

2025-2026
WYOMING CENTRAL SCHOOL

FACULTY/STAFF HANDBOOK



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DAILY TIME SCHEDULE

2025-2026

7:50 am	-	8:10 am	Homeroom & Community Building Time
8:13 am	-	8:58 am	First Period
9:00 am	-	9:41 am	Second Period
9:43 am	-	10:24 am	Third Period
10:26 am	-	11:08 am	Fourth Period
11:10 am	-	11:46 am	Fifth Period <i>(1/2 Day is at 11:30)</i>
11:48 am	-	12:25 pm	Sixth Period
12:27 pm	-	1:06 pm	Seventh Period
1:08 pm	-	1:49 pm	Eighth Period
1:51 pm	-	2:33 pm	Ninth Period

***PreK-4 Homerooms board buses at 2:30 pm

***Students in Grades 3-8 board buses at 2:33 pm

BOARD OF EDUCATION

Kaitlyn Bush, Benjamin Chamberlain, Desiree Fioramonte, Barry True,
Haley Tygart, Jordan Wetherwax and Nicole White

SUPERINTENDENT

Emily Herman

FACULTY FOR 2025-2026 SCHOOL YEAR

Instructional Staff:

PreKindergarten

Kindergarten

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Art

English

Director of Student Services / CSE Chair

Instrumental & Vocal Music

Mathematics

Physical Education

Science

Social Studies

Spanish

Special Education

Special Education

Special Education

School Psychologist

Sexual Harassment Officer

Teaching Assistants:

Teaching Aides:

Office Staff:

Receptionist/School Secretary

Secretary to Superintendent

District Treasurer

District Clerk

Account & Payroll Clerk

Director of Technology:

Health:

Mrs. Chris Czworka

Mrs. BreAnne Forti

Mr. Matt Woods

Ms. Alycia Yax

Ms. Amy Camp

Mrs. Angela Fuller

Mrs. Olivia Lamar

Miss Shannon Gauthier

Mrs. Marie May

Mrs. Meghan Barker

Mrs. Holly Reinhardt

Mr. Jacob Hayes

Mr. Travis Fenstermaker

Mrs. Deborah Welch

Mr. Stephen Sovocool

Mr. Patrick Pursel

Mrs. Kristina Baker

Ms. Elizabeth Giglia

Mrs. Laurie Schaller

Dr. Erica Miller

Mrs. Emily Herman

Mrs. Shari Bernard, Mrs. Michelle Grefrath,
and Mrs. Julie Santullo

Mrs. Theresa Gonsiorek, Mrs. LuAnn Holts

Mrs. Christina Griffith

Mrs. Michele Pearce

Mrs. Joelle Stroud

Mrs. Nancy Norton

Miss Rachael Hinz

Mr. Matthew Hollister

School Nurse

Mrs. Maria Herman

Cafeteria:

Cafeteria Manager

Mrs. Michele Bennett

Cafeteria Monitor

Mrs. Marilyn Carroll

Transportation:

Automotive Repairman

Mr. Mark Bissell

School Bus Driver

Mrs. Michelle Grefrath

School Bus Driver

Mrs. Kerri Griffith

School Bus Driver

Mrs. Traci Hoffman

School Bus Driver

Mr. Keith Kruppner

School Bus Driver

Mr. Rudd Wetherwax

School Bus Driver

Mrs. Krysten Wysocki

Safety:

School Resource Officer

Officer Tim McGinnis

Custodial:

Maintenance Supervisor

Mr. Timothy Anderson

Building Maintenance Worker

Mr. Jordan Stathearn

Custodial Worker

Mr. Jordan Muskopf

Full-Time Cleaner

Mr. Chris Logan

TEACHER/STAFF ABSENCES

Wyoming Central School utilizes the AESOP Absence Management Program. Faculty and staff are to report all absences through this system. In the event the absence is within one hour of the employee's reporting time AESOP will not accept the absence. Faculty are to call the office to report their immediate absence AND upon return to the District, complete the Employee Absence Form found in the Faculty Room or on the WCS website. This form must be turned into the Superintendent's Office as soon as possible for final approval and record keeping.

WCS understands there are rare times when an employee needs to leave early or arrive late. If these circumstances arise, all faculty and staff must fill out the "Request to Leave Early or Arrive Late Form" found on ParentSquare or the school website.

ACCIDENTS AND EMERGENCIES

Accidents resulting in physical harm should be reported to the school nurse. In the case of accidents involving teachers/staff, the main office, as well as the school nurse, should be notified. No matter how minor the injury may seem, please be sure the accident is reported.

As required by the New York State Department of Labor, any and all reports of occupational injuries and illnesses must be recorded on a log. This official State Department of Labor log is posted in the main office.

STUDENT ACCIDENTS

Our District's Student Accident coverage requires that any claims first be presented to their own Accident/Health insurer before being considered by our insurance provider. For additional information, please contact the Business Office or Hart's Insurance Agency at 585-237-2126.

INSTRUCTIONAL STAFF HOURS FOR WYOMING CENTRAL SCHOOL

*****7:45 a.m. to 3:00 p.m. (Monday through Friday)*****

Instructional Staff will be free to leave the building on the last teaching day of the week and on emergency closing days immediately after all buses have departed.

ADMINISTRATIVE REQUESTS

Throughout the school year, it is necessary to ask teachers to provide the office with various information and reports. A due time and date will be specified for each request, and it is the responsibility of each faculty member to complete such requests accurately and submit them on schedule.

STUDENT ATTENDANCE

Attendance is recorded each morning and during subsequent class periods throughout the school day. Students who arrive at school after 8:05am are considered tardy. Teachers should have class rosters and related materials available for substitutes. Attendance must be recorded in SchoolTool for all instructional classes daily (preK-8).

ATTENDANCE PROCEDURES

Buses will unload at 7:50 am. At 8:15 a.m. all students should be in their homerooms. Any student entering after this bell who does not have a pass explaining why he/she is late will be considered tardy.

ANNOUNCEMENTS

A student will start the daily announcements with the Pledge of Allegiance. Teachers who desire to add something to the morning announcements, must complete the “Morning Announcements Form (Google Form)” one day prior to the announcement. This form may also be located in the “Wyoming Link Tree” or in the Wyoming CSD Bookmarks Folder. Each day the announcements will be reviewed and printed in the front office. It will be at the discretion of the Superintendent and/or Director of Student Services as to which announcements will be read aloud.

EMERGENCY CLOSING OF SCHOOL

In the event the roads are deemed impassable due to snow or other weather conditions, the Superintendent shall have the authority to close the schools until the conditions are improved. Whenever possible, the decision to close school will be made the evening before the closing. When the decision must be delayed until morning, every attempt will be made to make that decision before 6:30 a.m.

ParentSquare Emergency Outreach Calls and Posts will be made to faculty and students advising of school closures in addition to the following stations being notified when the school is to be closed:

TV Channels 2, 4, 7, 8, 10 and 13

On days school is closed due to weather conditions, all extra-curricular activities are canceled.

Should the decision to close school be made at a time students are in the building, that decision shall be based primarily upon the welfare of the students. When the weather is determined to be severe enough to warrant closing the school in the best interest of the students, it would be inconsistent to require students to remain in the building for extracurricular activities. On a day school is closed early, all activities scheduled for that day are canceled.

SCHOOL SECURITY

The WCS Board of Education asks all parents and students to help us improve security at our school. Signs are posted at the side and rear entrances. Doors are locked all day. All visitors must use the front entrance and sign in and out at the main office through the Raptor System.

REGISTRATION OF NEW STUDENTS

New Students will be registered in the main office by the School Secretary, District Registrar. Teachers will be notified by the School Secretary when a new student is added. Please notify the office of any discrepancies.

CLASS LISTS

Class lists are available in the school management system, Schooltool. Superintendent/Principal may make changes to your class lists ONLY with the recommendation of the Director of Student Services and approval. Upon approval, the School Secretary will notify the teachers of the effective day of change.

FIELD TRIPS FOR STUDENTS

Field trips for students are encouraged if full funding has been budgeted and/or students have raised costs when the following criteria are met:

- A. The trip is well articulated with curricular learning objectives.
- B. There is a lesson plan completed for the field trip.
- C. Written parental permits are on file.*
- D. The trip is adequately supervised by competent adults of good judgment; at least one adult for every 10 students.
- E. The Field Trip Request Form is approved by the Superintendent

*(Written parental permission forms are kept on file in the front office. Copies of these forms should be taken with you on each field trip. Please request copies prior to the event.)

TRANSPORTATION/SCHOOL VANS

Student Attendance on Buses - Students who come to school on the bus must go home on the bus unless they have a written excuse from their parent or guardian to be excused from riding the bus. These excuses are to be presented to the school secretary for approval upon the student's arrival at school.

Bus Transportation for After School Events - Special buses are scheduled to take students home after school events (Tuesday, Wednesday, Thursday at 3:45 p.m.) such as homework club, extra-curricular activities and athletic practices, etc. Activities beyond 3:45 p.m., students must provide their own transportation.

It is the teacher's responsibility to walk students to After School Buses ensuring students get on the correct bus. Students are to leave the school pursuant to the way they signed up in the front office.

Request for School Owned Buses - School bus use must have prior approval. Requests to use a school bus can be made via a "Transportation Request" form available on ParentSquare. *All such requests should be made at least ten business days in advance.*

Study Trips/Field Trips - A study trip is an important contribution to the educational process. Since a study trip is closely related to curricular work, the teacher should discuss it thoroughly with administration well in advance of the event.

Transportation Request forms - May be obtained in ParentSquare under "Forms/Permissions" click on "Transportation Request". A parental permission form, which must be completed for the student under the direction of the teacher and signed by the parent/guardian, is available in ParentSquare as well.

Transporting students to meetings, conferences, etc. - Students accompanying teachers on school business must

be transported in school owned vehicles. Staff can transport students in a school (DOT inspected) van if they are Board Approved Drivers. For a student to sit in the front passenger seat, they must be 12 years of age. If not, all students must be in the second and third row seats – total of 5 students. Staff attending conferences, workshops, meetings, etc. are able to use the school van (NYS inspected) by completing a transportation request form on Parentsquare and obtaining a key from Mr. Bissell. If a staff member is transporting students after school hours to a function, parents are to bring students to school. Staff is not to pick up or drop off students to and from a function with the school vehicle.

If a teacher transports students in his/her vehicle, such teacher bears all responsibilities and liabilities for the vehicle's occupants. Under such situations, the school district is released of all liabilities.

School vehicles should be returned in the same condition as they are received. Please follow transportation department procedures when returning a school vehicle.

LUNCH SCHEDULE

Lunch periods are identified on the teacher's schedule.

FIRE DRILLS/LOCKDOWN DRILLS

Law requires 12 drills for the school year. Eight of these must be held by December 1 of each school year. Each classroom must have fire drill and lockdown directions posted within the classroom.

2025-2026 FACULTY MEETING SCHEDULE

Faculty meetings are scheduled on the master school calendar (ParentSquare) and will be held at 2:35 in the cafeteria, unless otherwise announced. All teachers are expected to attend unless they receive prior approval from the Superintendent for missing the meeting. Additional meetings may be scheduled as needed.

MAILBOXES

Mailboxes for teachers/staff are located in the Faculty Room. Each teacher/staff should check his/her mailbox every *morning* as they enter the building as well as before they leave for the day. As teachers/staff arrive in the morning each person is to "punch-in" and when leaving the building "punch-out". This procedure allows the office staff to determine who has/has not reported to work for the day, as well as couples the absences to reporting substitutes.

The use of teacher mailboxes for distribution of materials is reserved entirely for the Administration and Faculty staff to conduct school business. Anyone else wishing to use the mailboxes to contact teachers in any way must ask permission to do so through the Superintendent/Principal.

Students will NOT be allowed to have direct access to a teacher's mailbox. Students should not be asked to bring mail to the individual classroom teachers. Since much of the teacher mail is of a professional and/or confidential nature, the students should not have access to this type of information.

PERSONNEL CHANGES

Faculty and staff shall notify the Superintendent's Office and Business Office regarding any changes in name, address, telephone and other pertinent personnel information.

PAYROLL CONCERNS

Please inform the Business Office of change in address, name, withholding, credit union deductions, tax shelter annuities, etc.

COPIER USAGE

If any problems occur while using the machines, please contact the IT Department (ext. 203 or email) to fix them for you.

SCHOOL FORMS

All Time Sheet, Conference Request, and Claims Reimbursement Forms are available on ParentSquare.

EMPLOYEE CELL PHONES

The District recognizes the need for school employees to bring personal cell phones to school. We are all role models for students, please abide by the following:

1. Please do not make or take personal calls in front of students on your cell phone – wait until you do not have students (unless it is an emergency).
2. If you are expecting an important phone call, place your cell phone on vibrate and place it in your pocket.

PASSES

Teachers and staff shall use "common sense" when granting student requests for passes to the office, lockers, lavatories, and other classrooms. Students should not habitually request permission to leave the classroom. All faculty and staff are to follow these rules on issuing student passes:

1. Each teacher is advised to develop some type of large, permanent, distinct room passes for lavatory and locker requests.
2. Each student must have this special pass when given permission to use the lavatory or go to the locker.
3. One student at a time should be allowed the use of the lavatory pass. Each classroom teacher will set a reasonable time limit. Students who violate these rules may be denied the privilege of leaving the room.
4. Teachers have the authority to approve or deny requests during class time for lavatory or locker requests.

AFTER SCHOOL ACTIVITIES

1. After school activities occur three days per week (Tuesday, Wednesday, and Thursday) from

dismissal to 3:40 p.m. Regular Faculty/Staff and WTA meetings shall be scheduled on Monday during the school year.

2. After school activities designed for middle school students may include:
 - a. Student council
 - b. Fine arts
 - c. Extra-curricular clubs and activities
 - d. Detention
 - f. Opportunity for make-up classes and/or remedial instruction
 - g. Athletic practices will begin shortly after dismissal. Students attending an after school activity shall not be punished for arriving late to practice.
3. Each teacher and/or club advisor is responsible for scheduling after school activities on the ParentSquare calendar. Such activities must be scheduled no later than one week prior to the activity. Scheduling activities include appropriate correspondence and communication with students and parents.
4. The district will provide transportation for each student participating in after school activities. Parental approval is required. Lack of parental approval will exclude a student from participating in the activities scheduled for that week. Students will sign up via Google Forms each morning.
5. Teachers and/or club advisors are responsible for supervising students until their dismissal per current collective bargaining agreement procedures. Teachers will receive compensation per the current collective bargaining agreement. Teachers who provide extra help after school shall receive no additional compensation.

COLLECTION OF MONIES

Any money collected should be carefully recorded and safeguarded. Under no circumstances should any money be left in a teacher's desk or closet. The school vault is available for the storage of money and valuables. It is the responsibility of faculty and staff to arrange with the school secretaries for use of the vault for the safekeeping of money entrusted to their care.

NOTICES AND/OR LETTERS TO PARENTS

A copy of any proposed notice or letter to be sent to parents, etc. should be submitted to the Superintendent for approval. All such notices and letters are to be dated and must include the official name of the school at the top of the page. The name must be typed as follows:

Wyoming Central School
Route 19
P.O. Box 244
Wyoming, New York 14591-0244

NEWSLETTER / NEWSPAPER RELEASE

Items for publication in the newspaper should first be cleared with the Superintendent's office.

PROGRESS REPORTS

Students in grades 5-8 receive progress reports to inform parents of their student's progress between report card periods. Notifying parents of students who are failing is mandatory. The schedule of dates of concluding periods covered by 5-week progress reports is as follows:

Progress Report	End Date
5 Week	10/6/2025
15 Week	12/22/2025
25 Week	3/16/2026
35 Week	5/18/2026

Progress reports will be mailed home.

MARKING PERIOD

Semester	Start Date	End Date
1st Quarter	9/3/2025	11/10/2025
2nd Quarter	11/11/2025	2/2/2026
3rd Quarter	2/3/2026	4/20/2026
4th Quarter	4/21/2026	6/24/2026

NOTE: Report card grades must be submitted online by 11:59 on the designated lock date in SchoolTool. Report cards will be distributed to students in their homerooms grades K-4. Grades 5-8 will be mailed home.

METHOD OF GRADING

The passing grade is 65%. Teachers are responsible for communicating with parents on their methods of grading for their subject area.

SECONDARY GRADING SYSTEM

The purpose of the evaluation of pupils is to discover what they have learned in terms of actions, skills,

understandings, and learning in social skills, emotional growth, and adjustment.

The testing program is part of the evaluation process. It provides data that help to formulate decisions about pupils and the school system.

HONOR ROLL

The Honor Roll for Grades 5-8 will be computed numerically

Honor Roll	90 - 100
Merit Roll	85 - 89.99

PROMOTION POLICY K-4

When an elementary teacher recommends retention of a pupil and the parent does not agree, every effort will be made to explain the educational advantages of the pupil for such retention. If the parent continues to refute the teacher's recommendation, the parent must set forth, in writing, the advantages and reasons for the suggested promotion. If the teacher and administration can justify such statements, the student may be promoted. However, if retention is recommended at the conclusion of the following year, the student will not be promoted. ***Please note that a teacher must bring any concerns to administration prior to the end of the third (3rd) quarter.***

PROMOTION POLICY 5 - 8

1. If a student fails two core subjects with less than a grade of 65%, they may be considered for retention in their present grade.
2. If a student fails one core subject and two others with less than a grade of 65%, they may be considered for retention in their present grade.
3. Core subjects are: Math, English, Science, Social Studies.
4. Other subjects are: all others such as World Languages, Art, Music, Home and Career Skills, Technology, Health and Physical Education.

Promotion/retention decisions will be on a case-by-case basis. Parents are an important part of any decision regarding promotion/retention.

ACCESS TO STUDENT RECORDS

In situations where the natural parents or legal guardians of a student are separated or divorced, either shall have access to the student's records, regardless of custodial rights upon written request to the school authorities.

Only in cases where a court order specifically prohibits a parent or guardian access rights will such access be denied. The responsibility to provide such proof of restriction shall be with the custodial parent or guardian with whom the student resides.

STUDENT CODE OF CONDUCT

The Student Code of Conduct will be posted on the school website. Students and parents will verify and acknowledge they have read it via ParentSquare.

CLASSROOM DISCIPLINE

Maintaining discipline within the school is a cooperative undertaking. In most instances, acceptable student behavior will be maintained by keeping the students interested and actively involved in learning. The most effective form of discipline is preventive discipline or pro-active discipline, which includes beginning each school year with the creation and teaching of classroom standards and consequences. Some teachers have allowed students a role in this, which gives them a sense of ownership and responsibility. Parents should be made aware of these classroom standards. The consistent and fair use of the standards and consequences will minimize classroom disruptions.

PARENTAL CONTACTS

Building strong, positive relationships with parents is essential for the success of students and the overall educational environment. Parents play a crucial role in their child's education, and effective communication between teachers and parents can significantly enhance student achievement, behavior, and well-being. To cultivate and maintain positive relationships with parents, teachers should

- Provide consistent updates on student progress, classroom activities, and upcoming events. Use various communication channels, such as newsletters, emails, and parentsquare,
- Share positive news and achievements regularly, not just concerns,
- Encourage parents to reach out with questions or concerns. and
- Understanding parents' perspectives and concerns builds trust and strengthens the relationship.

REFERRAL TO THE SUPERINTENDENT/PRINCIPAL

When all reasonable interventions and consequences have been unsuccessful in changing student behavior, the teacher may refer the student to the superintendent/principal. When such referral is made, it is to be accompanied by a complete Student Behavior Report, which objectively describes the misbehavior. The teacher shall also indicate in writing the steps he/she has taken to modify the student's behavior, and shall include a recommendation for appropriate disciplinary action. Following referral, the student may be scheduled to visit the school counselor or school psychologist, or may be scheduled for a parent, teacher, administrator conference or other action as deemed necessary.

Should a student's behavior be deemed dangerous to himself or others in the room, or if their behavior is of such a violent nature that the conduct of the class becomes impossible, the teacher may temporarily remove the student from the room. In such an instance the student is to be directed to report to the Main Office. The student is to be provided with a hall pass, indicating the destination and time he/she left the classroom. A brief note concerning the need for the student's removal should be sent with the student. The student will be detained at their destination until the end of the period. If the teacher determines the student is either incapable of or unwilling to report to the Main Office, the teacher should contact the superintendent/principal for assistance. Under no circumstances should the teacher leave the room unattended. The teacher will complete the Student Behavior Report as soon as possible.

If the teacher desires assistance in dealing with the student, a conference involving the student, the teacher and

the administrator may be requested. This request should be made as soon as is practicable following the incident and except in extreme cases, no later than twenty-four hours following the incident.

In no case does a teacher have the authority to remove a student from class for longer than one period. The superintendent/principal or designee, following a conference with the teacher, student, and parent may suspend a student from a class for a period of time and assign student to In-School-Suspension or Out of School Suspension. A student may only be removed permanently from a class as a disciplinary measure by the superintendent/principal, with the knowledge and/or consent of the parents of that student.

The key to discipline in the classroom of necessity rests with the teacher. Maintaining control without outside help from the administration can best strengthen the teacher's position in this respect. When needed, however, the superintendent/principal is available for consultation and/or assistance.

PHYSICAL RESTRAINT OF STUDENTS AND CORPORAL PUNISHMENT WYOMING CENTRAL BOARD POLICY

Under no circumstances will an employee use corporal punishment to control, discipline, or in any way change the behavior of a student.

SUPERVISION - BETWEEN CLASSES

1. Between periods, stand in the corridor outside your classroom door so that students may be observed.
2. Teachers in classrooms located near lavatories should check the lavatories periodically. Report inappropriate behavior to the Main Office.
3. Take appropriate intervention when student misconduct in the corridor is observed.
4. Discourage students from congregating in large groups, which may impede corridor traffic.

CARE OF BUILDING AND EQUIPMENT

It is the responsibility of all staff members to leave your classroom and any other common areas properly maintained at the end of the day: lights turned off, windows and doors locked.

AUTHORIZED USE OF SCHOOL OWNED MATERIALS AND EQUIPMENT AND SCHOOL COMPUTERS

Teachers and staff may, with the approval of the Superintendent, borrow school district equipment for school related purposes only. Private and/or personal use of school-owned materials and equipment is strictly prohibited. School employees must complete the required form per Board Policy #3281 AUTHORIZED USE OF SCHOOL OWNED MATERIALS AND EQUIPMENT. Equipment issued from the School Library must also follow the School Library procedures for inventory. Such equipment must be returned to the district in the same condition as when it was borrowed. No student should have access to, nor utilize, school equipment without staff supervision.

Questions regarding computers, software and hardware, etc. are to be directed to Mr. Matthew Hollister, IT Director.

**WYOMING CENTRAL SCHOOL
RESPONSIBILITIES AND DUTIES OF ALL COACHES**

*Please refer to the “Responsibilities and Duties of All Coaches Form” on ParentSquare.
For each sporting season, all coaches need to read, execute and submit the form accordingly.*

**WYOMING CENTRAL SCHOOL
STAFF ACCEPTABLE USE POLICY FORM 2025-2026**

*The Wyoming Central School District provides technology support to faculty, staff and students.
Please refer to the “Acceptable Use Policy Form” on ParentSquare. After reading the policy please execute
and submit the form on ParentSquare accordingly.*

****ALL OTHER POLICIES AND PROCEDURES AS ADOPTED BY THE BOARD OF EDUCATION
ARE LOCATED AS FOLLOWS:**

This includes but is not limited to items such as:

Policies:

Located on the Website:

District / Plans & Policies / District Policy Manual

Family and Medical Leave Act

Recruitment Procedures

Sexual Harassment

Bullying / Hazing

Fund Raising

Emergency Drills / Threats

Forms:

Located on ParentSquare (Forms/Permissions)

Absence Request Form

Conference Request Form

Request to Leave Early or Arrive Late

PTO Donation Request Form

Equipment Use Form

Maintenance Request/Facility Use Form

Fundraising Form

Cancer Screening Form

Transportation Request Form

Field Trip Request Form

Professional Development Claim Form

Request for Reimbursement Form

Responsibilities and Duties of All Coaches Form

Staff Acceptable Use Policy