5. Refusing to comply with any lawful instruction of a district official acting in the performance of his duties in carrying out this policy;

6. Any other conduct which interferes with district activities.

Visitors, licensees and invitees who engage in prohibited acts, as set forth above, will be directed to leave school property permanently or for such a period of time and under such conditions as the Superintendent shall prescribe. In addition, intervention by public law enforcement officials may be sought in appropriate instances.

In order to safeguard a school and classroom atmosphere which is conducive to learning, the Remsen Central School District establishes the following rules for the governance of visitors to the schools. These guidelines are in addition to any rule, regulation, penalty or punishment under the provisions of existing state law.

All visitors who have legitimate business in the public schools must report to the Main Office immediately upon entering a building, sign in and receive the permission of the Building Principal or his/her designee before visiting. The visitor must sign out at the conclusion of the visit. A sign shall be posted on each entrance to all District buildings directing visitors, licensees and invitees to sign in.

Parents are welcome at school. Visitations to classrooms for any purpose require permission in advance from an administrator or his/her designee in order to allow teachers the opportunity to accommodate their schedules. Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher, in addition to obtaining the permission of the Building Principal.

Parents are encouraged to visit guidance counselors, school nurses, school psychologists and other support personnel by appointment to discuss any concerns the parent or guardian may have regarding a student.

Any visitors wishing to inspect school records must comply with all applicable Board rules and regulations.

No staff member shall transact business with, or permit the continuing presence in the school of, a visitor who has not been duly registered. Unauthorized visitors should be reported to the Building Principal or his/her designee.

XV. Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including, but not limited to students, parents, teachers and district personnel.

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

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

Animals are prohibited - with the exception of service animals - during school hours or at school-sponsored events for the safety of students and staff. In addition, animals are strictly prohibited from the track at all times.

Bikes, scooters, skateboards, and rollerblades are prohibited from the track at all times.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass, threaten or discriminate against any person on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, social class, sexual orientation, gender or sex.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange vape devices, alcoholic beverages, illegal drugs, or controlled substances, or be under

- the influence of either on school property or at a school function.
10. Possess, use, or threaten to use weapons (or facsimiles thereof) in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
 11. Loiter on or about school property.
 12. Gamble on school property or at school functions.
 13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
 14. Use tobacco/marijuana products, nicotine, and/or e-cigarettes or vape devices of any kind in or on school property or while attending a school function.
 15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
 16. Willfully incite others to commit any of the acts prohibited by this code.

B. Penalties

To maintain a positive and safe school environment, persons who violate this code shall be subject to the following penalties:

1. **Parents/Visitors.** Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and/or arrest. Violent, threatening, or criminal behaviors may warrant a permanent ban from school grounds.
2. **Students** shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements, as stated in this Code of Conduct.
3. **Tenured faculty members** shall be subject to immediate ejection and/or arrest, and disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. **District Employees** in the classified service of the civil service entitled to the protection of Civil Service Law §75 shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. **Staff members other than those described in subdivisions 3 and 4** shall be subject to immediate ejection and/or arrest, warning, reprimands, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.
6. **Other(s).** Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and/or arrest. Violent, threatening, or criminal behaviors may warrant a permanent ban from school grounds.

C. Enforcement

The superintendent, building principal, advisors, athletic director, teachers, staff and chaperones **shall be responsible for enforcing the conduct required by this code.**

When the building principal, superintendent, athletic director or their designees become aware of an individual engaged in prohibited conduct, which in their judgment does not pose any immediate threat of injury to persons or property, they or their designees shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. They shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal, superintendent, athletic director or their designees shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

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

XVI. Dissemination and Review

A. Dissemination of Code of Conduct

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

1. Providing a public hearing prior to Board approval.
2. Posting the Code of Conduct on-line at the district's website, including annual updates or amendments thereto.
3. Providing by mail a plain language summary of the Code of Conduct to all persons in parental relation to the students prior to the beginning of the school year.
4. Providing copies of a summary of the code to all students in an age-appropriate, written plain-language version, at a general assembly held at the beginning of each school year.
5. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
6. Providing all new employees with a copy of the current code of conduct when they are first hired.
7. Making copies of the code available for review by students, parents and other community members, and provide opportunities to review and discuss the Code with the appropriate personnel.

The board may sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-

service programs pertaining to the management and discipline of students.

The board of education, via a committee of representative stakeholders, will review this code of conduct every year and update it as necessary. In conducting the review, the board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

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

The District shall post the complete Code of Conduct (with all amendments and annual updates) on the District's website. The District shall file a copy of its Code of Conduct and any amendments with the Commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.

XVII. Gun Free Schools Policy

Gun Free Schools Policy

No student shall bring onto school premises or have in their possession on school premises any "firearm" as defined in federal law. For the purpose of this policy, the term "firearm" shall mean: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of such weapon; any firearm muffler, or silencer; or any destructive device.

In accordance with the Gun-Free Schools Act of 1994, any student found guilty of bringing a firearm onto school premises or having such a firearm in their possession on school premises, after a hearing has been provided pursuant to Section 3214 of the Education Law, will be suspended from school for a period of not less than one year. However, after the imposition of the one-year penalty has been determined, the Superintendent of Schools may review and modify such suspension requirement for a student on a case-by-case basis. In reviewing the student's one-year suspension penalty, the Superintendent may modify the penalty based on factors as set forth in Section 100.2 of the Regulations of the Commissioner of Education and in Commissioner's Decisional Law.

For students who are classified as having a disability under the Individuals with Disabilities Act (IDEA) and Part 200 of the Commissioner's Regulations, a suspension for more than ten days constitutes a change of placement. As such, if a student with a disability brings a weapon to school in violation of Board policy and federal law, the District will not follow the procedures under Education Law Section 3214. It will also provide parental notice in accordance with Commissioner's Regulations to refer the student to the Committee on Special Education (CSE) before a change of placement (i.e., a suspension for more than ten days) is revoked.

The District will continue to offer students with disabilities a free and appropriate public education despite any suspension imposed as a result of this Board policy. Additionally, this policy does not diminish the authority of the Board of Education to offer courses in instruction in the safe use of firearms pursuant to Education Law Section 809-a. This policy does not prohibit Remsen Central School from utilizing other disciplinary measures, including but not limited to, out-of-school suspension for a period of five days or less or in-school suspensions in responding to other types of student misconduct which infringe upon the established rules of the school.

The District will continue to provide the suspended student with appropriate alternate instruction during the period of the student's suspension. Regulations shall be developed by the administration to implement this policy.

Remsen Central School District

Legal Ref: NYS Education Law §§809-a, 2801, 3214; 8 NYCRR 100.2 and 200; NYS Public Law §§101-476; IDEA; 18 USC 921;
Goals 2000: Educate America Act P.L. 103-227 (Gun Free Schools Act of 1994)

Adopted: 06/21/01

Revised: 08/14/12, 09/08/15, 08/13/19, 7/13/21, 7/12/22, 7/11/23,

ATHLETIC CODE OF CONDUCT

REMSEN CENTRAL SCHOOL



Remsen Rams

TEAMWORK

LEADERSHIP

SPORTSMANSHIP

2024-2025

Timothy Jenny – Superintendent, Parent
Dale Denning - Athletic Director, Teacher
Sanya Pelrah – Jr./Sr. High School Principal
Mary Lou Allen – Board of Education
Stephanie Karis – Board of Education, Parent
Amy Piaschyk - Teacher, Parent and Coach
Imagin Aiken - Student-Athlete

Public Hearing: May 14, 2024

Public Comment Period: May 10, 2024 through June 11, 2024

Adopted by the Board of Education
June , 2024

ENC5.2

Soar to Success

Policy
7036

We Are Remsen Rams

Teamwork, Leadership, Sportsmanship

Each student athlete and coach is a direct representation of Remsen Central School District. Student athletes and coaches are expected to demonstrate outstanding sportsmanship, respect and self-control. Student-athletes that disrespect their coach, the officials, or the opposing team will lose the privilege of being part of the team.

Regardless of poor calls, frustrating plays, taunting from the opposing team, or disagreement with the coach, Remsen Central School District has zero tolerance for inappropriate conduct, on or off, the court, course, field, or track.

All Remsen student-athletes, coaches, and parents/spectators will exhibit exceptional character, teamwork, respect, sportsmanship, and self-control. Regardless of the challenges we experience, we will lead by example.



Soar to Success

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Student-Athlete Expectations

The Remsen Central School athletic program is part of our academic program. Participation in interscholastic sports is a privilege. Our wish is to use athletics to help students become more productive and responsible citizens in their school and their community. Athletics allows the student the opportunity to learn skill and character traits in a different type of classroom. We hope our athletes will further their lives by practicing good sportsmanship, self-discipline, loyalty, respect for others, responsibility, respect for a healthy lifestyle, teamwork, cooperation, dedication and commitment. It is the goal of the entire school community to work together to achieve these goals. The athlete and their parents must recognize that there are risks of injury in interscholastic sports. Remsen Central School athletics come under the direction of the New York State Public High School Athletic Association (*NYSPHSAA*) and *Section III*. All rules established by these organizations shall be observed. You may refer to www.nysphsaa.org and www.section3.org in order to become familiar with the rules and regulations of each of these governing bodies.

Athletic teams and student-athletes are representatives of their family, their school, and their community. Therefore, it is important that the student-athlete's conduct during any activity concerning the sport in which they are engaged be governed by a basic respect for:

- All facilities at the home school and at away games.
- Locker rooms and athletic facilities at the home school and at away games.
- Buses and any other forms of transportation.
- Equipment.
- Any individuals they may relate to as a member of a Remsen Athletic Team, including but not limited to students, spectators, coaches, officials, teachers, administrators, custodians, bus drivers, and chaperones.

Student Athletes will conduct themselves, both in and out of school, as responsible young adults. Athletes should refrain from acts of behavior that are incompatible with the purpose and goals of the interscholastic program.

Student-athletes have the responsibility to:

- broaden themselves and develop strength of character
- maintain their class work
- practice teamwork, self-discipline, respect and hard work
- maintain good sportsmanship
- be successful and enjoy athletics
- contribute to the reputation of the school
- act as a leader
- make others proud of their efforts

When posting athletic information on social media, student athletes will avoid making derogatory or inflammatory statements about other athletes, schools, coaches, or officials associated with their team or an opposing team. Any posting or communication via social networking websites which disrupts either the educational or athletic environment or which advocates the violation of any school or team policy will be unacceptable. This would include but not limited to:

- The consumption of alcohol or the use of illicit drugs
- Inappropriate sexually-oriented material
- Activities involving bullying, hazing or harassment of any kind

Student athletes will not post digital photographs of other athletes, coaches, or officials associated with their team or an opposing team without the permission of those persons in the photographs.

A student will be ineligible for one week if they receive three or more detentions during the previous school week. Students that are ineligible may not participate in interscholastic competition during that time period. The coach in consultation with the Athletic Director and Principal will determine participation at practices.

A student-athlete who has violated the District Code of Conduct and been assigned to in-school suspension (ISS) or out-of-school suspension (OSS) forfeits his or her participation in and attendance at athletics during the period of suspension. If the suspension (ISS or OSS) involves the last day of the school week and the first day of the subsequent week, the student-athlete will be suspended from participating in any weekend practices or games.

Student-athletes are strictly prohibited from bullying, harassment, hazing or participating in any acts of initiation or coercion that may result in humiliation or endanger the safety of other students on or off school property that interferes with a student's safety and learning experience or causes a student to be afraid for his/her safety through the expectation of bodily or emotional harm

Hazing is defined as the performance of any act or the coercion of another to perform any act of initiation that causes or creates a risk of humiliation or dangerous activity, or that risks inflicting mental or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in the policy.

Depending on the severity of an inappropriate behavior, a student-athlete may be disciplined. A lesser penalty may be imposed to more accurately reflect the severity of the violation, or, for more severe behaviors, a student-athlete may be subject to dismissal from a team.

Automatic Team Suspension for Criminal Charges

Any student charged with a felony will be suspended from the team they currently participate on pending an appeal.

A student who receives a criminal summons, appearance ticket, or is arrested must notify the athletic director within 48 hours. Failure to do so may result in suspension from the team.

Please see the *Appeal Process* section for more information.

School and Team Attendance

Daily Attendance: In order for a student-athlete to attend or participate in a practice or game, it is necessary that the student attend classes for the full school day on the day of the activity.

- Students will not be allowed to participate in the day's event or practice if they enter school after the start of third period (After 9:30 AM), this includes students who attend AM BOCES programs. Medical excuses/documentation (from a doctor), court requirements, and bereavement are the only exceptions to this rule. ~~Attendance requirements include those students participating remotely.~~ Students will be expected to attend practices or events but will not be allowed to participate.
- Student-athletes excused early for a medical appointment must bring a medical excuse to return to school for an athletic practice or event. Medical excuses should be submitted to the office or the coach if returning outside normal school hours.

- If a student-athlete is absent from school on the last scheduled day of the week, the student-athlete will not participate in practices or games for the remainder of the week, including Saturday and/or Sunday, unless the student-athlete's coach is presented with a note, at the beginning of the practice or game, indicating an excused absence for the day's absence. An excused absence is defined as: personal illness, serious illness or death in the family, impassable roads or weather, religious observance, quarantine, court appearances, attendance at health clinics, approved cooperative work programs, approved college visits, military obligations, or other reason approved by the Commissioner and/or administration.
- When in attendance, and not ineligible, the student is expected to attend all team practices and contests.
- Attendance at all district practices is closed to those not a part of that team.
- Students serving an in-school suspension will be ineligible to practice/play that day.
- Physical Education is part of the required curriculum for graduation in New York State. Therefore, students not participating in physical education class (without a legal excuse) may not participate in a practice or contest that day.
- Absent from practice – students that are absent from a practice or practices may be withheld from participation for either a portion or all of their next contest/activity. A student's illegal absence may result in a loss of conditioning or lack of awareness of new team strategies that would place the student behind his/her teammates in these areas.

School Vacation/Recess Participation Policy:

For the safety of our student-athletes, students who do not participate in scheduled practices/contests during a school vacation/recess may be required to participate in a period of reconditioning upon their return. The length of the period of reconditioning before participation in an actual athletic contest will be determined at the discretion of the coach in consultation with the athletic director.

Eligibility

In order for a student in grades 7-12 to be eligible for interscholastic athletics, the student must meet the eligibility requirements governing interscholastic athletics as set forth by the Remsen Central School District and the New York State Public High School Athletic Association in regards to age and level of competition. Particular rules and regulations are available from the Athletic Director.

Upon entering the ninth grade a student is eligible for participation in interscholastic sports competition for eight consecutive semesters or until nineteen years of age. (If the age of nineteen is reached on or after September 1st, the student may participate during that school year.)

A junior high student may participate in varsity and junior varsity sports providing that all requirements under the NYS Athletic Placement Process are met.

Academic Eligibility

Because athletics serve as a part in the development of a well rounded student, athletes must meet certain academic standards to remain eligible to play in interscholastic contests. Academic eligibility applies not only to athletics, but all extracurricular clubs to emphasize the focus on academics in all student school experiences.

Academic Probation

Academic probation is a precautionary step to support a student before they fall behind in academic coursework. Starting at the end of the second week of any progress interval, teachers may recommend a

student for academic probation. The teacher will discuss academic probation with the student, contact the student's parent/guardian and the guidance department indicating the student is being recommended for academic probation. This will be done if a student has exhibited signs they may be academically struggling with a course, such as receiving failing scores on consecutive assessments or failing to submit consecutive assignments.

If a student is recommended for academic probation they will be required to report to Peer Tutoring, scheduled during lunch periods, to receive additional support from a student-volunteer that is exhibiting success in the course for the duration of the time they are considered to be on academic probation. The teacher recommending academic probation may also recommend a specific student-volunteer. Students on academic probation will also be encouraged to meet with their teacher(s) and support staff.

A student will be removed from academic probation by demonstrating that they are no longer struggling with course content, by either receiving passing grades on consecutive assessments, submitting consecutive assignments, or receiving passing grades at the end of any progress interval.

Academic Ineligibility

Every five weeks a student that is failing two or more classes will be placed upon the ineligibility list. Students on the ineligibility list will be required to schedule at least 1 academic support session per week for each subject area that they are currently not successful in. This may occur during lunch periods, during the school day if the schedule allows, or during after-school support time. Academic support sessions may be scheduled with either the ineligible student's teacher, or another individual contingent on approval from the student's teacher. If a student does not attend a scheduled support session, they will not be able to participate in extracurricular activities until attending another academic support session.

If a student demonstrates improvement in the course(s) that placed them on the ineligibility list, and improve their standing in the class to passing, the teacher will discuss the improvement with the student, contact the student's parent/guardian and the guidance department, indicate the student is no longer required to attend the weekly academic support session, or recommend a shift to academic probation for that course.

A student may be removed from the academic ineligibility list prior to the next 5-week progress interval or 10-week marking period by a student's teacher as soon as they improve their academic standing to passing in all academic courses. This will be determined by the uniform consensus of the student's teachers, the guidance office, and building principal. This process is the responsibility of the student to contact their teachers, have the teachers sign off, and return the form to the guidance office and/or building principal for removal from the ineligibility list.

At the end of each five-week period every student will be re-evaluated and a new list will be developed.

Academic Mentoring

To help support students in their ability to initiate interventions on their behalf, a Remsen staff mentoring program may be enacted. If a student is recommended for academic probation 3 or more times or is placed on the academic ineligibility list for consecutive cycles, the student may be assigned a staff mentor. A list of students that qualify for mentoring will be provided to staff and discussed during a team workshop. The staff mentor would then initiate a plan to help support the student in addition to the peer mentoring and/or academic support sessions they already receive due to academic probation or academic ineligibility.

Medical Standards for Participation

Health Examinations (Physicals): A student-athlete who tries out for interscholastic competition must receive and pass an adequate health examination.

- The health examination (physical) shall be conducted by the Remsen School physician.
- If a student-athlete would prefer that a private physician conduct the physical, the physical must first be approved by Remsen's appointed physician before the student-athlete will be deemed eligible for athletic participation.

Self-Reporting Injuries and Illnesses: It is the responsibility of the student-athlete to inform the coach if the student-athlete is ill or injured before, during, or after any activity associated with the sport in which the student-athlete is participating.

- Students must also report any illnesses or injuries that cause absence from athletic participation over a weekend, scheduled vacation, or holiday.

Participation after Injury: A student-athlete who seeks and receives treatment for an injury must provide a written statement from the emergency room or other physician before returning to athletic practice or play.

Participation after Concussion/Head Injury: Remsen Central School has adopted a specific concussion protocol that shall be followed by any coach/athlete when the athlete sustains a head injury.

Medical Excuse from Participation: Student-athletes who are injured or ill may be excused from participation by their physicians.

- Student-athletes excused from participation must have releases from their physicians before they will be allowed to return to participating.

Insurance:

The school district carries insurance for students. This is non-duplicating insurance and requires parents to apply to their personal insurance carrier first. The school insurance has certain financial limits and parents may be required to pay certain balances of the medical bills.

Athletic Placement Process

A student is eligible for junior varsity or varsity standing and play as a freshman.

Under some circumstances, some students may be eligible for junior varsity or varsity standing and play prior to their freshman year if,

- The coach of a specific sport requests that a student-athlete be considered to move up in classification. In making this request, the coach will take into consideration the following criteria:
 - The student is in good academic standing.
 - The student has a record of good attendance.
 - The student has a record of good conduct.
 - The student has previous play and demonstrates exceptional performance in the sport.
- The athletic director or athletic administrator approves the athlete to begin the Athletic Placement Process.
- The student-athlete's parent(s) give(s) permission for the student to move up in classification.

- The student-athlete passes a maturity physical administered by the school's designated school physician. (Other physicals will not be accepted.)
- The student-athlete passes a physical fitness test as per New York State regulations.

An Athletic Placement Process form shall be submitted to Section III for any student-athlete who meets all criteria listed above.

Parent and Spectator Behavior, Ethics, and Consequences

“Student-athletes compete with honor and integrity, and play for the love of the game, so let’s all cheer for our team, have fun and support the spirit of Section III Athletics.”

~ *New York State Public High School Athletic Association*

General Guidelines: The following are guidelines for parent and spectator behavior and ethics which are promoted by the *New York State Public High School Athletic Association*.

- Direct all energies to encouraging your team.
- Avoid actions which offend visiting teams or individual players.
- Show appreciation of good play by both teams.
- Learn the rules of the game in order to be a more knowledgeable spectator.
- Treat all visiting teams in a manner in which you would expect to be treated.
- Accept the judgment of coaches and officials.
- Encourage other spectators to participate in the spirit of good sportsmanship.
- Be positive.

Parent Conflicts with Coaches or Officials: From time to time, conflicts arise between parents and their children’s coaches or the officials. At no time is it appropriate to go onto a field or court of play to approach a coach or official whether before, during, or after an athletic contest, regardless of the venue. Additionally, it is inappropriate for a parent to verbally confront a coach or official at any time before, during, or after an athletic contest. If a parent has a conflict with a coach or official, it is expected that the parent will contact the coach or the athletic director via phone the day after the athletic contest to discuss the conflict or ask to set up a meeting to address the conflict in person. The athletic director, building principal, and/or superintendent will be in attendance at the meeting.

Consequences for Unacceptable Parent/Spectator Behavior

Parents or spectators who engage in unacceptable behaviors before, during, or after athletic contests – regardless of the venue – will be warned and requested by school staff (principals, superintendent, athletic director, coaches, chaperones) or officials to stop the said behaviors. Parents or spectators who do not comply with said requests will be directed to leave school premises. Parents or spectators who refuse to leave shall be subject to ejection and/or arrest. Depending on the severity of the behavior or repeated violations over time, the parent/spectator may be immediately ejected and/or banned from attending athletic events in the future.

NYSPHSAA Expectations/Penalties for Spectators - Officials, just like student athletes and coaches, are critical to interscholastic sports programs. Without officials, NYSPHSAA and its member schools would not be able to provide interscholastic sports in the manner that is desired and expected by student athletes, coaches, and parents. Spectators are expected to “Be Loud, Be Proud, and Be Positive.” Negative comments and inappropriate behaviors by spectators are required to be addressed by all and any school

supervisors and administrators, as a member of NYSPHSAA. Spectators may be prohibited from attending current and future interscholastic contests based on their behavior. (Oct. 2022)

1. Spectator Regulation: Any negative, inappropriate, derogatory comments or actions that draw the direct attention of a supervisor or school administrator by a spectator or group of spectators are required to be addressed by the host school, Sectional or NYSPHSAA representative in the following non-sequential order depending on the comments or behavior:

- First warning – Directing the spectator or group of spectators to refrain from any negative comments or actions.
- Second warning – A personal discussion with the spectators or group of spectators on the above NYSPHSAA expectations and reminding the spectators or group of spectators of the next step, removal from the game or event, will be utilized if the behavior continues.
- Removal from the contest – The spectator or group of spectators will be directed to leave the facility for the remainder of the game or event. If spectators or a group of spectators refuse to leave the game or event, play will be stopped until they vacate the premises.

2. Penalty for being removed from a game or event: Any spectator removed from a game or event will have a minimum penalty of completing the NFHS Parent Credential course (NFHS Course - <https://nfhslearn.com/home/parents>) or a one game suspension before they are allowed to attend any interscholastic event. Once the course is completed the spectator will provide a certificate of completion to the athletic department office. Schools are required to communicate with the offending spectator on the NYSPHSAA Sportsmanship Spectator Expectations.

If actions or behavior of a spectator or group of spectators rise to the level of removal from the contest after the first offense, the host school may remove that spectator and he/she will have to complete the required online course prior to being allowed to attend any future interscholastic events.

Goals for Athletic Teams

Modified Athletics: The goals of modified athletics are the development of sport-specific skills and an understanding of rules of play, team unity, and sportsmanship. The New York State Athletic Association dictates playing time for some, but not all, student-athletes participating in modified athletics.

Junior Varsity Athletics: The goal of junior varsity athletics is to build on the development of sport-specific skills and an understanding of rules of play, team unity, and sportsmanship, with an emphasis on preparing student-athletes for competitive varsity play.

Varsity Athletics: The goals of varsity play are to win the season and progress to post-season competition without losing sight of the development of sport-specific skills and an understanding of rules of play, team unity, and sportsmanship.

Team Travel Rules

On team trips, student-athletes will ride to and from the event on district transportation unless otherwise determined by the athletic director or administrator.

All players must ride to and from games with the team. Players may ride home with their parent after signing out with the coach. A note signed by the parent should be provided to the coach when an athlete intends to ride home with the parent/guardian of another player.

Failure to adhere to these rules may result in disciplinary action.

Uniforms, Equipment and Property

Uniforms are only to be worn for school athletic contests, to demonstrate team unity on days of competition, and/or designated school spirit events. Remsen uniforms are not to be worn for regular school attendance, physical education classes, or outside of school at any other time.

All student-athletes are held personally and financially responsible for the uniforms/equipment issued to them. If school uniforms/equipment are lost, returned in poor condition (given consideration for normal wear and use), or not paid for, the student-athlete will forfeit any honors/awards for that sport and will be ineligible to participate on an athletic team until the uniform/equipment is returned or paid for. A senior athlete who fails to return their uniform/equipment, replace it, or pay for it prior to graduation will forfeit participation in the graduation ceremony.

Training Rules and Team Discipline

A. Training Rules:

In order for athletes to perform at their maximum ability without compromise to their personal health and team integrity, training rules are in effect from the first day of the official athletic season and conclude at the end of the day of the final contest of the season. All team rules and regulations relating to practices, individual conditioning, curfew hours, proper nutrition and game conduct are set forth by the coach of each sport, clearly establishing expectations for that sport.

B. Team Cuts:

Should a student-athlete be cut from a team prior to a final roster and wish to try out for another team, they may be eligible to do so. This can only be done if the student-athlete requests approval from the coaches of the sports involved, as well as the Athletic Director.

C. Season Completion:

Grace Period: A player may voluntarily leave the team at any point before the first contest after consulting with the coach. If an athlete chooses to leave a team, they must inform the coach of his/her decision and may leave the team without penalty.

Any player that leaves a team after the start of the first contest shall be ineligible for the next sport season. A conference among the player, their parents, the Athletic Director and the principal may allow a student to leave the team for certain extenuating circumstances without penalty after submitting a completed "Permission Form to Discontinue Athletic Participation" (Appendix A).

D. Tobacco, Alcohol, and Drug Use Infractions

It is clearly understood that the use of tobacco products, any nicotine-containing products, and vaping of any substance; the consumption of alcoholic beverages; and the use of illegal drugs or misuse of prescription drugs is dangerous to the health and general maturation of the adolescent and impacts negatively a student-athlete's ability to perform. Therefore:

- The possession, sale or use of alcohol, tobacco products, any nicotine-containing products, and vaping of any substance, illegal drugs (including but not limited to marijuana, cocaine, synthetic marijuana, bath salts, heroine, LSD, steroids or any other drug with the potential to cause impairment to the student-athletes' health and performance) or the unauthorized use of prescription or nonprescription drugs/inhalants is strictly prohibited on or off school grounds.
- Under no circumstances, is a student-athlete of the Remsen Central School District allowed to consume alcohol or use/abuse drugs at any time.
- Student-athletes who violate this regulation are subject to consequences including the potential to lose all honors, privileges and awards.
- Any student athletes who are in attendance at a gathering/party where there is underage alcohol use, tobacco use, or drug use shall physically leave and report any safety concerns to an adult. Student athletes who fail to leave or report safety concerns will face a minimum of a one-game suspension and/or be subject to the "Penalties for Athletic Code Infractions".

E. Additional Infractions

Additional Infractions shall include, but not be limited to, the following:

- Destroying or defacing school property (home & away).
- The stealing of school property.
- Disrespect to the coach, game officials or spectators which constitute immediate attention to disciplinary action.
- Fights that are a result of the student's action, during a game or practice.
- Members of District athletic teams are, in fact, representatives of the District and are expected to conduct themselves properly at all times, whether or not they are engaging in school-related activities and whether or not they are on school grounds. Team members who engage in violent or disruptive acts or engage in destruction of private property which occur off school grounds may be subject to disciplinary action up to and including dismissal from the team in accordance with the Athletic Code and the Code of Conduct.

Penalties for Athletic Code Infractions

Should an infraction take place during school hours or at any school sponsored event, the penalties outlined below will be applied concurrently with and/or in addition to any school or district penalties prescribed by the District Code of Conduct.

The following three levels of consequences for infractions of the athletic code will apply to student-athletes in grades 7-12:

The penalty for a first infraction shall be suspension from athletics for 50% of the current season. If less than 50% of the season remains, then the starting date will be after the first half of the next sports season. A student that receives an athletic suspension will be required to attend and observe all practices and games, but will not be allowed to wear their uniform. A second infraction during any future sport season shall result in removal from athletics for the remainder of that season plus the next athletic season. A

third infraction will result in dismissal from extracurricular athletics for the remainder of the student's high school career.

The Remsen Central School District reserves the right to impose a stricter penalty based on the severity and nature of the infraction.

Appeal

Appeal Process:

- A student-athlete may appeal a disciplinary action caused by an infraction that may result in temporary or permanent suspension from athletics by appealing first to the Athletic Director and Jr./Sr. HS Principal, second to the Superintendent of Schools, and lastly to the Board of Education.
- Student-athletes will not compete in any contests during the appeal process.
- The appeal must be in writing.
- The appeal must be submitted to the athletic director or high school principal within five days of their notification of the suspension.
- The written appeal must contain exact reasons and details why the suspension is being appealed.

Self-Reporting of Alcohol or Substance Use/Abuse

A student who confidentially self-reports to a Remsen Central School staff member, coach, or administrator that they violated the Athletic Code by being involved in alcohol or substance use/abuse will be:

- Granted a one-time confidential waiver of athletic consequences provided that the student does not attempt to abuse or manipulate this support to avoid immediate consequences.
- Recommended to attend substance abuse counseling.
- Allowed to continue participating as a student-athlete, provided that the determination is made that continued participation is not a health risk to the individual or a safety risk to other athletes or to coaches.

Should the violation of alcohol or substance use/abuse be repeated, the student shall be subject to disciplinary action as outlined in Penalties for Athletic Code Infractions.

Reporting Student Athlete Violations

The following persons are required to report alleged athletic code violations that they have personally witnessed to the student-athlete's coach, athletic director, or principal.

- Any RCS employee or School Board member.
- Any adult acting as a chaperone.
- Any adult assisting with a school activity at the request of a district employee.
- Any law enforcement agency or officer.
- Any parent or legal guardian of the student-athlete involved.

Athletic code violations personally witnessed by the aforementioned shall be investigated by the student-athlete's principal and the athletic director.

Reports of alleged violations by persons other than the aforementioned may be investigated by school administration, provided the administration believes that the evidence warrants such an investigation.

Dual Participation

The Center State Conference allows for dual participation throughout the year, provided parental consent. Per Section III policy, indoor track athletes are not allowed to compete in more than one sport during the winter season.

In order to allow for adequate preparation and conditioning, the following guidelines must be met during participation.

1. At the beginning of each sport season the athlete must declare his/her primary sport of participation. The athlete must be committed to attend all practices and contests of such declared sport.
2. If scheduling of practices and contests allows such athlete to practice and meet the commitments of the declared sport then the athlete may also be allowed to participate in additional contests for a second declared sport.
3. The athlete must notify the respective coaches in advance of any scheduling conflicts.
4. The athlete must remain off the ineligibility list for the period of his/her sports season(s). If a student who participates in two sports is on the ineligibility list, they will need to reduce their participation to just their primary sport for the duration of the ineligibility period.
5. In the event that Dual Participation during a given season is compromising the integrity of the team(s), a meeting between the Athletic Director, the Principal, and the dual participation athlete(s) will take place to discuss options and needs prior to making an administrative decision regarding Dual Participation.

Combination Participation

Combination/Participation in Athletics with Surrounding Districts

In the past, there have been student-athletes who have participated in activities that are not offered through Remsen Central School. Combinations between school districts fall under the guidelines of Section 3 and the NYSPHSAA. If a student-athlete has interest in participating in these sanctioned sports, they must make the Athletic Director aware of their intention to participate in a sport where a combination is necessary with another school district by the following dates:

Fall Sports – May 15

Winter Sports – September 30

Spring Sports – January 15

Pre-Requisites for Participation in Athletics

PRIOR TO THE FIRST PRACTICE ALL ATHLETES MUST:

Submit the ***Athletic Participation Permission Form*** to the athletic director or coach, signed by the athlete and a parent/guardian.

Submit the ***Emergency Form*** to the school nurse, coach, or athletic director, signed by the student's parent/guardian.

Have on record a ***current physical exam*** in the nurse's office. "Current" means within the past calendar year of the first practice date for that sports season.

Submit the *Interval Health History form* to the school nurse, coach, or athletic director, signed by the student's parent/guardian.

*****IMPORTANT*****

**ALL FORMS LISTED ABOVE ARE MANDATORY AND MUST BE TURNED IN BEFORE THE SEASON BEGINS. STUDENT-ATHLETES WILL NOT BE ALLOWED TO PARTICIPATE IN PRACTICES OR CONTESTS UNTIL ALL FORMS ARE COMPLETED, SIGNED, AND RETURNED.
THANK YOU!**



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PERMISSION FORM TO DISCONTINUE ATHLETIC PARTICIPATION

INSTRUCTIONS: It is understood that the coach's signature below indicates that a coach/student-athlete discussion regarding the decision to discontinue the program has taken place prior to the parent and Athletic Director signatures. Signatures are to be obtained in the order requested on this form. Student athletes are required to continue to attend their scheduled practices until instructed by the coach or Athletic Director.

Step 1 - STUDENT INPUT: Please state the reason for discontinuation of the current sport being played

Student-Athlete's Name Student Athlete's Signature Date

Sport & Level

Step 2 - COACH INPUT: Please place a check beside one of the statements and add comments

I approve I disapprove - of the athlete's request to discontinue playing the sport.

COMMENTS:

Coach's Printed Name Coach's Signature Date

Step 3: PARENT INPUT: Please place a check beside one of the statements and add comments.

I approve I disapprove - of the athlete's request to discontinue playing the sport.

COMMENTS:

Parent's Printed Name Parent's Signature Date

Step 4: ATHLETIC DIRECTOR INPUT

I approve I disapprove - of the athlete's request to discontinue playing the sport

Student's uniform and equipment have been turned in

Athletic Director's Signature

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Interval Health History Sheet

Prior to the start of the athletic season, all student-athlete's parents must complete the required NYSED Interval Health History Form.

NYSED Interval Health History for Athletics

Student Name: _____		DOB: _____
Grade (check): <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		Sport: _____
Sport Level: <input type="checkbox"/> Modified <input type="checkbox"/> Fresh <input type="checkbox"/> JV <input type="checkbox"/> Varsity		Date of last physical: _____
MUST be completed and signed by Parent/Guardian - Give details to any YES answers on the last page.		

GENERAL HEALTH	NO	YES
Been diagnosed with mononucleosis within the last month?	<input type="checkbox"/>	<input type="checkbox"/>
Have only one functioning kidney?	<input type="checkbox"/>	<input type="checkbox"/>
Have a bleeding disorder?	<input type="checkbox"/>	<input type="checkbox"/>
Have any problems with hearing or have congenital deafness?	<input type="checkbox"/>	<input type="checkbox"/>
Have any problems with vision or only have vision in one eye?	<input type="checkbox"/>	<input type="checkbox"/>
Have an ongoing medical condition?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, check all that apply:		
<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes	
<input type="checkbox"/> Seizures	<input type="checkbox"/> Sickle cell trait or disease	
<input type="checkbox"/> Other:		
Have Allergies?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, check all that apply		
<input type="checkbox"/> Food	<input type="checkbox"/> Insect Bite	<input type="checkbox"/> Latex
<input type="checkbox"/> Pollen	<input type="checkbox"/> Other:	
Ever had anaphylaxis?	<input type="checkbox"/>	<input type="checkbox"/>
Carry an epinephrine auto-injector?	<input type="checkbox"/>	<input type="checkbox"/>
Ever had an eating disorder?	<input type="checkbox"/>	<input type="checkbox"/>
BRAIN/HEAD INJURY HISTORY	NO	YES
Ever had a hit to the head that caused headache, dizziness, nausea, confusion, or been told they had a concussion?	<input type="checkbox"/>	<input type="checkbox"/>
Receive treatment for a seizure disorder or epilepsy?	<input type="checkbox"/>	<input type="checkbox"/>
Ever had any unexplained seizures?	<input type="checkbox"/>	<input type="checkbox"/>
Ever had migraines?	<input type="checkbox"/>	<input type="checkbox"/>
INJURY HISTORY	NO	YES
Ever been unable to move arm/leg or had tingling, numbness, or weakness after being hit or falling?	<input type="checkbox"/>	<input type="checkbox"/>
Have joints become painful, swollen, warm, or red with use?	<input type="checkbox"/>	<input type="checkbox"/>
Been diagnosed with a stress fracture?	<input type="checkbox"/>	<input type="checkbox"/>
DEVICES / ACCOMMODATIONS	NO	YES
Have any special devices or prostheses (insulin pump, glucose sensor, ostomy bag, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Wear protective eyewear?	<input type="checkbox"/>	<input type="checkbox"/>

BREATHING	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use or carry an inhaler/nebulizer?	<input type="checkbox"/>	<input type="checkbox"/>
Wheeze or cough frequently during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>
HEART HEALTH		
Ever complained of:		
Ever had a test by a health care provider for their heart (e.g., EKG, echocardiogram, stress test)?	<input type="checkbox"/>	<input type="checkbox"/>
Lightheadedness, dizziness, during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>
Chest pain, tightness, or pressure during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>
Fluttering in the chest, skipped heartbeats, heart racing?	<input type="checkbox"/>	<input type="checkbox"/>
Ever been told by a health care provider they have or had a heart or blood vessel problem?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, check all that apply:		
<input type="checkbox"/> Chest Tightness or Pain	<input type="checkbox"/> Heart infection	
<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Heart Murmur	
<input type="checkbox"/> High Cholesterol	<input type="checkbox"/> Low Blood Pressure	
<input type="checkbox"/> New fast or slow heart rate	<input type="checkbox"/> Kawasaki Disease	
<input type="checkbox"/> Has implanted cardiac defibrillator (ICD)		
<input type="checkbox"/> Has a pacemaker		
<input type="checkbox"/> Other:		
FEMALES ONLY	NO	YES
Have regular periods?	<input type="checkbox"/>	<input type="checkbox"/>
Age period began?	<input type="checkbox"/>	<input type="checkbox"/>
MALES ONLY	NO	YES
Have only one testicle?	<input type="checkbox"/>	<input type="checkbox"/>
Have groin pain or a bulge, or a hernia?	<input type="checkbox"/>	<input type="checkbox"/>
COVID-19 INFORMATION		
Has your child ever tested positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
Date of positive COVID test: _____		
Was your child symptomatic?	<input type="checkbox"/>	<input type="checkbox"/>
Did your child see a health care provider for their COVID-19 symptoms?	<input type="checkbox"/>	<input type="checkbox"/>
Was your child hospitalized for COVID?	<input type="checkbox"/>	<input type="checkbox"/>
Was your child diagnosed with Multisystem Inflammatory Syndrome (MISC)?	<input type="checkbox"/>	<input type="checkbox"/>

FAMILY HEART HEALTH HISTORY

A relative has/had any of the following:

Check all that apply:

- Enlarged Heart/ Hypertrophic Cardiomyopathy/ Dilated Cardiomyopathy
- Arrhythmogenic Right Ventricular Cardiomyopathy?
- Heart rhythm problems, long or short QT interval?

- Brugada Syndrome?
- Catecholaminergic Ventricular Tachycardia?
- Marfan Syndrome (aortic rupture)?
- Heart attack at age 50 or younger?
- Pacemaker or implanted cardiac defibrillator (ICD)?

A family history of:

- Known heart abnormalities or sudden death before age 50? Structural heart abnormality, repaired or unrepaired?
- Unexplained fainting, seizures, drowning, near drowning, or car accident before age 50?

If you answered **NO** to **all** questions, **STOP**. Sign and date below.
If you answered **YES** to a question please **explain** below.

Parent/Guardian
Signature: _____

Date: _____

If you answered **YES** to any questions give details. Sign and date below.

Parent Signature _____

Date _____

FOR SCHOOL PHYSICIAN ONLY

This certifies that the above referenced student is physically qualified to participate in the following categories of competition during the school year. Any unmarked categories indicate disqualification for the particular group of sports.

CONTACT/COLLISION

- Cheerleading
- Football
- Ice Hockey
- Lacrosse
- Soccer
- Wrestling
- Basketball
- Diving/Swim

LIMITED CONTACT/IMPACT

- Baseball
- Volleyball
- Basketball
- Softball

NONCONTACT

- Cross Country
- Track and Field
- Golf
- Tennis

School Physician's Signature _____

Date _____

ATHLETIC PARTICIPATION PERMISSION FORM

To the Remsen Athletic Director:

I have read the Athletic Code of Conduct of the Remsen Central School District. I understand the provisions as stated, and agree to abide by these provisions while a member of any team.

Student's Name

Student's Signature

I have read the Athletic Code of Conduct of Remsen Central School District. I have reviewed it with my child. I agree to cooperate with Remsen Central School in enforcing this code as it applies to him/her and to myself and our family as responsible spectators. I give my permission for my student to participate in the stated sport, subject to the standards and provisions stated.

Primary Sport: _____

Secondary Sport: _____ (if played during same season)

Parent or Legal Guardian Signature

Date

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EMERGENCY FORM

Name of Student: _____ Sport/Activity: _____

Age: _____ Grade: _____ Date of Birth: _____

Home Address: _____

Parent Name: _____ Parent Cell Phone: _____
Parent Home Phone: _____ Parent Work Phone: _____

Parent Name: _____ Parent Cell Phone: _____
Parent Home Phone: _____ Parent Work Phone: _____

If a parent is not available, name of alternate person to contact in case of an emergency

Alternate #1 Name: _____ Phone #: _____

Alternate #2 Name: _____ Phone #: _____

Does your child have any allergies? _____

Does your child have any history of medical problems in which a teacher, ambulance attendant or hospital personnel should be aware of during an emergency?

Has your child been seen by a Dr. or under Dr.'s care for any medical reason (injury, etc.) since the end of the last sport season? _____

If so, when _____; For what reason? _____

Has he / she been released by the Dr. to play sports? ___Yes ___No

I authorize the coach in charge of this activity to have my child transported to the nearest hospital.

Signature of Parent: _____ Date: _____

REMSEN CENTRAL SCHOOL

District-Wide School Safety Plan
2024-2025



*Commissioner's Regulation 155.17
Education Law 2801-a*

Community/Public Hearing: May 14, 2024
Public Comment Period: May 10, 2024 through June 11, 2024
BOE Adopted

ENC 53

Soar to Success

Remsen Central School District

District-wide School Safety Plan

Commissioner's Regulation 155.17

Education Law 2801-a

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Remsen Central School District supports the SAVE Legislation, and intends to engage in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

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Section I

General Considerations and Planning Guidelines

A. Purpose

The Remsen Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Remsen Central School District Board of Education, the Superintendent of Remsen Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of Safety Teams

The Remsen Central School District has appointed a District-wide School Safety Team that includes, but is not limited to, representatives of: School Board, student*, teachers, bus drivers and monitors, administrators, parent organizations, school safety/law enforcement personnel, and, other school personnel. The members of the team and their positions or affiliations are as follows:

Members Name	Title
Timothy Jenny	Superintendent/Chief Emergency Officer/Parent
John McKeown	Business Administrator
Mary Lou Allen	Board of Education President
Sanya Pelrah	Jr./Sr. High School Principal
Gary Winghart	Elementary Principal/Parent
Kevin Roberts	Head of Facilities/CSEA Union President/Grandparent
Kurt Crossett	Bus Dispatcher/Bus Driver and Supervisor of Bus Monitors
Brad Tyson	Remsen Vol. Fireman/Custodian/Parent
Beth Lamphere	Oneida County School Patrol Officer/Grandparent
Ralph Potasowiecz	Oneida County School Patrol Officer
Robert Smith	Oneida County School Patrol Officer
Robert Staskoski	Oneida County School Patrol Officer/Parent
Rick Gallo	RTA Union President/High School Teacher
Dan O'Bryan	High School Teacher
Kelly Runninger	Elementary Teacher
Imagin Aiken	*Student Representative (HS Student Council President)
Dale Dening	Athletic Director/Teacher
Kathleen Nebush	High School Counselor
Erika Kistowski	Elementary Counselor
Fay Harper	District Psychologist and CSE Director/Parent
Melissa Polidori	High School Nurse
Autumn Fasolino	Elementary Nurse
Jessica Fletcher	BOCES Safety Office

*A student may be allowed to participate on the district-wide safety team, provided, however, that no portion of a confidential building-level emergency response plan be shared with such student nor shall such student be present where details of a confidential building-level emergency plan or confidential portions of a district-wide safety plan be discussed

C. Identification of the Chief Emergency Officer (CEO)

The Remsen Central School District has appointed Timothy Jenny as the Chief Emergency Officer.

The responsibilities of the CEO include, but not be limited to:

- Coordination of the communication between school staff, law enforcement, and other first responders;
- Lead the efforts of the District-Wide Safety Team in the completion and yearly update of the District-Wide School Safety Plan, by September 15th and the coordination of the District-Wide Plan with the Building-Level Emergency Response Plans;
- Ensure staff understanding of the District-Wide School Safety Plan;
- Ensure the completion and yearly update of Building-Level Emergency Response Plans for each school building by the dates designated by the Commissioner;

- e) Assist in the selection of security related technology and development of procedures for the use of such technology;
- f) Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan by September 15th annually;
- g) Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law Section 807.

Name of Chief Emergency Officer: Timothy Jenny – Superintendent

Email of Chief Emergency Officer: tjenny@remsencsd.org

Phone of Chief Emergency Officer: Office: 315-205-4300 x.4224

D. Concept of Operations

General protocols reflected in the District-wide School Safety Plan guide the development and implementation of the Building Safety Plans. The District-wide Safety Plan sets forth the general procedures and protocols to be adhered to at each school and serve as the standard operating procedures.

In developing the district-wide plan, key internal and external stakeholders were involved in order to garner the best local operational knowledge and the best emergency management and safety expertise in creating and revising the plan. The Remsen Central Schools are an integral part of the community and, as such, it is important that community stakeholders are involved and understand the role of the school district and its relationship to the safety of the community at large.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building Level Emergency Response Team.

Upon activation of the Building Level Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.

Full Emergency response actions, including Crisis Response, may be supplemented by involving County and State resources through established protocols.

E. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education by September 1st of each school year.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption and no later than October 1st of each year. In addition, the Building Safety Plans will be sent to the New York State Police and Oneida County Sheriff's Office.

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available on the district website.

Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provisions of the law, in accordance with Education Law Section 2801-a. Building-Level Emergency Response Plans will be provided to the New York State Police and Oneida County Sheriff's Office within 30 days of adoption and no later than October 1st of each year.

Task	Date(s)
District-Wide Safety Team annual review date	04/30/2024
District-Wide School Safety Plan – Public comment period (began & ended)	05/10/2024 through 06/11/2024
Public Hearing	05/14/2024
District-Wide School Safety Plan approved by Board	06/ /2024
District-Wide School Safety Plan posted to website	06/ /2024
URL of District-Wide School Safety Plan	https://www.remsencsd.org/domain/270
URL of District-Wide School Safety Plan verified	06/ /2024

Section II

Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Initiatives that improve the culture and climate in our schools and improve communication at all levels can substantially enhance our ability to truly prevent any negative event from occurring. Prevention would always be preferred over risk reduction. However, not all such events will be prevented despite our best efforts. Therefore, we must formulate plans to intervene and reduce risk by minimizing the impact of any negative event. This section will identify specific prevention and risk reduction strategies that have been implemented within the District. Many of these components serve as both prevention and risk reduction tools.

Program Initiatives

The Remsen Central School District recognizes the importance of programs and activities that improve the school climate and communication throughout the school community and that encourages the reporting of potentially dangerous, suspicious or violent behavior. Such efforts serve to improve the security, safety and quality of life for all those in the Remsen school community.

The District recognizes the importance of programs and activities that improve the school climate and communication throughout the school community and that encourages the reporting of potentially dangerous, suspicious or violent behavior.

The following is a partial list of such initiatives:

- Schedule and practice various emergency drills, lock down drills, bus drills and go home early drills while educating students on the same
- ParentSquare Parent/Staff Communication Platform
- Welcome Back Night for all students and parents including information, food and fun
- Family Nights
- School Patrol Officer in both buildings
- Parent Wellness Nights
- Positivity Project
- College and Career Readiness Guest Speakers
- Jr./Sr. HS Thanksgiving Breakfast for all students
- Veteran's Day Concerts
- One School, One Book
- District-wide Code of Conduct: includes expectations for appropriate behaviors and consequences for inappropriate behaviors.
- Athletic Code of Conduct: includes expectations for appropriate behaviors and consequences for inappropriate behaviors for student athletes and spectators.

- Staff Training on Emergency Response Planning at the beginning of each school year
- Kindergarten Kick Start Summer Camp
- Extended School Day Before and After School Programs
- Summer Enrichment Programs
- 6th Grade Orientation to the HS
- Post Graduation Plan Celebration
- Top Senior Sundaes with the BOE
- Prom Safety presentations
- Dignity for All Students Act Coordinators in both buildings
- Erin's Law presentations
- KidSmartz Child Safety Program
- NetSmartz Internet Safety Program
- Easton and Napoleon: Therapy Dogs
- Health and Wellness Team: Cabin Fever Events, Health Initiatives, Eat Smart Program facilitation, grant writing to encourage health and wellness (Disc Golf Course)
- Announcements/programs to promote kindness, hard work, school safety
- Ram Tickets
- Certified School Psychologist shared with both buildings
- Certified School Counselors in both buildings
- Certified Social Worker shared with both buildings
- School Climate Survey for staff, students, and parents
- Parent/Guardian Communication Survey
- Fire Prevention Sessions, including pre-K trip to firehouse
- Elementary Trimester Evenings of Excellence
- HS Quarterly Academic Awards Ceremonies
- End of year HS Academic Awards Ceremony
- End of year HS Athletic Awards Ceremony
- Assemblies to promote positive, safe, health, school environment
- Motivational Assemblies
- Olympic Days (Elementary and High School)
- Daily Announcements to promote school safety and security
- Athletic Events and Awards
- 4:00 PM and 5:30 PM Late Buses to ensure equal access to after school opportunities
- Clubs and Extracurricular Groups
- Concerts, Plays, Art Shows
- Science Fairs
- Field Trips
- Parent-teacher conferences
- School Bus Safety and Scenarios, Bus Evacuation Drills
- Career Days
- Counseling Support Sessions (individual and group)
- Classroom Guidance Lessons
- Community Service Activities (examples: leaf raking, Remsen community garbage pickup day, food drives, donation volleyball games for the Stevens Swan Human Society, Pink Out athletic games to fight for a cure, recycling challenges)
- Student Health and Wellness Fair
- School Spirit Weeks

The District encourages all divisions to develop strategies that support a positive, safe learning environment for students, such as community involvement in the schools, mentoring programs, or adjusting scheduling to minimize potential for conflicts or altercations.

Training, Drills, and Exercises

Remsen Central School District will ensure that each building conducts drills and exercises to test the components of their respective building-level plan. To comply with Education Law §807, each school must conduct 4 lock-down and 8 evacuation drills (12 drills total) each year (a combination of 8 drills must be completed before December 31st). Drills will be conducted at different times of the school day. Students shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly. The use of tabletop exercises to accomplish this task in coordination with local and county emergency response and preparedness officials may be considered when live drills are impractical or not sufficient to meet training goals. Specific drills and training for various types of hazards will be conducted for staff and students on selected response protocols including: Shelter-In-Place; Hold-In-Place, Evacuation, Lockout, and Lockdown. This training will identify various types of hazards that could occur, response actions that should be employed, as well as training on violence prevention and mental health. Students should be informed, in a non-traumatizing way, about different types of responses that can be used. This type of training will be conducted before September 15th annually, new employees will be trained within 30 days of hire.

Trauma-Informed Drills

Trauma means an emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss.

Trauma-informed means an understanding of trauma and how it affects the physical, emotional, and mental health of students and adults.

Trauma-informed drills means avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-appropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.

Drills and training conducted during the school day with students present shall be conducted in a trauma-informed, developmentally and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency. Students and staff shall be informed at the time that drills are conducted.

Tabletop exercises may be utilized by school and district safety teams as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting-type setting to discuss their roles during an emergency and their responses to a sample emergency situation.

To prepare for emergencies, faculty, staff and students will practice the following:

- Fire Drills
- Bus Evacuation Drills
- Go Home Early Evacuation Drills
- Shelter-in-Place, Hold-in-Place, Lockout, and Lockdown Drills (SHELL)
- Evacuation to Alternate Site Drills

Evacuation and lock-down drills will be conducted in a trauma-informed, developmentally, and age-appropriate manner that does not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency.

Each drill/exercise may be followed with a debrief session for all staff involved and suggestions/recommendations that will improve response actions and protocols in the future.

Additional drills will be held during summer school (at least two drills required), if summer school is being conducted with one of the drills completed during the first week of summer school.

In addition, Early Dismissal Drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the test, and parents and guardians will be notified in writing at least one week prior to such drill.

By October 1st of each year, written information regarding emergency procedures will be given to students and staff.

For after-school programs, events, or performances conducted within a school building and included persons who do not regularly attend classes in the building, the principal or other person in charge of the building must require the teacher or person in charge of the event to notify attendees of the procedures to be followed in an emergency.

Faculty and staff prepare to prevent and intervene in emergencies by:
Receiving in-service on Emergency Management, Blood-Borne Pathogens, "Right to Know", Sexual Harassment, Mental Health, and DASA in addition to in-service on Building-Level Emergency Response Plans

The emergency back-up lighting is also tested annually and all systems verified functional without electricity.

Notification of Drills to Parents or Persons in Parental Relation

At the beginning of each school year, and once near the beginning of each of the remaining three quarters, parents will be provided with a list of drills that may be conducted throughout the school year and what each drill may entail.

Full-Scale Drill Exercises

Schools and districts that opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials that include props, actors, simulations, or other tactics intended to mimic a school shooting or other acts of violence or emergency may not be conducted on a regular school day and when school activities such as athletics are occurring on school grounds. Additionally, such exercises cannot include students without written consent from parents or persons in parental relation.

Implementation of School Security

Routine Precautions by all staff

All staff are expected to immediately report to their building principal any information they have received or observations they have made regarding anything that could possibly impact the safety and security of anyone within the school community.

Note: Staff should always err on the side of safety and share such information each and every time. No detail is too small or inconsequential as individual staff may not be aware of all circumstances surrounding a particular student or concern.

Limited Access

All building access points are to remain locked at all times during the regular school day after morning student arrival and will be monitored and controlled by a main office staff member (using a camera/door buzzer/intercom visitor access control system) to screen and approve access into the buildings. Entrances used for students and staff during morning student arrival at both buildings will be monitored by Remsen Central School District staff. Any access door that may need to remain unlocked during a portion of the school day for any reason should be directly monitored for the time that it must remain unlocked.

Throughout the buildings, there is considerable video surveillance, which main office staff can view in real time. In addition, Remsen Central School contracts with Oneida County through the Sherriff's department for the services of a School Patrol Officer in each school building.

The District utilizes a keyless entry/electronic access control system allowing specific access (designated days/times, buildings and entrances) to authorized personnel by presenting a programmed proximity identification

card to a reading device at those entrances. This system also has the ability to automatically unlock and lock specific entrances.

Panic Alarm System Consideration (Alyssa's Law)

The 2023-2024 Capital Outlay project included the installation of a panic alarm system that included panic buttons in both buildings.

Staff Photo Identification Badges

All employees are issued photo identification badges that are to be displayed at all times while on District property to assist visitors, students and staff in identifying employees as well as possible intruders.

Visitor policy

Anyone visiting the school during the time school is in session must sign in and obtain a visitor's badge. The main office staff will also call ahead to the visitor's destination to determine the legitimacy of the visitor in the building and may be asked to escort certain persons to their destination.

Policy 1002 Visitors to Schools, will provide the details related to how visitors are handled at each building. Should an unannounced visitor appear at a classroom, office or be observed in the hallways without proper identification (visitor pass or a note from the office), staff may approach and inquire as to a subject's business or contact their school's main office immediately.

All visitors are required to report to the main office upon entry into the building. Visitors will sign-in and be issued a visitor badge, which must be visible at all times. Visitors are required to sign in and out where they first entered the building.

Student Sign-Out Procedures

Remsen Central School is diligent in ensuring that only those persons authorized to sign-out students are allowed to do so utilizing the applicable data maintained within Schooltool. Staff may also require a photo ID if the requesting party is unknown to them and may contact a parent or guardian for confirmation when deemed appropriate.

Video Surveillance

A digital video surveillance system is in service at Remsen Central School District to assist in monitoring, deterring and recording activity in all school areas.

Fire Alarm

A fire detection alarm that is linked to a central monitoring station is in service at the District. These alarms and fire response procedures are tested regularly, consistent with New York State Education Department regulations.

Lockdown Alarm

A Lockdown Alarm sounds when a school building goes into a Lockdown. These alarms and procedures are tested when announced drills are conducted.

Mass Communication System (ParentSquare)

The School District utilizes the ParentSquare mass communication system capable of making emergency notifications to all or a portion of the school community.

School Patrol Officers

The District contracts with the Oneida County Sheriff Department to provide School Patrol Officers on campus during the school day at both buildings (Appendix B).

Random Drug Sniffing Canine Search

The District may occasionally conduct canine searches throughout the school year.

Vital Educational Agency Information

The District maintains general information regarding each educational agency located in the school district, including information on: school population, number of staff, transportation needs, and the business and home telephone numbers of key officials of each such educational agency.

OHM BOCES School Safety Assessments

School safety assessments provide strategic evaluation and facilities audit information to identify emerging and potential school safety problems.

B. Early Detection of Potentially Violent Behaviors

The District recognizes the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. As such, the District will ensure that appropriate school violence prevention and intervention training will be incorporated into all phases of staff professional development.

Informative materials regarding the early detection of potentially violent behaviors shall be made available to the school community through various means that may include brochures, district-wide newsletters, and the district website.

Students, parents, and all staff are encouraged to maintain an open line of communication for the purposes of reporting potentially violent behaviors that come to an individual's attention through direct knowledge, rumor, or written/oral/electronic communication and to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so that an investigation can commence in a timely fashion if deemed necessary.

This communication may extend beyond Remsen Central School District personnel to include members of the District's Safety Team, Law Enforcement, Mental Health Professionals, a school-level behavioral assessment team, and/or available county or regional threat assessment teams, etc., when deemed appropriate and within existing legal parameters.

- Students that are demonstrating behaviors that could harm themselves or others are referred for an immediate "Risk Assessment" with the district's school psychologist and/or counselors/social worker.
- Students who are demonstrating low to moderate risk behaviors are referred to school counselors for intervention.
- Students who are demonstrating high risk behaviors are referred for immediate services through outside agencies. The district may contact the Mobile Crisis Assessment Team for a higher level of assessment and intervention.
- Both school buildings will establish and participate in multi-disciplinary behavioral assessment teams. The purpose of the school-level behavioral assessment teams are to assess whether certain exhibited behaviors or actions need intervention or other support. The school-level behavioral assessment teams will include the district's school psychologist, school counselors, school social worker, teachers from different disciplines that work with the student, the building principal, the SPO, and any other staff or individuals deemed appropriate for the given situation by the building principal in collaboration with the school psychologist. If available, a county or regional threat assessment team may also be utilized.
- Law enforcement is contacted for students who are demonstrating the highest risk of self-harm or harm to others and are in an immediate crisis situation. Students in immediate crisis situations may be transported via police vehicle or ambulance for mental health evaluation at a hospital. The district may contact the Mobile Crisis Assessment Team for a higher level of assessment and intervention.

Strategies for Improving Communication Among Students and Between Students and Staff and Between Administration and Parents or Persons in Parental Relation Regarding Reporting of Potentially Violent Incidents

The District recognizes the importance of good communication among students, between students and staff, and between administration and parents. All parties are encouraged to strive for improvement at all times. Sharing information is the first line of defense in keeping students safe. It is vital that students and parents understand that

reporting information about potential problems is a way of preventing harm to another. Reporting concerns that may impact on the safety and health of others is the responsibility of the entire District's community.

Short term and long-term strategies to bettering communication and preventing violence at the District include:

- Set clear expectations for students and communicate these standards to students, staff and parents. (Code of Conduct)
- Pay attention to what students are saying
- Encourage communication among parents, student, **administration**, staff and community members
- Train staff to listen and question effectively
- Institute programs, initiatives and community service for students to promote character development.

C. Hazard Identification

The list of sites of potential emergency include: main school district buildings, playground areas, properties adjacent to the district, on and off-site athletic fields, buses, and off-site field trips.

Multi-Hazard List

Hazard Category	Type
Civil Disturbance	Violence/Threats of Violence, Bomb Threat, Intruder Alert, Hostage Taking, Kidnapping, Physical Assault or Threat, Cyber Attack
Environmental Emergency	Flood, Hazardous Materials Incident, Snow/Ice Storm, Tornado Warning, Thunder/Lightning Storm, Wind Storm, Fire, Explosion, Gas Leak, Dam Failure, Wild Animal Threat
Building Failure	Water/Power Failure, System Failure, Structural Failure
Medical Emergency	Sick/Injured Person, School Bus/Car Accident, Mass Illness/Epidemic, Influenza Pandemic, Pandemic

D. Construction and Capital Project Safety

The District will take steps to ensure the safety and security of the students and staff during periods of construction. This requirement may include conducting background checks on workers, maintaining sufficient and appropriate emergency egress routes, and notifying building occupants of any changes.

The District Safety Team, or a subcommittee thereof, may be involved in monitoring safety during construction projects as needed. The team may include, but is not limited to: the Superintendent, Head of Facilities, members of the OHM BOCES Safety Office, Business Administrator, principal, architect, construction manager, and contractors. The team will hold additional meetings as needed to review issues and address complaints related to health and safety resulting from the construction project.

Section III

General Emergency Response Planning and Response to Threats and Acts of Violence

A. Notification and Activation (Internal and External Communications)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established through the participation of local response officials on Building-Level Emergency Response Teams. These individuals and appropriate means of contact are documented in the Building-Level Emergency Response Plans. Internal communication is also of prime importance and will be specifically defined in each Building-Level Emergency Response Plan.

Incident Commanders are authorized to and will initiate contact with the appropriate law enforcement officials in the event of a violent incident. Remsen Central School maintains a list of local law enforcement agencies, and the designation of the individual who is authorized to contact the law enforcement agencies.

The process for notifications of a disaster or an act of violence include the following possible forms of communication: ParentSquare Alert, telephone, e-mail, district portable radio system, Remsen Central School District website, intercom or PA system, local media, and others as appropriate or necessary.

The plans may specify that in the event of an emergency, or impending emergency, Remsen Central School District will notify all principals/designees within the district to take the appropriate action.

The District may utilize the resources of the Oneida County Emergency 911 Center and/or ParentSquare Alert System to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. The district may also use local media in some instances or post information on the district website

B. Situational Responses

Multi-Hazard Response

In the event of a catastrophic emergency (fire, building collapse, etc.) the evacuation of the building and the preservation of life is the only consideration. It is anticipated that specific procedures outlined in this document, particularly as they relate to notifications, line of authority, etc., may be violated in cases involving catastrophic emergencies.

There are many variables that could impact the manner in which the Building Emergency Response Team responds to a particular occurrence. These variables could include: time of day, weather, age of students, and location of students, anticipated response time of emergency responders, availability of support personnel, and availability of transportation. Specific emergency situations are identified and standard response procedures are detailed in the Building-Level Emergency Response Plans; however, given the aforementioned variables, it is impractical to try and map out the specific steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing injury and loss of life. In the event that the following response actions: emergency closing, early dismissal, evacuation, shelter-in-place, lockdown, lockout are activated, the following actions will be implemented. For example: a response protocol could include the following steps:

1. Assess the situation – Incident Commander/Designee
2. Response Action Implementation
3. Notification of Parents/Guardians
4. Recovery
5. Evaluation

Each Building-Level Emergency Response Plan includes procedures and actions that will be implemented in the event of the occurrence of a hazardous event. Such plans are not available to the public, nor are they to be included in the District-Level Safety Plan.

The building principal is designated as the person in charge – the Incident Commander – during the initial response to any emergency at their respective school building. The principal will provide leadership, organize activities and disseminate information with the assistance of the Building Level Emergency Response Team and the District-wide Emergency Response Team, if needed. If the principal is unavailable, or not on site, the Designated Alternate will act in their absence with the same authority and responsibility.

The Superintendent of Schools is designated as the Chief Emergency Officer and Incident Commander during the initial response to any emergency at the District. The Superintendent will provide leadership, organize activities and disseminate information with the assistance of the Emergency Response Team(s). If the Superintendent is

unavailable or not on site, a Designated Alternate will act in their absence with the same authority and responsibility.

Response Protocols

The District's selection of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings will be included in the Building-Level Safety Plans. The following possible protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

In most instances where this level of school response is warranted, the District will be seeking assistance from outside emergency responders in resolving the situation. As such, the immediate objective is generally to contain and manage the incident until the emergency responders arrive on scene.

By contacting Oneida County 911, the system for coordinating the delivery of assistance from both the county and local agencies will be activated.

Responses to Acts of Violence: Implied or Direct Threats Including Threats by Students Against Themselves, to Include Threats of Suicide

Implied or direct threats by students, staff, or visitors will be reported immediately to the building principal and superintendent or their designees, who will determine the level of threat and respond accordingly. The District's policies and procedures for responding to implied or direct threats of violence will be included in the Building-level Safety Plans.

The following types of procedure(s) may be used:

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal of implied or direct threat.
- Determine level of threat with Superintendent/Designee.
- Enlist assistance of School Patrol Officer and/or contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team.

Acts of Violence

Acts of violence committed by students, staff, or visitors to the school will not be tolerated. When an act of violence occurs, it will be reported immediately to the building principal and superintendent, or their designees. The District's policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school will be included in the Building-level Safety Plans. The following types of procedure(s) could be used by the district:

- Determine level of threat with Superintendent/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Staff and Students are asked to inform Building Principal/Superintendent.
- If necessary, initiate a response procedure (Hold-In-Place, Lockout and/or Lockdown), and contact appropriate emergency response agencies.
- Enlist assistance of School Patrol Officer and/or contact appropriate law enforcement agency, if necessary.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.
- Keep parents/guardians informed

Responses to Violence (Incident reporting, Investigation, Follow-Up, Evaluation, and Disciplinary Measures)

The District requires all incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), to be reported immediately by employees and students and documented. With the realization that employees and students may otherwise be reluctant to come forward, all must maintain confidentiality. Incidents will be reported as follows:

- The school Building Principal or designee will be responsible for receiving and responding to all incident reports including anonymous reports.
- Information on the reporting process for students and staff will be provided as part of the violence prevention training program.

Reporting

- Once an incident has been reported, and depending on its severity, the School Building Principal or Designee will assume responsibility as the Incident Commander, and take the following steps:
- Report it to the Police if necessary;
- Secure the area where the disturbance has occurred;
- Ensure the physical safety/medical management of students/staff remaining in the area;
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised;
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain; if necessary, evacuate or shelter as per the Building-Level Emergency Response Plans;
- Provide notification to the Superintendent;
- Provide incident debriefing to students and staff as needed;
- Notify parents

Investigation

After the incident has occurred, a detailed investigation should be conducted and shared with the District Safety Team to focus on facts that may prevent recurrence, not find fault. The team conducting the investigation will:

- Collect facts on how the incident occurred;
- Record information;
- Identify contributing causes;
- Recommend corrective action;
- Encourage appropriate follow-up and
- Consider changes in controls, policy and/or procedures

Follow-up

The District recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation

The Emergency Response Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions, and kidnapping. Professionals may be utilized from local law enforcement, any available county or regional threat assessment teams, and the BOCES Safety Office, etc., as necessary.

Disciplinary Measures

The Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct

The District has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting from violations of the Code. The Code, which is communicated to all students/staff and parents, serves as a major component of violence prevention. The Code of Conduct is reviewed annually and revised as necessary to reflect changes in school policies and procedures. The Code of Conduct is available on our website at Remsencsd.org.

Arrangements for Obtaining Emergency Assistance from Local Government

The Building Principal, the superintendent, or designee will make communication with emergency services and/or local government agencies when necessary.

Arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies include contacting 911 immediately. Additional support can be obtained by contacting the New York State Police, the Oneida County Sheriff's Department, the Remsen Volunteer Fire Department, the Remsen Town Supervisor, the Remsen Town Highway Superintendent, the Remsen Village Mayor, the OHM BOCES Safety Office, and available county or regional threat assessment teams.

Procedures for Obtaining Advice and Assistance from Local Government Officials

See Above

District Resources Available for Use in an Emergency

Any and all district resources will be available in the event of an emergency. Specific district resources which may be available during an emergency include all of our facilities, our buses, other vehicles and trucks. We may also contact the Town Highway Department for access to heavy equipment and other resources.

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

Remsen Central Schools will use the Incident Command System to coordinate the use of school district resources and manpower during emergencies.

Protective Action Options

Plans for taking the following actions in response to an emergency where appropriate will be included in Building-level Emergency Response Plans: School Cancellation, Early Dismissal, Shelter-in-Place, Hold-in-Place, Emergency Evacuation, Lockout, and Lockdown.

School Cancellation

The cancellation or delay of District educational programs shall be made by the Superintendent or his designee.
Monitor any situation that may warrant a school cancellation
Make determination
Send out a ParentSquare notification alert to all parents
Contact local media.

Early Dismissal

Early dismissal shall be implemented under conditions when it is imperative to return students to their homes as quickly as possible (example: impending blizzard). The decision to dismiss early shall be made by the Superintendent or his designee. Parents/guardians will be notified through various communication platforms.
Monitor situation
If conditions warrant, close school
Contact Transportation Supervisor to arrange transportation.
Send out a ParentSquare notification alert to all parents
Contact local media to inform parents of early dismissal
Set up an information center so that parents may make inquiries as to the situation.
Retain appropriate district personnel until all students have been returned home.

Shelter-In-Place (Used to Shelter Students and Staff Inside the Building)

Sheltering will be implemented if conditions inside the building are safer for students and staff (example: tornado warning). The decision to shelter on site will be made by the Building Principal or designee. If the sheltering period is to extend to more than a few hours, arrangements to meet basic human needs will be accounted for.

Determine the level of threat

Determine location of sheltering depending on nature of incident.

Account for all students and staff. Report any missing staff or students to designee.

Determine other occupants in the building.

Make appropriate arrangements for human needs.

Take appropriate safety precautions.

Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.

Send out a ParentSquare notification alert to all parents

Retain appropriate district personnel until all students have been returned home.

Hold-In-Place (Used to limit movement of students and staff while dealing with short term emergencies)

Hold in place will be implemented if conditions exist in the building to keep students and staff where they are (example: medical emergency/injury). The decision to hold in place will be made by the Building Principal or designee.

Emergency Evacuation

Emergency evacuation is implemented under conditions when it is no longer safe for students and staff to remain in the building (example: hazardous materials spill). The decision to evacuate will be made by the Principal or designee. Students and staff will be accounted for. In some cases, students and staff will be taken to an alternate location (another building on campus or off site).

Determine the level of threat

Contact Transportation Supervisor to arrange transportation

Clear all evacuation routes and sites prior to evacuation.

Evacuate all staff and students to pre-arranged evacuation sites.

Account for all student and staff population. Report any missing staff or students to Building Principals.

Make determination regarding early dismissal

If determination was made to dismiss early, send out a ParentSquare notification alert to all parents, and contact local media to inform parents of early dismissal

Ensure adult supervision or continued school supervision/security.

Set up an information center so that parents may make inquiries as to the situation.

Retain appropriate district personnel until all students have been returned home.

Lockout (Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school)

A lockout will be implemented if there is a threat that exists outside of the building or vicinity (example: robbery in progress near the school district). The decision to implement a lockout will be made by the Principal or designee.

Lockdown (Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school)

A lockdown will be implemented if there is a threat inside of the building. The decision to implement a lockdown will be made by the Building Principal or designee.

Terrorist Threats and Activities

In the event of terrorist threats or activities, the Building Principal shall be instructed by the Superintendent or his designee to follow the recommended actions outlined by NYS Homeland Security. The actions recommended are based on the level of alert declared by the State and Federal governments.

National Terrorism Advisory System (NTAS)

NTAS advisories, whether they be Alerts or Bulletins, encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Bulletin: Describes current developments or general trends regarding threats of terrorism.

Elevated Threat Alert: Warns of a credible terrorism threat against the United States.

Imminent Threat Alert: Warns of a credible, specific, and impending terrorism threat against the United States.

Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The *If You See Something, Say Something* campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terrorist activity, and to follow the guidance provided by the advisory and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

Section IV

Recovery

A. District Support for Buildings

After an incident, the District Crisis Plan will be initiated by the appropriate level Emergency Response Team. Necessary resources will be deployed in order to support the Emergency Response Teams and the post-incident response teams in the affected school(s).

B. Disaster Mental Health Services

The Building-Level Emergency Response Team will designate the Post-Incident Response Team in each school building to respond in crisis situations and help provide disaster mental health services. Mental health services and additional resources needed will be supported by the District Crisis Plan, counselors, the social worker, and appropriate outside agencies as necessary.



Soar to Success

Appendix A

Remsen Central School District Communicable Disease Public Health Emergency Continuation of Operations Plan

Introduction

In accordance with New York Education Law § 2801-a(2)(m) and New York Labor Law § 27-c, the Remsen Central School District prepared this Communicable Disease Public Health Emergency Continuation of Operations Plan to guide District employees and the community in preparation for and in response to a declared public health emergency involving a communicable disease.

This plan will be presented to all certified representatives of the District's employees, who will be provided an opportunity to review the plan and make recommendations in accordance with the law. The District will consider and respond to recommendations in writing within a reasonable timeframe. The District will not take any retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of this plan. A copy of the final version of this plan must be published in a clear and conspicuous location, in the employee handbook if one is provided to employees, and in a location accessible on either the District's website or on the Internet accessible by employees.

The District created this plan based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a Disease. Accordingly, the plan may be updated over time. The District will comply with all applicable local, state, and federal orders, rules, laws, and regulations.

Nothing in this plan shall be deemed to impede, infringe, diminish or impair the rights of a District employee or the District under any law, rule, regulation or collectively negotiated agreement, or the rights and benefits, which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

Definitions from the New York State Education Department:

"Personal protective equipment" shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

"Public employer" or "employer" shall mean the state of New York, a county, city, town, village or any other political subdivision or civil division of the state, a public authority, commission or public benefit corporation, or any other public corporation, agency, instrumentality or unit of government which exercises governmental power under the laws of this state, provided, however, that this subdivision shall not include any employer as defined in section twenty-eight hundred one-a of the education law.

"Contractor" shall mean an individual performing services as party to a contract awarded by the state of New York or any other public employer defined in paragraph b of this subdivision.

"Essential" shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

"Non-essential" shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.

"Communicable disease" shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

"Retaliatory action" shall mean the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

The Superintendent of Schools is responsible for the oversight of the implementation of this plan and may designate one (1) or more employees to assist in such oversight. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws or regulations, as needed.

As per section 27-c of the Labor Law, the operations plan must include, but is not limited to the following sections:

Section A: Essential Employees

A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title. Note that per NYS Department of Health COVID-19 toolkit guidance, school staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should anticipate how certain positions/titles may be necessary to assist in response to a pandemic or communicable disease outbreak. For example, if schools are directed to provide meals to students and families that are eligible to receive free and/or reduced lunch or to provide child care for children of first responders or health care workers, you may need to designate certain positions/titles as essential for this purpose.

Section B: Telecommuting Protocols

A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable.

Section C: Work Schedules and Locations

A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.

Section D: Personal Protective Equipment

Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.

Section E: Employee or Contractor Exposure

Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols shall not violate any existing federal, state, or local law, regarding sick leave or health information privacy, and must include:

- Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment; and
- The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

Section F: Documentation of Work Hours and Work Locations

Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.

Section G: Emergency Housing

Protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.

Remsen Central School District
Communicable Disease Public Health Emergency
Continuation of Operations Plan

Section A: Essential Employees

The following employees are considered “essential” in the event of a state-ordered reduction of in-person workforce. “Essential” means they are required to be physically present at a worksite to perform their job. Certain employees may only be essential for certain parts of their job, or only during certain times.

The Superintendent of Schools will have full discretion to deem any district employee essential, and to allow access to buildings and grounds as he deems necessary.

Title/Position	Description of Position	Justification
Head of Facilities	Supervise Custodial, Grounds, and Maintenance Staff	Supervise staff; maintain cleaning and disinfecting schedules, PPE, supplies, ensure buildings are safe and secure
Custodial, Grounds and Maintenance Staff	Cleaning/Maintenance of Buildings & Grounds	Clean and disinfect buildings; Maintain grounds (plowing, mowing, etc.); maintain building mechanics (boilers, HVAC, electrical, etc.), ensure that buildings and grounds are safe and secure.
Bus Dispatcher	Supervise/Coordinate Transportation Staff	Supervise drivers, mechanic; Create lunch delivery schedules; maintain maintenance schedules for buses and DOT inspections
Bus Mechanic	Maintain Fleet	Maintain bus maintenance and DOT inspections/compliance
Bus Drivers	Deliver Meals, Learning Materials, Devices	Deliver Meals, Learning Materials, and Technology Devices to students’ homes
BOCES Food Service Team	Prepare Student Meals for Distribution	Prepare breakfast and lunch meals for students to be delivered. Collaborate with transportation for meal delivery schedules
Superintendent	Superintendent	Oversee and assist all school operations
Business Administrator	Business Operations	Maintain all business operations (in-district and BOCES), banking, payments/bills, supply ordering, etc. Oversee/assist buildings, grounds and transportation essential operations
Building Principals	Elementary Principal and HS Principal	Lead, supervise, coordinate, and organize building level instruction, technology, meals, student access and engagement, etc.
Secretarial Staff, Accounts Payable, District Clerk	Elementary Secretary, High School Secretary, Guidance Secretary, CSE Secretary, Secretary to the Superintendent, Accounts Payable	Will be required to report on site when needed per the superintendent.

IT(Instructional Technology) Staff	Prepare, repair, troubleshoot, maintain	Device exchange and distribution; device repair; Manage phone/door access controls; software and applications management; coordinate with other BOCES/RIC Staff on file/server/LAN management and internet maintenance; work with principals and teachers to ensure students and teachers have all technology needed.
School Nurses	Provide Health Assistance	Provide any health related support to on-site staff when needed and assist in the evaluation, planning, and implementation of health and safety protocols associated with issued guidance from county, state, or federal health agencies.
Teachers	Teachers	If required to teach remotely from home, teachers will be allowed to enter the buildings for necessary instructional materials and supplies on a staggered schedule provided by their building principal; approved by the superintendent. Note: Teachers will be deemed essential to provide remote instruction from their classrooms if allowed by the NYSDOH/OCHD and deemed appropriate to do so by the superintendent.
Psychologist/CSE Chair, School Counselor, Social Worker	Psychologist/CSE Chair, School Counselor, Social Worker	If required to work remotely from home, these team members will be allowed to enter the buildings for necessary materials and supplies on a staggered schedule provided by their building principal; approved by the superintendent. These positions will be deemed essential to provide support and guidance from school if allowed by the NYSDOH/OCHD and deemed appropriate to do so by the superintendent.
Teaching Assistants	Teaching Assistants	Will be required to report on site when needed per the superintendent.
Aides, Monitors, Bus Attendants	Aides, Monitors, Bus Attendants	Will be required to report on site when needed per the superintendent.
Construction Managers	Supervise Capital Projects	Supervise contractors working on Capital Projects; Ensure all workers in compliance with health and safety protocols; Maintain schedule
Contractors	Capital Projects	Working on Capital Projects

Section B: Telecommuting Protocols

The following is intended to be a specific description of protocols the District will follow to enable all non-essential employees and contractors to telecommute to the extent possible including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, laptops, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.

Procurement

The District will abide by all State requirements for the procurement of any supplies or items required to facilitate telecommuting for employees and contractors.

Distribution and Installation of Devices or Technology (including downloading and installation of any software, data, office laptops)

The District has enabled all existing employees, to the extent their roles make it possible, to be able to work remotely through the distribution of laptops, tablets, and other hardware required to perform their roles. Hardware distribution is tracked by the IT Department. Employees may use Google Docs and Google Apps for Education for the saving of documentation remotely. New employees will be set up for remote access during initial onboarding.

Employees are advised to bring the device home on a nightly basis in case of emergency. The IT Department will distribute devices to any employee in need of a replacement device or of upgraded software, as determined by their supervisor. In the event that an employee did not have their school device at home at the onset of an emergency, the district would devise a plan with said employee to ensure they are able to pick up and/or receive the device.

The Technology Department may use remote access to assist an employee in the event of an issue when possible. The Technology Department will also direct the installation and/or downloading of necessary software, using remote access or through in-person installation, if necessary, abiding by CDC Guidelines to accomplish the same.

Office phone lines

As practicable, the District will contact the Oneida-Herkimer-Madison BOCES Technology and Communications Department to transfer office phone lines to non-essential employees' cell phones. To the extent any employee has administrative support to answer phone lines, the transfer of phone lines to non-essential employees' cell phones will be maintained through the use of transferring lines as well.

Section C: Work Schedules and Locations

The District recognizes that, although employees and contractors labeled as essential must be physically present at the worksite to perform their duties, the hours in which they must be at the worksite will not be identical. Below is a description of how the District will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding at worksites.

Upon designation of a Disease under this plan, within two (2) business days, the immediate supervisors of essential employees and contractors shall meet with the superintendent to determine the hours during which each essential employee and contractor must be present at the worksite and the worksite at which the employee or contractor is to be present. To the extent possible, the supervisor shall identify flexibility within these hours and locations. Following this identification for all employees and contractors, the supervisor will maintain the list of hours and locations. The superintendent (or designee) may adjust hours to reduce an influx of employees and contractors arriving at similar locations. The goal of the Superintendent will be to stagger work shifts and locations to reduce overcrowding at worksites. The Superintendent must not adjust any hours contractually agreed upon within a collective bargaining agreement or employment contract, unless agreed to through a Memorandum of Understanding with all applicable parties. Upon any adjustment or approval of the hours and locations provided to the Superintendent, the Superintendent will provide a list of approved information to the immediate supervisor of each essential worker or contractor, and will provide the head of facilities with the same for purposes of implementation of the remainder of these protocols, including disinfection and contact tracing.

Section D: Personal Protective Equipment

What follows is a description of the protocol the District will implement in order to procure the appropriate personal protective equipment (PPE) for essential employees and contractors. In addition, the plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration follows.

Identification of PPE Required

The identification of PPE shall be determined based on the nature of the Disease and may include disposable gloves, face masks (i.e., disposable surgical masks), respirator masks (N-95) that are fit tested, face shields, eye protection such as goggles and protective gowns or scrubs.

The District will heed guidance from the CDC and OSHA/PESH regarding PPE.

The immediate supervisor of each essential employee and contractor shall determine, within one (1) business day of the announcement of a Disease covered by these Protocols, the required PPE per essential employee and contractor based on the various tasks and needs of the employees and contractors. Upon determination of the required PPE, the supervisor shall communicate the requirements to the Superintendent of Schools who shall work with the Business Administrator and the Head of Facilities to identify existing supplies of the required PPE or procure additional supplies, as necessary. Required PPE shall be obtained in a quantity sufficient to provide at least two (2) pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six (6) months.

Procurement of PPE

The District will abide by all applicable State requirements for competitive bidding for the procurement of any PPE supplies. In addition, the District will balance the need to obtain PPE in a timely fashion with responsible financial action. The District may consult its BOCES for assistance with procurement.

The District may consult its records for suppliers of PPE during the COVID-19 pandemic, which may be a starting point from which to obtain additional PPE during a Disease. No past procurement binds the District from pursuing alternatives during any subsequent Disease or continuation of the COVID-19 pandemic response.

Storage and Monitoring of PPE

The District will store the necessary PPE in designated supply areas and examine it regularly but no less often than quarterly to monitor potential degradation. The PPE supply will be climate controlled.

The Head of Facilities will monitor the PPE supply and maintain appropriate stock on hand.

Additional PPE will be requested through the procurement process via requisition to the Business Administrator. In the event the Head of Facilities is unavailable for the monitoring of the PPE, the responsibility will be delegated to another staff member to be designated by the business administrator. To ensure the supply is monitored as required, the Head of Facilities, in coordination with the business office, shall maintain an inventory of all PPE on hand.

Access of PPE

In the event the Superintendent of Schools or Board of Education deems it necessary to permit immediate access to the PPE supply, they will direct the Head of Facilities to permit such access. The Head of Facilities, in coordination with the business office, will keep a record of the distribution of PPE materials.

Section E: Employee or Contractor Exposure

This section outlines the protocols the District will follow in the event an employee or contractor (1) is exposed to a known case of the communicable disease that is the subject of the public health emergency; (2) exhibits symptoms of such Disease; or (3) tests positive for such Disease.

These protocols are aimed to prevent the spread or contraction of the Disease in the workplace.

They specifically detail the actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the Disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. The District's protocols will not violate any existing federal, state, or local law, including those regarding sick leave or health information privacy.

Protocols

If an employee or contractor is exposed to a known case of the Disease or tests positive for the Disease, they shall, as soon as practicable, notify their immediate supervisor regarding such exposure. They shall not be present at the worksite after their notification of exposure or receipt of positive test results until cleared by a medical

professional in accordance with any CDC or State Department of Health guidelines. To the extent they can continue to effectively work remotely in the interim, they should.

If an employee or contractor exhibits symptoms of the Disease, they shall not be present at the worksite. If the onset of symptoms occurs while the employee or contractor is at the worksite, they must disclose they are experiencing one or more symptoms immediately to their supervisor, remove themselves (or be removed with assistance from medical personnel, if necessary) from any area in which they may encounter another individual, and return to their home or to the office of a medical provider.

The District will work with the local and State Health Departments, as applicable, and their school physician to determine necessary contact tracing for those other employees, contractors and individuals who may have had contact with an individual who was exposed or tested positive, along with that individual's exclusion from the worksite. Employees or contractors excluded from the worksite should not return to the worksite until they have been cleared by a Health Provider and/or the health department, and informed by their immediate supervisor to do so. To the extent they can continue to effectively work remotely in the interim, they should.

Disinfection

The Superintendent of Schools shall assemble a disinfection team to be charged with directing the disinfection of worksites and common areas during the time covered under this plan.

The disinfection team will be comprised of the District's Custodial Team and Supervised by the Head of Facilities. Members of the disinfection team shall wear PPE to protect themselves during disinfection, as determined by required guidelines. Should a member of the disinfection team request additional protective material, the Superintendent of Schools should endeavor to honor such requests so long as they are not unreasonable or inappropriate in light of the circumstances.

The disinfection team will be charged with:

1. Routine disinfection of all worksites in the District;
2. Routine disinfection of common areas in the District, targeting high-traffic areas; and
3. Targeted cleanings of workspaces belonging to individuals who were exposed or tested positive to the Disease.

Immediately after an employee or contractor who is known or suspected to be infected with the Disease notifies their supervisor of such suspicion or infection, the supervisor shall notify the disinfection team to disinfect the following: (1) the worksite of the employee or contractor; (2) any common area surface the employee/contractor may have touched; (3) any shared equipment the employee/contractor may have touched; and any other particular areas the employee or contractor or their supervisor identifies.

Disinfection will occur in accordance with any current guidance promulgated by the CDC and State Department of Health. If such guidance is not available or provided specific to the Disease, the disinfection shall, at a minimum, involve: initial disinfection using cleaning agents approved by the CDC and/or State Department of Health to kill the disease, which are suitable for the surface(s) in question, and preventing access to these areas until such disinfection has occurred.

During the COVID-19 pandemic, the CDC and New York State Department of Health recommended the following, which the District incorporates into this plan unless updated by forthcoming guidance:

1. Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
2. Opening outside doors and windows to increase air circulation in the area.
3. Waiting at least twenty-four (24) hours before cleaning and disinfection. If waiting twenty-four (24) hours is not feasible, waiting as long as possible;
4. Cleaning and disinfecting all areas used by the person suspected or confirmed to have the Disease, such as offices, classrooms, bathrooms, lockers, and common areas.
5. Individuals without close or proximate contact with the person suspected or confirmed to have the Disease can return to the area and resume school activities immediately after cleaning and disinfection.

Leave Policy

With respect to leave from District employment, The District will comply with federal, state, and local statutes, regulations, executive orders, and rules, along with the District's applicable collective bargaining agreements. As contractors are not employees of the District, they are not entitled to any paid leave time funded by the District.

Section F: Documenting Hours and Work Locations

Below is a protocol to document precise hours and work locations, including off-site visits, for essential employees and contractors.

In accordance with Section C, above, the list of the precise hours and locations of each employee and contractor will be finalized by the Superintendent. The list may be used as the basis to perform contact tracing for exposed employees and contractors and to outline the provision of any benefits which may be available to certain employees and contractors because of potential exposure.

When an employee or contractor performs tasks off-site, the employee or contractor must report such activity to their immediate supervisor. The immediate supervisor shall, in turn, communicate the off-site activity to the Superintendent of Schools for recording pursuant to this section. If the Superintendent of Schools has designated another individual to document hours and work locations, they will thereafter forward the information to such designee.

Section G: Emergency Housing

It is not anticipated the District will need emergency housing for any essential employees or contractors. However, in the event such housing is required to the extent applicable to the needs of the workplace, the District will work with the Oneida-Herkimer-Madison BOCES Safety Office to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency. The District may also look for assistance from the local Department of Health or the American Red Cross.

In the event of a need for emergency housing, the District preliminarily identifies hotel and motel rooms as options. The District will identify specific entities based on location, price, and availability. The Oneida-Herkimer-Madison BOCES Safety Office shall be charged with coordinating such housing. To assist in such coordination, the District preliminarily identifies the following area accommodations as entities with which the District may explore for the provision of housing:

Budget Inn
8186 NY-12
Barneveld, NY 13304
(315) 896-2613

The Lodge at Headwaters
13524 NY-12
Boonville, NY 13309
(315) 942-2027

Hampton Inn and Suites 180 N Genesee Street #172
Utica, NY 13502
(315) 733-1200

Holiday Inn Express and Suites 23 Wells Avenue
Utica, NY 13502
(315) 724-2726

Fairfield Inn and Suites 71 N Genesee Street
Utica, NY 13502
(315) 798-6900

Town Place Suites 4760 Middle Settlement Rd
Whitesboro, NY 13492
(315) 732-2500

Wingate By Wyndham Rome 90 Dart Circle
Rome, NY 13441
(315) 334-4244

Appendix B

Description of Duties, Hiring and Screening Process, Required Training of Hall Monitors and Other School Safety Personnel

The process of establishing the duties for hall monitors and other school safety personnel shall rely on past practice, or be completed by civil service with consultation of the District, or shall be determined by the District pursuant to applicable Federal, State, County and Municipal guidance.

The District is an equal opportunity employer. The Civil Rights Act 1964 prohibits discrimination in employment because of race, sex or national origin. Public Law 90-202 prohibits discrimination because of age. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap.

The process of hiring hall monitors and/or school safety personnel will follow applicable Federal, State, County and Municipal laws & Guidelines. The qualifications for such positions will be established by civil service when applicable or by the Board of Education. On or after July 1st, 2001, all newly hired school personnel will be required to submit two sets of fingerprints for the purpose of background checks, consistent with the S.A.V.E. Legislation of 2000.

Appendix C

On-Site SPO Memorandum of Understanding (MOU)/Contract with Oneida County

(Awaiting 2024-2025 Contract from Oneida County)

Appendix D

Remsen Central School District Emergency Remote Instruction Plan

Introduction

Information from The NYS Education Department

Experiences during COVID-related school closures emphasized the importance of planning for emergency conditions that might require district- or school-wide remote learning. A recent amendment to Commissioner's Regulation §155.17 requires districts add emergency remote instruction provisions to their annual District-wide School Safety Plan (DWSSP).

Beginning with the 2023-2024 school year, all public school districts and boards of cooperative educational services (BOCES) must develop a plan that addresses six different regulatory components related to how they will provide remote instruction under emergency conditions.

These Emergency Remote Instruction Plans (ERI Plans) will serve to ensure that there is a common understanding about remote instruction amongst district or BOCES staff, teachers, families, and students.

ERI Plans must include the methods by which districts and BOCES will ensure the availability of devices and internet access, provision of special education and related services for students with disabilities, and the expectations for time spent in different remote modalities, should an emergency require the district or BOCES to transition to remote instruction.

ERI Plans must be informed by the district's Student Digital Resources data collection, which is to be completed annually in the Student Information Repository System (SIRS). For more information in the Students Digital Resources data collection, please reference the related memos from June 2021, September 2021, and January 2022 or see the SIRS manual.

Please note that ERI Plans are required for all public school districts and BOCES even if the entity does not intend to utilize the available regulatory flexibility to provide remote instruction on days when the school or district would otherwise close due to an emergency, and count these instructional days towards the minimum requirements (previously referred to as the "Snow Day Pilot").

While there is no specific required template, all ERI Plans must include the six components required by regulation. Plans must be written in a manner that is informative and accessible to parents, guardians, teachers, and other school personnel, and must be publicly posted on the district or BOCES website. Consideration should also be given to the differing impact of short-term versus long-term closures.

Districts and BOCES are also encouraged to attach the ERI Plans to their yearly DWSSPs as an appendix.

Definitions from the New York State Department of Education

Remote Instruction: *The Board of Regents adopted additions to §100.1 of Commissioner's regulations to define the term "remote instruction." This definition identifies various ways in which remote instruction may be delivered, including synchronous and asynchronous instruction.*

The regulations define remote instruction as "instruction provided by an appropriately certified teacher who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher."

Asynchronous Learning: *students engage in learning without the direct presence (remote or in-person) of a teacher.*

Synchronous Learning: *students engage in learning in the direct presence (remote or in-person) of a teacher in real time.*

Possible Remote Learning Emergency Conditions: *Emergency conditions include, but are not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak.*

Remsen Central School District Emergency Remote Instruction Plan

Section I Student Computing Devices

A) Student Access to Computing Devices

Remsen is a 1:1 school district. As such, every student in grades PK-12 will be provided with a school-owned computing device.

B) Dissemination of Computing Devices to Students

Option 1: Parent/student pick up of computing devices at designated pick up times

Option 2: For any parent/student unable to pick up computing device at designated pick up times, computing devices will be delivered to students homes via school bus with the assistance of additional staff on the bus.

C) Communication with Families about Dissemination of Computing Devices

Remsen Central School District will communicate with parents through multiple repeat messages via ParentSquare notifications and phone call messages to provide directions and information for disseminating student computing devices. If a parent/guardian is not able to receive a ParentSquare notification, a phone call will be made instead.

D) Service, Repair and/or Replacement of Computing Devices

Remsen Central School and BOCES IT staff will provide service, instruction, support, and repairs for school-owned student computing devices. If a student computing device is in need of service, parents are encouraged to communicate with their building principal via phone call or email. The building principal will coordinate the repair or replacement with IT staff and be in communication with the parent.

Elementary Principal, Mr. Gary Winghart: gwinghart@remsenncsd.org

Jr./Sr. High School Principal, Ms. Sanya Pelrah: spelrah@remsenncsd.org

E) Synchronous Instruction Participation without Using Student Devices

Remsen Central School will provide every student with a computing device.

F) Student Digital Resources Data Collection

Is our plan consistent with information provided by families in the Student Digital Resources Data collection? Yes, Remsen Central School will provide every student with a computing device to ensure equitable access to technology.

Section II
Internet Connectivity

A) Needs Assessment for Internet Access

A NYSED *Student Digital Resources Survey* is administered each year to help determine the need for access to internet in students' places of residence. Since it is likely that not all parents completed this survey, Remsen Central School will also send out a brief Internet Access survey to determine immediate availability of internet access at student's homes in the event of a long-term remote instruction situation.

B) Internet Access

RCS conducted a parent/student survey to determine level of access to high speed internet. Remsen Central School will work with parents/students without internet access to the extent practicable.

C) Wi-Fi Access Points

For long-term remote instruction situations, Remsen will work with community organizations/public spaces to help ensure that students have access to Wi-Fi. RCS will communicate public sites with Wi-Fi access to parents via ParentSquare.

D) Student Digital Resources Data Collection

See A) above.

Section III
Expectations for Instruction

A) Staff Devices and Staff Wi-Fi

All instructional and professional staff have been provided with computing devices that include cameras and microphones to ensure remote learning capabilities from their place of residence. The district will work with any staff member without Wi-Fi/internet access at their place of residence to provide the necessary technology to enable them to deliver emergency remote instruction.

B) Synchronous and Asynchronous Instruction

<u>Elementary Emergency Remote Learning Sample Schedule</u>		
Time	(Synchronous Instruction) Live Instructional Block	(Asynchronous Instruction) Personalized Support, Tutoring, Feedback, Check-Ins, Prep Times, etc.
8:00 AM – 11:00 AM	PK – 3 incl. PE and Music Rotation for PK-6 Art, Library, and Computers	4 - 6
11:00 AM – 11:30 AM	Lunch	Lunch
11:30 AM – 2:30 PM	4 – 6 incl. PE and Music	PK - 3

Live sessions should be recorded and made available within Buzz or Google Classroom for asynchronous learning for those students that are absent. Special Education and intervention schedules will be made available to teachers, students, and parents.

<u>Jr./Sr. High School Emergency Remote Learning Sample Schedule</u>	
Time	Period
7:50 AM – 10:50 AM	(Asynchronous Instruction Time) Personalized Support, 1:1, Tutoring, Small Groups, Review Sessions, Prep Times, Interactions with Students/Families
10:50 AM – 11:20 AM	Lunch
11:24 AM – 11:45 AM	Period 1 (Synchronous)
11:47 AM – 12:08 PM	Period 2 (Synchronous)
12:10 PM – 12:31 PM	Period 3 (Synchronous)
12:33 PM – 12:54 PM	Period 4 (Synchronous)
12:56 PM – 1:17 PM	Period 5 and Period 6 (Synchronous)
1:19 PM – 1:40 PM	Period 7 (Synchronous)
1:42 PM – 2:03 PM	Period 8 (Synchronous)
2:05 PM – 2:26 PM	Period 9 (Synchronous)
<i>Day 1-6 Cycle Rotation Will Be Maintained</i>	

C) Remote Learning Overview

Teachers will utilize a variety of online tools and resources including Zoom, Google Meet, BUZZ, Google Classroom, Castle Learning, Zearn, Epic, and more in order to provide students with meaningful and engaging online learning opportunities. Students will have access to live and/or recorded (synchronous and/or asynchronous) instruction provided by their classroom teacher. They will be provided with a schedule of when live lessons will be broadcast through the use of video conferencing technology. Assignments related to each lesson and other necessary resources will be available through the Buzz LMS and/or Google Classroom for students to access and interact with.

D) Student Attendance

Attendance records will be maintained for all students during periods of emergency remote instruction. The following will take place daily:

- Every teacher will record attendance daily on Schooltool
- School will make a phone call home to check in with students not logged in or virtually present.
- Attendance will be analyzed weekly and respective teams will work with students, families, and the Social Emotional team to avoid potential chronic absenteeism.

Attendance at the elementary building will be taken virtually by the grade level teacher each day. Attendance at the high school building will be taken virtually by each course teacher daily.

Renssen Central School teachers, counselors, social worker, and other staff will proactively reach out to students and families via phone calls, emails, and virtual sessions if regular attendance and student engagement are not occurring before falling behind in school.

Renssen will collaborate with DSS prior to initializing Educational Neglect or PINS processes.

E) Student Support

RCS understands that it is essential to provide multiple methods for students to participate in learning and to demonstrate mastery of Learning Standards if required to transition to remote learning. Instruction will be developed to provide opportunities for learning that are accessible to all students. Remote learning will be aligned with the NYS Learning Standards. Instruction will include substantive interaction with the teacher regardless of the delivery method. Routine times for student interaction, feedback, and support will be scheduled.

The district has a comprehensive developmental school counseling plan, developed under the direction of our certified school counselors, and frequently reviewed. The Renssen CSD has highly effective, operational Social Emotional Teams at both buildings. Our social emotional teams will develop plans and provide resources and referrals to address mental health, behavioral, and emotional support services and programs. The plan will

include instruction and training for staff on how to communicate and support students during and after the emergency.

The Elementary Social Emotional Team includes, but is not limited to, the elementary principal and parent, school counselor, school social worker and parent, school psychologist, CSE director, and parent, school nurse, our United Way family school navigator and any additional teachers and staff.

The High School Social Emotional Team includes, but is not limited to, the high school principal, school counselor, school social worker and parent, school psychologist, CSE director, and parent, school nurse, and any additional teachers and staff.

Professional learning will focus on the five competencies of social-emotional wellness including self-awareness, self-management, social awareness, relationship skills and responsible decision making. Strategies to develop the necessary coping and resilience skills for students will be supported through focused SEL instruction that students will receive by the counseling staff and classroom teachers. Additional supports targeted to faculty and staff will be implemented through the same methods identified above. Information and demonstrations may include resources from the BOCES PPD Office, the BOCES Safety Office and/or SafeSchools in addition to other social emotional resources. The Social Emotional teams will meet to determine designated resources and training opportunities as well as implementation of social emotional plans developed.

F) CTE and CDOS Programs

Remsen Central School will utilize remote/virtual work-based learning experiences when appropriate and applicable for CTE and CDOS programs.

G) Communication with Students and Parents

Remsen teachers and staff will regularly communicate to students and parents, encouraging them to contact teachers and staff with any questions regarding their child's learning.

H) English Language Learner (ELL) and Multilingual Learner (ML) Student Supports

Remsen Central School will complete the ELL identification process for all students within the required 10 school days of initial enrollment as required by Commissioner's Regulations Part 154. All communication will be translated to parents/guardians in their preferred language and in their preferred mode of communication (written and spoken).

Remsen Central School will ensure that all required instructional Units of Study are provided to all ELLs based on their most recently measured English language proficiency level during in-person instruction. The task force also discussed the need to potentially develop prioritization of educational delivery for ELL students.

I) Professional Development

All teachers at Remsen Central School will hold valid and appropriate certificates for their teaching assignments except as where otherwise allowable under the Commissioner's regulations or Education Law. Professional Development training in remote instruction and learning will be provided to teachers when applicable and necessary.

Section IV

Instruction for Students without Digital Technology

A) How will the district determine which students for whom remote instruction via digital technology is not appropriate?

The district will consult with teachers, parents, social worker, counselors, CSE and the student to make determinations on a case by case basis.

B) How will the district provide synchronous instruction for those students for whom remote instruction by digital technology is not appropriate?

In situations where remote instruction via digital technology is not appropriate, students will be provided with printed materials, recordings, phone calls, etc. that allow them to participate in remote learning without the use of digital technology.

C) How will the district provide synchronous instruction for those students who do not have adequate internet access?

In the event that a student does not have internet access in their home, a district funded hotspot will be provided to families when possible where a hotspot would allow the student to access emergency remote instruction, online resources and classwork needed to participate in virtual learning. In situations where there is no internet availability, students will be provided with printed materials, recordings, phone calls, etc. that allow them to participate in remote learning without the use of the internet.

Section V **Special Education and Related Services**

Remote Special Education and Related Services

Continuity of Learning for CSE and 504 Students

The Remsen CSE Chairperson will be actively involved in emergency remote instruction planning. The Remsen Special Education Department, under the direction of the Remsen CSE Chairperson, will meet with small groups of special education providers to create individual student continuity of learning plans for all CSE identified and 504 identified students. Remsen CSD will work to ensure that special education and related services will be provided remotely, in accordance with students' individualized education programs, to ensure the continued provision of a free appropriate public education, to the extent practical and possible.

All teachers, counselors, nurses, teaching assistants, special education teachers, and our school psychologist will work together to ensure that plans are in place for each support staff member for our students with unique needs (IEP, Social/Emotional). For our high needs students an individual plan will be put in place with our special education and social and emotional teams. These plans will indicate the adjustments to delivery of IEPs or 504 plans necessary if school must use an emergency remote learning model. The district will coordinate with special education teachers, support staff, and service providers to ensure that each student with an IEP receives, to the extent practical and possible, the same level of quality of services that would occur in an in-person environment.

Prioritization

The following factors will be used to determine prioritization of students with special needs: student's developmental stage, cognitive functioning, access to technology as well as any behavioral or social/emotional factors. These planning meetings will be followed up by recurring Special Education Team meetings to continuously plan to meet unique student needs. Smaller break out meetings will be held by Special Education Providers to determine unique, individual learning plans for at risk students and for all CSE identified students in consideration of the method of instructional delivery (virtual). Lists of student needs will be indicated and the responsibilities will be delegated for routine check-ins and supports for these students. Each identified student has a designated case manager who provides the immediate oversight of delivery of programs and services determined by the Special Education team. Documentation methods and continued monitoring have been and will continue to be provided by the CSE Chairperson. Students who have needs that may impact their ability to follow any of the Remsen CSD plans, as indicated within this plan will have the accommodations they require to the plan clearly documented within the individual student's learning plan which will be shared with all educational providers of that student. Parents/ Guardians will be involved in these decisions and informed of adjustments. CSE Meetings will be conducted whenever necessary using virtual meeting protocols.

Section VI **Instructional Hours**

A) Estimated Number of Instructional Hours per Day

During an emergency closure, the following hours of instruction will be planned under emergency remote learning (Includes synchronous and asynchronous learning):

Elementary School Estimated Number of Instructional Hours per Day – 5 hours

Jr./Sr. High School Estimated Number of Instructional Hours per Day – 5.5 hours

Section VII **School Meals**

Remsen Central School ensures compliance with the Child Nutrition Program requirements through OHM BOCES Food Service. All students enrolled in the SFA will be provided with meals during emergency remote instruction when possible. Our Food Service team will take all required measures to help protect students with food allergies if providing meals in spaces outside of the cafeteria.

School provided meals will be dependent upon the emergency situation that results in Emergency Remote Instruction. For long-term emergency remote instruction periods, when able, the school district, through the OHM BOCES Food Service Team, will work to coordinate meal pickup times for families. The meal pick up schedule for days, times, and locations will be determined based upon the circumstances of the emergency situation.



Soar to Success

Appendix E

Remsen Central School District

Workplace Violence Prevention Program

2024-2025



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Introduction

What is Workplace Violence?

Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury;
- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

What is the New York State Workplace Violence Prevention Law and Regulation?

On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations can be found at 12 NYCRR 800.6 and are enforced by NYSDOL. Effective January 4, 2024, all public schools & BOCES previously exempted under Section 2801 of the Education Law must comply with 12 NYCRR Part 800.6.

Purpose of This Program

The purpose of this Workplace Violence Prevention Program is to provide information to managers, supervisors, employees, and authorized employee representatives about preventing and responding to incidents of workplace violence or threats of violence in accordance with the Workplace Violence Prevention Law and Regulation. Authorized Employee Representatives must be included in the physical evaluation of the workplace, the development of the WPV written program, and the annual review of WPV incident reports.

The goal of this program is to reduce the probability of threats or acts of violence in the workplace and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is the District commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Section I **Policy Statement**

A policy statement which indicates the District workplace violence prevention policy, goals and objectives; incident alert and notification policies; and provides for full employee participation through an authorized employee representative has been developed, implemented and posted where notices to employees are normally posted. The policy statement is included in this section:

WORKPLACE VIOLENCE PREVENTION POLICY

I. Statement of Policy

Remsen Central School District (the District) is committed to the safety and security of our employees and to the goal of promoting the safety and well-being of all people in the workplace.

II. Definitions

A. Workplace is defined as any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of their employment by an employer.

B. Workplace Violence is any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but not limited to:

1. an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm;
2. intentional and wrongful physical contact with a person without their consent that entails some injury; or
3. stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

C. Authorized Employee Representative is an employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law.

III. Workplace Risk Evaluation

A. The District and authorized employee representatives must conduct a workplace risk evaluation annually.

B. The evaluation shall be designed to determine the risks of workplace violence that employees could be exposed to and will be conducted to identify potential hazards related to workplace violence. This includes:

1. an analysis of relevant policies;

WORKPLACE VIOLENCE PREVENTION POLICY

2. reviewing work practices and procedures that may have an impact on workplace violence;
3. evaluating the physical environment to assess any factors that may place employees at risk of workplace violence;
4. developing the Workplace Violence Prevention Program; and
5. reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

IV. Workplace Violence Prevention Program

A written Workplace Violence Prevention Program shall be developed by the District and will explain how the Workplace Violence Prevention policy will be implemented and include details about the risks that were identified in the basic evaluation and describe how the employer will address those risks. The program will also include a system to report any incidents of workplace violence.

V. Reporting and Investigations

A. All employees are responsible for helping to create an environment of mutual respect and dignity for each other as well as for District students and visitors. All employees must follow all District policies, procedures and practices and assist in maintaining a safe and secure work environment.

B. The Workplace Violence Prevention Program Coordinator is:

Designated Primary Contact Person: Timothy Jenny
Title: Superintendent
Department: District Office
Phone: 315-205-4300
E-mail: tjenny@remsencsd.org

Designated Secondary Contact Person: John McKeown
Title: Business Administrator
Department: District Office
Phone: 315-205-4300
E-mail: jmckeown@remsencsd.org

C. All incidents of violence or threatening behavior will be responded to immediately upon notification. All staff are responsible for notifying the contact person designated above of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

WORKPLACE VIOLENCE PREVENTION POLICY

VI. Remedial Measures When This Policy is Violated

Acts of violence against District employees in the workplace will be thoroughly investigated under this and any other applicable District policy, and appropriate action will be taken. This action may include but is not limited to counseling memorandum, discipline, termination, and/or involving law enforcement authorities when warranted.

VII. Documentation

All incident reports must be retained for five (5) years following the end of the calendar year that the report was made.

VIII. Training

All employees, and all new hires, will participate in annual Workplace Violence Prevention Training Program. Training will include, but not be limited to, the risk factors identified and what employees can do to protect themselves.

IX. Implementation

The Superintendent or designee shall be responsible for creating, maintaining, and implementing a Workplace Violence Prevention Program and any Superintendent Regulations, procedures, or forms necessary to comply with New York State Labor Law §27-b.

X. Notification and Posting

This Policy shall be posted where notices to employees are normally posted.

Remsen Central School District
Legal Ref: NYS Labor Law §27-g
Cross Ref: District Wide Safety Plan Policy
Adopted: 01/10/24

Section II

Workplace Risk Assessment

The District has conducted a workplace risk assessment consisting of:

- Examination of records that concern workplace violence incidents,
- Assessment of policies, practices, and procedures that may impact the risk of workplace violence, and
- Evaluation of the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the authorized employee representatives. Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for the District employees include, but are not limited to, the following:
 - Working in public settings
 - Working late night or early morning hours
 - Exchanging money with the public
 - Working alone or in small numbers
 - Working in a setting with uncontrolled access to the workplace
 - Working in a setting where previous security problems have occurred:
 - Having a mobile workplace assignment
 - Working with a population which might expose one to potentially violent persons (e.g. in healthcare, social service, public service or criminal justice settings)
 - Having duties that include the delivery of passengers, goods, or services

Risk factors identified during the examination, assessment and evaluation are listed in Section IX, along with the methods and means by which each risk is being addressed. The employer is responsible for addressing all risk factors that their employees are potentially exposed to.

Any incidents that may occur after the implementation of this program must be carefully documented and analyzed in order to make improvements to this program during the required annual review or as necessary.

Control methods that the District will use to prevent workplace violence incidents

Hierarchy of Controls

There are three main types of control measures that may be implemented as part of a safety program to protect employees from recognized hazards. The following types of controls are arranged in order of preference and effectiveness - this is referred to as the "hierarchy of control measures".

Hierarchy of Control Measures

- Engineering controls
- Administrative controls
- Personal Protective Equipment (PPE)

Engineering controls eliminate or reduce the hazard through substitution or design (possible capital project).

Examples include:

- Increased lighting
- Designing secure building access
- Security hardware
- Eliminating isolated work areas
- Minimizing "cash on hand"

Administrative controls eliminate or reduce the hazard through organizational policies, procedures and work practices (staff promulgated action). (Refer to District-Wide School Safety Plan, Code of Conduct, Sexual Harassment Policy, Employee Handbook, other Safety and Health plans, etc.).

Examples include:

- Increased staffing
- Employment of safety personnel/SRO, SPO, SSO
- Developing building access control procedures
- Cross-shift communication to share information regarding agitated visitors or students
- Reduction of visitor wait times
- Provision of personal alarms (examples include: portable/fixed panic alarms)
- Provision of cell phones/radios
- Provision of life safety supplies (examples include: first aid kit, stop the bleed kit, etc.)
- Training (examples include: workplace violence, conflict resolution, de-escalation training, mental health first aid, restraint training (TCI, CPI))

Personal Protective Equipment (PPE)

PPE is generally considered the least desirable form of control, but may be needed to enhance other controls and/or minimize potential injury severity when other controls fail. Reference to special education and student IEPs to determine and develop what types of materials are necessary to protect staff.

Examples include:

- Eye and face protection (examples include: goggles, face shield)
- Hand/Arm protection
- Leg/Foot protection
- Head protection

Prevention

Prevention of violence in the workplace is the responsibility of every employee. The following section focuses on early warning signs and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized employee representatives should be familiar with the issues below in order to become aware of and to reduce the likelihood of workplace violence.

Early warning signs of potential violence:

There is no single "profile" that can identify a potentially dangerous individual. However, certain patterns of behavior and events frequently precede episodes of violence. A list of indicators of increased risk of violent behavior include, but are not limited to the following:

- Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons
- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems
- Signs of abuse of drugs/alcohol on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against any staff

These behaviors should be reported to an employee's supervisor and/or the administrator of this program. Some behaviors may require immediate law enforcement intervention where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral or other employee assistance, if available.

Workplace issues that may trigger violence:

Listed below are two categories of common issues that may trigger workplace violence.

A. Employee issues - some examples include:

- Negative performance review
- School Climate/Student behavior
- Unwelcome change in role due to performance or reorganization issue
- Criticism of performance
- Conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure, e.g. deadlines, projects, etc.

B. Workplace issues (any of the following may be an employee's perception of issues)

- No clearly defined rules of conduct
- Lack of training
- Inadequate hiring practices/screening of potential employees
- Insufficient supervision
- Lack of discipline or inconsistent discipline in workplace
- Lack of or inadequate employee support systems
- Failure to address incidents as they occur
- Overly authoritarian management style

C. Student issues - some examples include:

- Poor grades
- School Climate
- Criticism of performance
- Conflict with other student and/or staff member
- Personal stress outside of school

Taking this into account, there are three key elements that may help to prevent a violent situation from occurring:

- Recognizing the early warning signs (such as a change in a person's behavior preceding an episode of violence)
- Recognizing issues or events that may trigger violence
- Early intervention to prevent a violent incident from occurring

Please note:

It is important to be careful when drawing assumptions or relying solely on any of the above behaviors as indicators of violence.

Section III

Reporting an incident

At the core of this Workplace Violence Prevention Program is the District commitment to work with its employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Any District employee, upon becoming aware of an instance of physical assault, threatening behavior, or verbal abuse occurring in the work setting must immediately report the facts and circumstances of said incident to their supervisor and/or to the contact person identified in the Policy Statement (Section I). In the event that employees observe or experience an incident of violence involving an employee or visitor to the District in which there is an immediate threat to their safety or the safety of others or where an injury has occurred, the employee will immediately obtain law enforcement and medical assistance by calling 911 and in addition notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the Superintendent or Business Administrator using the Incident Report form found in this section below.

Regulation

SUPPORT OPERATIONS

5010.1

WORKPLACE VIOLENCE INCIDENT REPORT

1. Date of Incident: _____
2. Time of day when the incident occurred: _____
3. District location where incident occurred: _____
4. Provide a detailed description of the incident below.

Description to include the following:

- Name of employee reporting the incident (unless a "privacy concern case");
- Names and job titles of involved employees;
- Name or other identifier of other individuals involved;
- Nature and extent of injuries arising from the incident;
- Names of witnesses; and
- Events leading up to the incident and how the incident ended.

Note: If the case is a "privacy concern case," remove the name of the employee who was the victim of the workplace violence and enter "**PRIVACY CONCERN CASE**" in the space normally used for the employee's name. Privacy concern cases include cases involving:

- Injury or illness to an intimate body part or the reproductive system;
- Injury or illness resulting from a sexual assault;
- Mental illness;
- HIV infection;
- Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and
- Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.

Remsen Central School District

Legal Ref: DOL Workplace Violence Prevention – Appendix 5

Approved by the Superintendent: 01/10/24

[New York State Department of Labor Workplace Violence Prevention for Public Employers – Appendix 5](#)

Where a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury exist, the District will attempt to develop a protocol with the appropriate local District Attorney or Law Enforcement agency to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. An employee who, in bad faith makes a false report, is also subject to disciplinary action.

Section IV

Post-Incident Response

Any reported workplace violence incident will be thoroughly investigated. (Also see Section VII-Program Review). The Local Education Agency (LEA) and Superintendent or Business Administrator shall investigate each reported incident.

- Assure that injured employees receive prompt and appropriate medical care (This includes, but is not limited to, providing transportation of the injured to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations
- Inform management about the incident in writing
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process
- Prepare an incident report immediately after the incident, noting details that might be forgotten over time (The Incident Report form can be found in Section III).
- Address the need for appropriate treatment for victimized employees (In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.)

*In the event that critical incident management or crisis counseling is needed following a workplace violence incident in the workplace, arrangements will be made through the Superintendent, Business Administrator, or their designee.

*Note** - This is not a requirement of the law or regulation.

Section V

Employee Information and Training Outline

Training of every employee will be performed before initial assignment and annually thereafter. Retraining is required any time there is a significant change to the program, a risk factor, or work control. Required training topics are listed in the Training Outline found in this section below:

Workplace Violence Prevention Training Outline

Information and training for all employees:

- A. Overview of Requirements of the Workplace Violence Regulations
 - i. District Policy Statement - employers must develop a written policy statement about the employer's workplace violence prevention program goals and objectives and provide for full employee participation through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.
 - ii. Conduct a Risk Evaluation - employers must examine their workplace to determine if existing or potential risk factors exist that might place employees at risk of occupational assaults or homicides.

- iii. Develop a workplace violence prevention program- employers must develop a program, with input from employees or an authorized employee representative, that, among other things, includes the following: risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents may occur in the workplace; a written outline or lesson plan for employee program trainings; and a plan to review and update the program at least once a year.
- iv. Provide training and information for employees- employers must provide each employee with information and training on the risks of workplace violence in their workplace(s) at least once a year and any time significant changes are made to the workplace violence prevention program.

B. Risk factors and measures that were identified in the risk evaluation

- i. Findings will be reported in Section IX and X.
- ii. Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as:
 - Incident alert and notification procedures
 - Appropriate work practices
 - Emergency procedures
 - Use of security alarms and other devices
 - Other existing policies, procedures and work practices relevant to WPV
 - Procedures to report incidents of workplace violence

C. The written workplace violence prevention program will be posted in the required employee posting area, it will be placed on the district's webpage, and copies may also be obtained by contacting the Superintendent or Business Administrator.

D. Privacy Concerns

Privacy concerns will be handled as indicated on the Incident Report form in Section III. Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.

Section VI

Recordkeeping Requirements

The record keeping requirements outlined in 12 NYCRR Part 801, Recording and Reporting Public Employees' Occupational Injuries and Illnesses (DOSH 900), must be used to document recordable injuries sustained during workplace violence incidents.

In addition to Part 801, all incidents will be investigated and documented to ensure that all threats and workplace violence incidents are reported to management. These reports will provide written notification when a violence incident occurs so that management can develop an appropriate response. The Incident Report will also create a historical record that can be used in the annual review and program update. The District's incident reporting form is included in Section III of this document.

Section VII

Program Review

Remsen Central School, the Superintendent, with the Authorized Employee Representatives, shall evaluate the effectiveness of this Workplace Violence Prevention Program and reports submitted, at least annually or after any serious incident.

Review of Incident Reports

Each incident report must be investigated by the employer (or the employer's designated WPV team) when the incident occurs.

An annual review of the incident reports collected shall be reviewed by the Local Education Agency (LEA), Designated Workplace Violence Administrator/Officer, and Authorized Employee Representative(s). A report that provides only a summary or statistics is not acceptable per the regulation.

Program Review

Review of the program, and mitigating actions taken in response to any incident, shall be reviewed at least annually and the review will need to focus on trends, addressing root cause, and the effectiveness of the control measures in place or the need to make changes. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. The Workplace Violence Program Maintenance and Review document found in this section below will be updated with titles of those who perform the review.

Following the submission of a written notice of concern regarding the employer's workplace violence program or that an imminent danger exists, the employer must be afforded a reasonable opportunity to address the reported concern. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the District Workplace Violence Prevention Program still exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the Consultation Fact Sheet available here: <https://dol.ny.gov/system/files/documents/2023/10/p206-pesh-consultation-fact-sheet.pdf>

Workplace Violence Program Maintenance and Review

Program **initial** review (annual) completed on: **04-30-2024**

Review Committee [Stakeholders and Authorized Employee Representatives (where applicable)]

Kevin Roberts – CSEA President and Head of Facilities	Kelly Runniger - Teacher	Brad Tyson – Custodian and Volunteer Fireman
Rick Gallo – RTA President and Teacher	Daniel O’Bryan – Teacher	Officer Beth Lamphere – SPO
Kurt Crossett – Bus Dispatcher, Driver	Erika Kistowski – School Counselor	Officer Ralph Potasiewicz - SPO
Sanya Pelrah – Jr./Sr. High School Principal	Melissa Polidori – Jr./Sr. High School Nurse	Officer Rob Staskoski – SPO
Gary Winghart – Elementary Principal	Autumn Fasolino – Elementary Nurse	Officer Rob Smith – SPO
John McKeown – Business Administrator	Jessica Fletcher – BOCES Safety Office	Fay Harper – School Psychologist and CSE Chair
Timothy Jenny - Superintendent	Mary Lou Allen – BOE President	

Plan and Contact information

The most current version of this plan will be made available to employees, their authorized representatives, and to representatives of the NYS Department of Labor by contacting the listed administrator below or by visiting the district website: <https://www.remsencsd.org>

Designated Workplace Violence Administrator/Officer Contact:

Primary Contact		Secondary Contact	
Name	Timothy Jenny	Name	John McKeown
Title	Superintendent	Title	Business Administrator
Department	District Office	Department	District Office
Phone	315-205-4300	Phone	315-205-4300
Location	District Office – Remsen Central School	Location	District Office – Remsen Central School

Section VIII
RCS Risk Assessment Survey Template



Remsen Central School District

9733 Main Street
Remsen, NY 13438

Site Risk Assessment Survey

Circle One: Remsen Elementary Remsen Jr./Sr. High School Remsen Bus Garage

Date of Survey:

Names/Titles/Organization for those conducting assessment:

Employer Representatives:

Employee Representatives:

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
General:			
Employees work in public setting			
Employee work late at night or early morning hours			
Employees work alone or in small numbers			
Employees exchange money as part of job			
Employees work in location with uncontrolled public access			
Employees work in area of previous security concerns			
Employees work with public			
Employees work in high crime area			
Employees work with volatile persons			
Does facility have posted evacuation plan/map			
Does facility conduct routine evacuation/fire drills			
Are electric panels locked to prevent unauthorized access			
Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits			

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
Security:			
Does the facility use Resource Officers? If yes, # R.O. per facility			
Is security or law enforcement present at this location? If yes list # present per shift:			
Is security/law enforcement posted at entrances If yes, list entrances			
Do security/law enforcement personnel patrol facility			
Are I.D. badges required to be worn by all personnel			
Are students required to use school issued I.D. badges when on premises			
Is card reader or equivalent required for entry to facility			
Is facility equipped with metal detectors			
Is facility equipped with security cameras			
Is facility equipped with panic buttons			
Are visitors permitted to enter facility			
Are visitors required to wear visitor I.D. badges			
Are emergency contact names and phone numbers posted in each occupied room			
Is each room equipped with a telephone or radio to call for help when needed			

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
Parking Lots			
Are parking areas protected with security/ law enforcement personnel			
Are parking areas patrolled by security/law enforcement personnel			
Are parking areas equipped with security cameras			
Are parking areas equipped with lights			

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
Offices			
Do office areas have controlled access			
Is office area separated from entrance with privacy glass			
Is office area equipped with panic alarm			
Are offices equipped with telephones to call 911			
Are telephones or radios used to communicate with facility personnel			
Are office doors equipped with door locks to prevent unauthorized access			
Do employees receive De-escalation training			

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
Classrooms:			
Are evacuation maps posted in each classroom			
Are classroom doors equipped with locks to restrict access			
Are classrooms equipped with telephones			
Are classroom personnel equipped with radios			
Is personal protective equipment provided to all classroom personnel as needed			
Are classroom personnel exposed to violent behavior from students			
Do classroom personnel receive De-escalation training			
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom			
Have classroom personnel been provided with training on working with students with behavioral issues			
Are windows locked to prevent uncontrolled access			
Is availability to items that can be used as weapons by students minimized			
Are classrooms equipped with security cameras			

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
Cafeteria:			
Is access restricted to authorized personnel only			
Does cafeteria personnel exchange money with students and staff			
Are cafeteria personnel provided with necessary personal protective equipment			
Is cafeteria equipped with security cameras			
Is cafeteria locked when not in use			
Is cafeteria staff provided with telephones and/or radios			
Are evacuation maps posted at all exits			

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
Auditorium			
Are all entrances kept locked when not in use			
Is auditorium, stage, back stage equipped with security cameras			
Is auditorium, stage, back stage equipped with security lighting			
Is backstage entrance restricted to authorized personnel only during events			
Are catwalks, light towers, etc. restricted to authorized personnel only			
Is auditorium patrolled by security/law enforcement during events			

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
Gymnasium			
Does gymnasium have exterior lighting around all entrances and exits			
Are locker rooms locked or monitored to prevent unauthorized entry			
Is the area patrolled by security/law enforcement during events			
Is gymnasium equipped with security cameras			

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
Athletic Fields			
Is security/law enforcement present for all sporting events home & away			
Are athletic fields protected from unauthorized entry with fences			
Are athletic fields equipped with security/event lighting			
Are I.D.s required to be worn by school personnel at sporting events			

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
Bus Garage and Busses			
Are all busses equipped with radios			
Are all busses equipped with security cameras			
Is somebody available to respond to all radio calls from drivers that are on road			
Are I.D.s required by individuals getting on busses			
Do all bus runs have two employees on board for each run			
Are busses secured or locked when not in use			
Is bus garage equipped with security cameras			
Is bus garage locked when vacant			

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
Field Trips			
Do school personnel have a copy of emergency contact names and numbers for administration			
Does school personnel verify I.D. of each student at beginning and end of trip			
Do chaperones receive security briefings prior to trip			

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
Buildings and Grounds:			
Are buildings equipped with security cameras			
Are buildings equipped with security lighting			
Are buildings/rooms locked when not in use			
Are employees provided with radios			
Is equipment locked up when not in use			

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
Staff Meetings and Conferences			
Do security/law enforcement personnel patrol facility during these events			
Do school personnel receive de-escalation training			
Are metal detectors utilized for after hour activities such as conferences & meetings			

Signatures

Name	Title	Signature



Section IX

Identified Risks and Control Methods Template

Risks identified in the assessment survey and corresponding control methods to reduce those risks, are to be recorded in the tables below for each of our facilities and maintained on file:

Elementary School - Identified Risk	Selected Control(s) and Comments

Jr./Sr. High School - Identified Risk	Selected Control(s) and Comments

Bus Garage - Identified Risk	Selected Control(s) and Comments