

**AGENDA**  
**Laurens Central School**  
**Board of Education**  
**MPR - 7:30 PM**  
**October 20, 2020**

**I. OPENING OF MEETING**

1. Call to order
2. Roll call and quorum check

**II. ADOPTION OF AGENDA**

**III. MINUTES**

1. Minutes – 9/16/20\*

**IV. INTRODUCTION OF VISITORS/OPEN COMMENT PERIOD**

(The purpose of the Open Comment Period is to allow residents to share concerns with the Board of Education without having to be on the agenda. Comments are to be brief, as this section of the meeting will be limited to 10 minutes. Please state your name and issue of concern prior to addressing the board. Comments about Personnel, positive or negative, are not allowed during the Open Comment Period.)

**V. REPORTS AND DISCUSSIONS**

1. Superintendent's Report – B. Dorritie
2. Report from Building Principal – J. Mushtare
3. Report from Supervisor Transportation – No report
4. Report from Supervisor Buildings & Ground – S. West

**VI. CORRESPONDENCE**

**VII. FISCAL REPORTS**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

**A. Treasurer's Report:**

1. Treasurer's Report A Fund (General)
2. Treasurer's Report C Fund (Cafeteria)
3. Treasurer's Report F Fund (Special)
4. Treasurer's Report T Fund (Trust & Agency)
5. Treasurer's Report L Fund (Library)
6. Treasurer's Report H Fund (Checking) (Capital Project)  
Treasurer's Report H Fund (Savings) (Capital Project)
7. Treasurer's Report Repair Reserve
8. Treasurer's Report Capital Reserve
9. Treasurer's Report Workers Comp, ERS, Unemployment Reserve
10. NYLAF Investment Account
11. Transfers Over \$1000

**B. Other Reports (No Approval Required)**

1. Warrants  
Warrant #11 A Fund \$170,672.43 (General)\*  
Warrant #3 C Fund \$3,871.38 (Cafeteria)\*  
Warrant #4 F Fund \$5,045.49(Special)\*

Warrant #4 T Fund \$155.04 (Trust & Agency)\*  
 Warrant # H Fund \$0 (Capital Fund)  
 Warrant #3 TE Fund \$3,200.00 (Trust-Scholarship)\*  
 Warrant # L Fund \$0 (Library)  
 Warrant #12 P Fund \$138,171.33 (Payroll)\*  
 Warrant # 13 A Fund \$149,956.46 (General)\*  
 Warrant #4 C Fund \$3,332.57 (Cafeteria)\*  
 Warrant #5 F Fund \$16,911.51 (Special)\*  
 Warrant #5 T Fund \$448.03 (Trust & Agency)\*  
 Warrant # H Fund \$0 (Capital Fund)  
 Warrant # TE Fund \$0 (Trust-Scholarship)  
 Warrant # L Fund \$0 (Library)  
 Warrant #14 P Fund \$144,758.18 (Payroll)\*

2. Transfers Under \$1000\*
3. Cafeteria Report Current Month\*
4. Cafeteria Report Year to Date\*
5. Internal Claims Auditor's Reports\*
6. Budget Status Report - Fund A\*
7. Revenue Status Report - Fund A\*
8. Cash Flow Analysis\*
9. Extracurricular Reconciliation Report 9/30/20\*
10. Extracurricular Report 7/1/20-9/30/20\*

#### **VIII. OLD BUSINESS**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

#### **IX. PERSONNEL - NEW BUSINESS**

##### **A. PERSONNEL**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

1. The amendments to the Contracts of the following individuals:\*
  - Charles Conklin – Assistant Building Maintenance Mechanic
  - Patrick Dugan – Assistant Building Maintenance Mechanic
  - Kristyn DeGroat – District Treasurer
  - Kerri Gartung – Secretary to the Director of Instructional Support  
Services and Data Specialist
  - Lindsey Gifford – Director of Instructional Support Services
  - Charles Walker – District Technology Coordinator/Technician
  - Pamela Weir – Confidential Secretary
  - Pamela Weir – District Clerk
  - Edward Wright – Deputy District Treasurer
2. The appointment of Rebecca Whiteman, RN as a Substitute School Nurse for the 2020-2021 school year, retroactive to September 18, 2020. Her salary will be \$100 per day as per Board Policy.
3. The appointment of John Mushtare as the Arts in Education Coordinator for the 2020-2021 school year. The annual stipend will be \$600.
4. The retirement of William White as Science Teacher effective June 30, 2021.\*

5. The appointment of Jason Stone as a Substitute Bus Driver retroactive to October 5, 2020. His salary will be \$20.00 per hour as per the CSEA Contract.
6. The resignation of Joy Wines from the position of Bus Driver effective retroactively to September 25, 2020.\*
7. The probationary appointment of Aaron Stary to the position of Physical Education Teacher, Tenure area Physical Education. Pending issuance of Physical Education, Initial Certification. Date of commencement of probationary service to be retroactive to October 13, 2020. \*The potential expiration date of the appointment October 12, 2024. Certification: Physical Education, Emergency COVID-19. His annual salary to be \$ 40,500.

\*To the extent required by the applicable provisions of Education Law §§2509, 2573, 3212 and 3014, in order to be granted tenure the classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teachers and building principals mean a classroom teacher or building principal as such terms are defined in Sections 30-2.2 and 30-3.2 of this Part.

8. The appointment of Christine Cox as a Teacher Mentor for the 2020-2021 school year. The stipend will be \$650.00, as per the Collective Bargaining Agreement with the LTA, and will be paid upon successful completion of the responsibilities associated with the appointment.
9. The probationary appointment of Josephine Hendrich as a Full Time Teacher Aide retroactive to October 5, 2020 and continuing until October 4, 2021. Her annual salary will be \$14,814 prorated, as per the CSEA Contract.
10. The probationary appointment and Contract for Matthew Pernat as Head Bus Driver effective retroactive to October 19, 2020 and continuing until October 18, 2021. His salary will be \$40,000, prorated for the 2020-2021 school year.\*
11. The probationary appointment of Matthew Pernat as a Bus Driver retroactive to October 19, 2020 and continuing until October 18, 2021. His annual salary will be \$8,958, prorated for the 2020-2021 school year, as per the CSEA Contract.
12. The appointment of Carol Loudon as Yearbook advisor for the 2020-2021 school year.
13. The appointment of Katherine Rorick, LPN as a Substitute School Nurse for the 2020-2021 school year, pending fingerprint clearance as per NYS SAVE Regulations. Her salary will be \$75.00 per day as per Board Policy.
14. The appointment of Yvonne Angell as a Substitute CROP Site Coordinator and Activity Leader for the 2020-2021 school year. Her salary will be \$25.75 per hour for Site Coordinator and \$17.50 per hour for Activity Leader to be paid through the CROP Grant.

**B. NEW BUSINESS**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

1. To ratify the agreement with the Laurens Teachers Association retroactive to July 1, 2020 and continuing until June 30, 2023.\*
2. To declare the attached list of items as surplus and discard appropriately.\*
3. To waive the first reading and approve/reapprove the following Board policies.\*
  - Students – 7440, Concussion Management
  - Personnel – 6180, Sexual Harassment

**X. COMMITTEE ON SPECIAL EDUCATION**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following CSE cases.\*

CSE: 10404, 10994, 10913

CPSE: None

504: None

**XI. INFORMATION**

1. Student Enrollment October 1, 2020\*

**XII. MEETINGS**

1. CASSC School Board Institute – November 17, 2020, 6:00 pm
2. Board of Education Meeting – November 18, 2020

**XIII. OPEN COMMENT PERIOD**

(The purpose of the Open Comment Period is to allow residents to share concerns with the Board of Education without having to be on the agenda. Comments are to be brief, as this section of the meeting will be limited to 10 minutes. Please state your name and issue of concern prior to addressing the board. Comments about Personnel, positive or negative, are not allowed during the Open Comment Period.)

**XIV. EXECUTIVE SESSION**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, enter executive session for the following reasons:

1. Personnel
2. Litigation

**XV. FINAL ADJOURNMENT**

*Draft MINUTES*  
**Laurens Central School  
Board of Education  
MPR - 7:30 PM  
September 16, 2020**

- |                                 |   |
|---------------------------------|---|
| <b>Opening of Meeting</b>       | <b>I. OPENING OF MEETING</b> <ol style="list-style-type: none"><li>1. Call to order<br/><br/><p style="text-align: center;"><b>The meeting was called to order at 7:30 pm by President C. Struckle.</b></p></li><li>2. Roll call and quorum check<br/><br/><p><b>Board Members Present: C. Struckle, M. Wikoff, T. Francisco, G. Murello, P. Bush</b></p><p><b>Board Members Absent: None</b></p><p><b>Others Present: W. Dorritie, Superintendent; J. Mushtare, Building Principal; P. Weir, District Clerk; K. DeGroat, District Treasurer; S. West, B &amp; G; J. Stone, Head of Transportation; C. Walker, District Coordinator for Technology; Members of the Staff and Community (see attached sign in sheet).</b></p></li></ol>            |
| <b>Adoption of Agenda</b>       | <b>II. ADOPTION OF AGENDA</b><br><br><p style="text-align: center;"><b>Motion made by T. Francisco, seconded by G. Murello to adopt the agenda. Motion carried 5-0-0.</b></p>   |
| <b>Minutes</b>                  | <b>III. MINUTES</b> <ol style="list-style-type: none"><li>1. Minutes – Regular Meeting- 8/19/20<br/><br/><p style="text-align: center;"><b>Motion made by M. Wikoff, seconded by P. Bush to approve the above minutes. Motion carried 5-0-0.</b></p></li><li>2. Minutes – Special Meeting- 8/31/20<br/><br/><p style="text-align: center;"><b>Motion made by T. Francisco, seconded by M. Wikoff to approve the above minutes. Motion carried 5-0-0.</b></p></li></ol>  |
| <b>Introduction of Visitors</b> | <b>IV. INTRODUCTION OF VISITORS/OPEN COMMENT PERIOD</b>   |
| <b>Reports and Discussions</b>  | <b>V. REPORTS AND DISCUSSIONS</b> <ol style="list-style-type: none"><li>1. Superintendent's Report – B. Dorritie<ul style="list-style-type: none"><li>-Reopening on Monday, September 21<sup>st</sup> for K-8</li><li>-Video tutorials being made</li><li>-Plan for 9-12 to return October 13<sup>th</sup></li><li>-Regional Food Bank</li><li>-Athletics still postponed</li><li>-State Aid</li></ul></li><li>2. Report from Building Principal – J. Mushtare<ul style="list-style-type: none"><li>-Proud of students &amp; families doing remote learning</li><li>-Proud of teachers &amp; staff</li><li>-Cafeteria staff doing lunch distribution</li><li>-Last Friday packet delivery</li><li>-Teachers doing a great job</li></ul></li></ol> |

- 3 Report from Supervisor Transportation – J. Stone
  - Drivers doing lunch deliveries
  - Buses being disinfected after each use
  - Students need to come to the bus with a mask on
  - Looking forward to having kids back
4. Report from Supervisor Buildings & Ground – S. West
  - Attestation form online for staff
  - Hard copy forms sent home for families
  - Have a stock of disinfectant and masks
  - Sports on hold
  - Trying to hire another cleaner

**Correspondence**

**IV. CORRESPONDENCE**

1. Thank you note from Peggy Bush

**Fiscal Reports**

**VII. FISCAL REPORTS**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

**A. Treasurer's Report:**

1. Treasurer's Report A Fund (General)
2. Treasurer's Report C Fund (Cafeteria)
3. Treasurer's Report F Fund (Special)
4. Treasurer's Report T Fund (Trust & Agency)
5. Treasurer's Report L Fund (Library)
6. Treasurer's Report H Fund (Checking) (Capital Project)  
Treasurer's Report H Fund (Savings) (Capital Project)
7. Treasurer's Report Repair Reserve
8. Treasurer's Report Capital Reserve
9. Treasurer's Report Workers Comp, ERS, Unemployment Reserve
10. Transfers Over \$1000

**Motion made by P. Bush, seconded by G. Murello to approve the Treasurer's Reports. Motion carried 5-0-0.**

**B. Other Reports (No Approval Required)**

1. Warrants
  - Warrant #7 A Fund \$129,406.89 (General)
  - Warrant # C Fund \$0 (Cafeteria)
  - Warrant # F Fund \$0 (Special)
  - Warrant # T Fund \$0 (Trust & Agency)
  - Warrant # H Fund \$0 (Capital)
  - Warrant # TE Fund \$ (Trust & Scholarship)
  - Warrant # L Fund \$0 (Library)
  - Warrant #8 P Fund \$43,329.03 (Payroll)
  - Warrant #9 A General Fund \$109,403.81
  - Warrant #2 C School Lunch Fund \$614.50
  - Warrant #3 T Special Fund \$10,430.38
  - Warrant #3 T Trust & Agency \$22.15
  - Warrant #2 H Fund \$6,110.57 (Capital)
  - Warrant #2 TE Fund \$600.00 (Trust & Scholarships)
  - Warrant # L Fund \$0 (Library)
  - Warrant #10 P Fund \$40,527.00 (Payroll)
2. Transfers Under \$1000
3. Internal Claims Auditor's Reports
4. Budget Status Report - Fund A
5. Revenue Status Report - Fund A
6. Cash Flow Analysis

**Old Business**

**VIII. OLD BUSINESS**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

1. The appointment of Nathaniel Francisco as a Long-Term Non-Certified Substitute Teacher for the 2020-2021 school year, retroactive to September 1, 2020. His salary will be as per Board Policy.

**Motion made by P. Bush, seconded by M. Wikoff to approve the above Substitute appointment. Motion carried 4-0-1 (T. Francisco abstained)**

**Personnel**

**IX. PERSONNEL - NEW BUSINESS**

**A. PERSONNEL**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

**Retirement J. Barry**

1. The retirement of Jean Barry from the position of Teacher Aide, with the anticipated effective date of September 29, 2020.

**Motion made by G. Murello, seconded by M. Wikoff to accept the above retirement. Motion carried 5-0-0.**

**CROP Resignation J. Barry**

2. The resignation of Jean Barry from the position of CROP Site Coordinator, effective September 29, 2020.

**Motion made by P. Bush, seconded by M. Wikoff to accept the above resignation. Motion carried 5-0-0.**

**Teacher Mentor**

3. The appointment of the following Teacher Mentors for the 2020-2021 school year. The stipend to be \$650.00, as per the Collective Bargaining Agreement with the LTA will be paid to each mentor upon successful completion of the responsibilities associated with the appointment.

- Heidi Sider

**Motion made by G. Murello, seconded by T. Francisco to approve the above appointment. Motion carried 5-0-0.**

**Non-Certified Substitute Teacher**

4. The appointment of Noah Sheehan as a Non-Certified Substitute Teacher for the 2020-2021 school year. His salary will be as per Board Policy.

**Motion made by G. Murello, seconded by T. Francisco to approve the above appointment. Motion carried 5-0-0.**

**Substitute Cleaner**

5. The appointment of any Laurens Central School Employee as a Substitute Cleaner for the 2020-2021 school year, retroactive to September 1, 2020. Salary will be \$11.80 per hour.

**Motion made by P. Bush, seconded by M. Wikoff to accept the above appointment. Motion carried 5-0-0.**

**Interim CROP Site Coordinator**

6. The appointment of Jessica DeBoer as Interim CROP Site Coordinator effective September 30, 2020. Her salary will be \$25.75 per hour and paid through the CROP grant.

**Motion made by T. Francisco, seconded by P. Bush to approve the above Interim appointment. Motion carried 5-0-0.**

**New Business**

**B. NEW BUSINESS**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

**Board Policies**

1. To waive the first reading and approve/reapprove the following Board policies.\*

- Community Relations – 3190, Family Engagement
- Non-Instructional Business Operations- 5421, Request for Proposals
- Personnel- 6202, Jury Duty/Financial Remuneration
- Students – 7135, Secondary Transfer Students
- Students – 7140, Field Trips
- Students – 7230, Trips to Foreign Countries
- Instruction – 8600, Textbook Selection
- Instruction – 8700, School Curricula
- Instruction – 8800, Library Book and Multi-Media Materials Selection
- Instruction – 8801, Request for Reconsideration of Library Materials

**Motion made by P. Bush, seconded by G. Murello to approve the above Board policies. Motion carried 5-0-0.**

**Surplus**

3. To declare the attached list of items as surplus and discard appropriately.

**Motion was made by G. Murello, seconded by T. Francisco to approve the attached surplus. Motion carried 4-0-0.**

**CSE**

**X. COMMITTEE ON SPECIAL EDUCATION**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following Special Education cases.\*

- CSE: 11045
- CPSE: None
- 504: None

**Motion made by M. Wikoff, seconded by T. Francisco to approve the above cases. Motion carried 5-0-0.**

**Information**

**XI. INFORMATION**

1. Open Letter to the Community from Barbara Ann Heegan, President/CEO of Otsego County Chamber of Commerce

**Meetings**

**XII. MEETINGS**

1. October 20, 2020 (Tuesday) 7:30 PM – BOE Meeting

**Open Comment**

**XIII. OPEN COMMENT PERIOD**

**Executive Session**

**XIV. EXECUTIVE SESSION**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, enter executive session for the following reasons:

1. Personnel
2. Negotiations
3. Litigation



**The Board adjourned to executive session at 7:49 pm to discuss, Personnel, Negotiations, and Litigation. Motion made by T. Francisco, seconded by M. Wikoff. Motion carried 5-0-0.**

**Final Adjournment**

**XV. FINAL ADJOURNMENT**

**The Board adjourned from executive session at 8:15 pm. Motion made by T. Francisco, seconded by G. Murello. Motion carried 5-0-0.**

**The Board adjourned, without further discussion, at 8:15 pm. Motion made by T. Francisco, seconded by G. Murello. Motion carried 5-0-0.**

## **Surplus - October 2020**

Obsolete or failed equipment:

Optiplex 740 computer  
LCS# 3LA00001033  
Laurens CSD # 2009105

Optiplex 740 computer  
LCS# 3LA00000801  
Laurens CSD # 20090172

Optiplex 760 computer  
LCS# 3LA00001364  
Laurens CSD # 2000141

Optiplex 740 computer  
LCS# 3LA00000754  
Laurens CSD #2000110

Optiplex 760 computer  
LCS# 3LA00001352  
Laurens CSD # 20090145

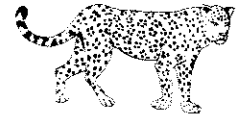
Optiplex 740 computer  
LCS# 3LA00000767

Optiplex monitor  
LCS 2006 ELDT #3

Optiplex 745 computer  
LCS# 3LA00000811

Lea Symbols Eye Chart  
(from Nurses Office)  
Cat.# 914  
No LCS inventory tag

# Laurens Central School District Board Policy



STUDENTS – 7440

Page 1 of 4

Subject: Concussion Management

The Board of Education of the Laurens Central School District recognizes that concussions and head injuries in children and adolescents who participate in sports and recreational activities can have serious consequences if not managed carefully. Therefore, the District adopts the following policy to support the proper evaluation and management of head injuries.

A concussion is a mild traumatic brain injury. A concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from a concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

While district staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, nurses and other appropriate staff will receive training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class or activity, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. The school nurse will notify the student's parents or guardians and recommend appropriate monitoring, based on this policy, to parents or guardians.

If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, the district expects the parent and/or legal guardian to report the condition to the school nurse so that the district can support the appropriate management of the condition.

Per NYSED Guidelines, a student shall not return to school or activity after sustaining a concussion until authorized to do so by an appropriate healthcare professional. If the student sustains a head injury during an intramural sport (game or practice), that student must be evaluated by a physician (MD or DO). Only the physician can diagnose and clear the student of the concussion.

If the student sustains a head injury in gym class, recess, or any other non-intramural activity, that student may be evaluated by an NP, PA, MD, or DO for diagnosis and/or release to activity. Once a student has been released to full participation and/or the 6 step process, and they have no further signs, symptoms or complications, the school nurse and/or the School Based Healthzone may release him/her to full activity. However, the school's Chief Medical Officer will have the final and ultimate decision regarding the return to an activity including physical education, recess, and intramural sports. Any student who continues to have signs and symptoms upon return to an activity must be removed from play and re-evaluated by an appropriate healthcare provider (MD, DO, NP, PA).

Subject: Concussion Management Continued

The Superintendent, in consultation with appropriate district staff, including the school's Chief Medical Officer, will develop guidelines and procedures to guide the return to activity.

### **Education**

Concussion education should be provided for all administrators, teachers, coaches, school nurses, athletic trainers and instructional support staff members. Education of parents should be accomplished through preseason meetings for sports and/or information sheets provided to parents and/or included in the school newsletter. Education should include, but not be limited to the definition of concussion, signs and symptoms of concussion, how concussions may occur, why loss of consciousness is sufficient but not necessary to diagnose a concussion, why concussions are not detected with CT Scans or MRI's, and the recommended management of the injury, and the protocol for return to school and return to activity or interscholastic athletics. The protocols will cover all students returning to school after suffering a concussion regardless if the accident occurred outside of school or while participating in a school activity.

### **Concussion Management Team**

The District will assemble a concussion management team (CMT). The CMT will consist of the Athletic Director, School Nurse, Athletic Trainer (if applicable), and Administrator, at least one member of the coaching staff and the school physician. The District's CMT will coordinate training for administrators, teachers, coaches and parents. Training will be mandatory for all coaches, teachers, aides and advisors to extracurricular activities that work with students regularly. In addition, information related to concussions will be included at parent meetings or in information provided to parents at the beginning of sports seasons. Parents need to be aware of the school district's policy and how these injuries will ultimately be managed by school officials.

Training will include: signs and symptoms of concussions, post concussion and second impact syndromes, return to play and school protocols, and available area resources for concussion management and treatment. Particular emphasis will be placed on the fact that no student will be allowed to return to play the day of injury and also that all students should obtain appropriate medical clearance prior to returning to school and/or participation in activities.

The CMT will act as a liaison for any students returning to school and participation in activities following a concussion. The CMT will review and/or design an appropriate plan for the student while the student is recovering.

School district CMT's can utilize the NYSPHSAA website as well as [www.keepyourheadinthegame.org](http://www.keepyourheadinthegame.org) for information related to the signs and symptoms of concussions and the appropriate return to play protocols. A handout describing the Concussion Management Team is also available on the NYSPHSAA website. A Concussion Management Check List that has been approved and recommended by NYSPHSAA is available on this site.

Subject: Concussion Management Continued

## **Concussion Management Protocol**

### **Return to Participation**

Return to participation following a concussion involves a stepwise progression once the individual is symptom free. There are many risks to premature return to play including: a greater risk for a second concussion because of a lower concussion threshold, second impact syndrome (abnormal brain blood flow that can result in death), exacerbation of any current symptoms, and possibly increased risk for additional injury due to alteration in balance or judgement.

The NYSPHSAA current “Returns to Play Recommendations” are based on the most recent international expert opinion, and are as follows:

- No student should return to play while symptomatic.
- Students are prohibited from returning to play the day the concussion is sustained.
- If there is any doubt as to whether a student has sustained a concussion, it should be treated as a concussion.
- Once the student is symptom free at rest for 24 hours and has a signed release by the treating clinician, she/he may begin the return to play progression below (provided there are no mitigating circumstances).

\*No activity requiring exertion until asymptomatic for 24 hours

Step 1: Light Aerobic Activity

Step 2: Moderate Aerobic Activity

Step 3: Non-Contact Sport-Specific Drills

Step 4: Non-Contact Sport Specific Activity

Step 5: Full Practice, Contact Activity Permissible

Step 6: Full Return to Game Play

Each step should take a minimum of 24 hours so that an athlete would take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest with provocative exercise. If any post concussion symptoms occur while in the stepwise program, then the student should drop back to the previous asymptomatic level and try to progress again after a further 24-hour period of rest has passed. The student will also be monitored by the school nurse for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test, using the guidelines established in this policy

### **Concussion Management Training Protocol**

1. The district will utilize the NYSPHSAA “Invisible Injury” DVD at all coaches, players and parent meetings.
2. All coaches, athletic directors, administrators and the school nurse will be required to take the NFHS Online Concussion Management Course. ([www.nfhslearn.org](http://www.nfhslearn.org))
3. All coaches, athletic directors, administrators and the school nurse will be trained in the use of the attached LCS Concussion Checklist, Addenda A, and will be required to implement the checklist any time there is a reason to suspect a possible concussion.

Subject: Concussion Management Continued

4. The student's PCP (MD/DO)/school physician will be required to complete the attached Laurens Central School "Physician's Evaluation", Addenda B, for any LCS student that may have had an incident that is suspected of causing a concussion. The form will be kept on file in the school nurses office. The school nurse will provide copies to the administration and to coaches.
5. All coaches, athletic directors, administration and the school nurse will be trained in the implementation of the attached LCS "Return to Play" protocol, Addenda C, and will follow/implement the protocol for all students under their supervision.
6. All teachers, coaches, advisors, support staff and administrators will be provided with a copy of the "Heads Up to Schools: Know Your Concussion ABC's" and accompanying "Concussion Signs and Symptoms" checklist (1 per room). The "Know Your Concussion ABC's" is to be posted in each classroom. The checklist is to be kept with the LCS Crisis Plan.

*Revised and adopted:*

*December 17, 2013*

*Reviewed and readopted:*

*July 22, 2020*

*Revised and readopted:*

**ADDENDA A**  
**Laurens Central School Concussion Checklist**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Sport: \_\_\_\_\_ Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_

**On Site Evaluation**

Description of Injury: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Has the athlete ever had a concussion?	Yes	No	
Was there a loss of consciousness?	Yes	No	Unclear
Does he/she remember the injury?	Yes	No	Unclear
Does he/she have confusion after the injury?	Yes	No	Unclear

**Symptoms observed at time of injury:**

Indicate Yes or No in every column for each symptom	0 Minutes	15 Minutes	30 Minutes	Minutes just prior to leaving
Dizziness				
Ring in Ears				
Drowsy/Sleepy				
"Don't Feel Right"				
Seizure				
*Memory Problems <b>See check list next page</b>				
Blurred Vision				
Vacant Stare/Glassy Eyed				
Headache				
Nausea/Vomiting				
Fatigue/Low Energy				
Feeling "Dazed"				
Poor Balance/Coord.				
Loss of Orientation				
Sensitivity to Light				
Sensitivity to Noise				

Is participant is to be alert to person, place and time? The following questions are to be asked and accurately answered by the participant to generate a "No" response.

1. Who is the president?
2. What is your name?
3. Where are we?
4. What day of the week is it?
5. What have we been doing?

4. Other Findings/Comments:

---

---

Final Action Taken:

Was the student pulled from participation?                      Yes                      No

Did the student return to participation?                      Yes                      No

Were the parents/guardians notified?                      Yes                      No

If yes, how? \_\_\_\_\_

Was the participant taken to the hospital?                      Yes                      No

If yes, by whom? \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_ Phone No.: \_\_\_\_\_



**ADDENDA B**  
**Laurens Central School Physician Evaluation**

Date of First Evaluation: \_\_\_\_\_ Time of Evaluation: \_\_\_\_\_

Date of Second Evaluation: \_\_\_\_\_ Time of Evaluation: \_\_\_\_\_

Symptoms Observed:	First Doctor Visit (NP/MD/DO/PCP)		Second Doctor Visit (MD/DO/PCP)	
Dizziness	Yes	No	Yes	No
Headache	Yes	No	Yes	No
Tinnitus	Yes	No	Yes	No
Nausea	Yes	No	Yes	No
Fatigue	Yes	No	Yes	No
Drowsy/Sleepy	Yes	No	Yes	No
Sensitivity to Light	Yes	No	Yes	No
Sensitivity to Noise	Yes	No	Yes	No
Anterograde Amnesia (after impact)	Yes	No	Yes	No
Retrograde Amnesia (backwards in time from impact)	Yes	No	Yes	No

\*Please indicate yes or no in your respective columns. First Doctor use column 1 and second Doctor use column 2.

**First Doctor Visit:**

Did the student sustain a concussion?      Yes      No      (one or the other must be circled)

\*\* Post-dated releases will not be accepted. The athlete must be seen and released on the same day. Please note that if there is a history of previous concussion, then referral for professional management by a specialist or concussion clinic should be strongly considered.

Additional Findings/Comment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recommendations/Limitations: \_\_\_\_\_  
 \_\_\_\_\_

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

Print or Stamp Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Second Doctor Visit:**

\*\*\* Student must be completely symptom free in order to begin the return to participation progression. If student still has symptoms more than seven days after injury, referral to a concussion specialist/clinic should be strongly considered.

Please check on of the following:

- Student is asymptomatic and is ready to begin the return to play progression
- Student is still symptomatic more than seven days after injury.

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

Print or Stamp Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## ADDENDA C

### Laurens Central School Return to Play Protocol Following a Concussion

The following protocol has been established in accordance to the National Federation of State High School Associations and the International Conference on Concussion in Sport, Prague 2004

When a student shows ANY signs or symptoms of a concussion:

1. The student will not be allowed to return to play in the current game, practice or activity.
2. While in the school's care the student should not be left alone, and regular monitoring for deterioration is essential.
3. The coach/advisor will contact the student's parents/guardian immediately.
4. The student should be medically evaluated following the injury.
5. Return to play must follow a medically supervised stepwise process.

The cornerstone of proper concussion management is rest until all symptoms resolve and then a graded program of exertion before return to sport. The program is broken down into six steps in which only one step is covered a day. The **six** steps involve the following:

#### **\*No activity requiring exertion until asymptomatic for 24 hours**

- Step 1: **Light Aerobic Exercise:** Student may walk or ride a stationary bike. Heart rate should remain below 60% of HR max. Athlete should be able to maintain conversation while exercising. Athlete may not participate in any sport related activities on this day. No resistance exercises or weight training in this step and no more than 25 minutes total activity time.
- Step 2: **Moderate Aerobic Activity:** Athlete may increase the intensity of activity, including stationary bike, jogging or running. Heart rate should remain below 85% of HR max. Athlete may not participate in any sport related activities on this day. No resistance exercises or weight training in this step and no more than 35 minutes total activity time.
- Step 3: **Non-Contact Sport Specific Drills:** Athlete may begin individual sport specific drills, which can include running, dribbling, passing, catching, shooting, punting (all with hands or feet). Athlete may begin sprinting and agility drills. No contact drills of any sort including heading for soccer. Goalkeepers are not to face any shots nor perform any diving activities in this step. No team drills or plays allowed. Athletes may begin light resistance training in this step. No more than 45 minutes total activity time.
- Step 4: **Non-Contact Sport Specific Activity:** Athlete may begin organized team drills, to include offensive and defensive drills, set plays, etc. No full scrimmage play. In soccer, athletes may begin controlled heading drills (ie: partner tosses ball. Absolutely no heading of corner kicks, serviced balls, goal kicks or punts.) Goalkeepers may begin to face shots, begin controlled dives and begin to catch crosses without being challenged. No tackling or full scrimmage play. Athletes may return to full weight training in this step. No more than 60 minutes total activity time.
- Step 5: **Full Practice, Contact Activity Permissible:** Athlete may return to all practice activities, including all team play and scrimmage, and all drills, including heading drills for soccer. In addition, goalkeepers may resume all activities including full scrimmage play.
- Step 6: **Full return to game play**

If any concussion symptoms recur, the student/athlete should drop back to the previous level and try to progress after 24 hours of rest.

The student-athlete should also be monitored by the school nurse for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test.

**ADDENDA D**  
**Laurens Central School Return to Play Protocol and Checklist**

**Student Name:** \_\_\_\_\_

Indicate Yes or No in every column for each symptom	Step 1 Date: _____	Step 2 Date: _____	Step 3 Date: _____	Step 4 Date: _____	Step 5 Date: _____
Dizziness					
Ringing in Ears					
Drowsy/Sleepy					
“Don’t Feel Right”					
Seizure					
*Memory Problems See check list next page					
Blurred Vision					
Vacant Stare/Glassy Eyed					
Headache					
Nausea/Vomiting					
Fatigue/Low Energy					
Feeling “Dazed”					
Poor Balance/Coord.					
Loss of Orientation					
Sensitivity to Light					
Sensitivity to Noise					
<b>Signature of Evaluator</b>					

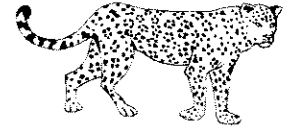
**\*No activity requiring exertion until asymptomatic for 24 hours**

- Step 1: Light Aerobic Activity
- Step 2: Moderate Aerobic Activity
- Step 3: Non-Contact Sport Specific Drills
- Step 4: Non-Contact Sport Specific Activity
- Step 5: Full Practice, Contact Activity Permissible
- Step 6: Full Return to Game Play

If any concussion symptoms recur, the student/athlete should drop back to the previous level and try to progress after 24 hours of rest.

*Revised and adopted: December 17, 2013*  
*Reviewed and readopted: July 22, 2020*  
*Revised and readopted:*

# Laurens Central School District Board Policy



PERSONNEL – 6180

Page 1 of 5

Subject: Title IX Sexual Harassment Policy

It is the policy of the Laurens Central School District that no person in the District shall be excluded on the basis of sex from participation in, denied benefits of, or be subjected to discrimination under any education program or activity. This includes the following types of sexual harassment:

**Quid Pro Quo Harassment:** No employee may condition the provision of aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct.

**Hostile Environment Harassment:** No person may engage in unwelcome sexual conduct which a reasonable person would find to be so severe and objectively offensive so as to deny a person's equal access to the Districts education program or activity. Sexual assault, domestic violence and stalking are considered hostile environment harassment.

For purposes of this policy, the District's education program or activity is defined as any location, event, or circumstance over which the District exhibits substantial control over both the alleged harasser and the context in which the harassment occurred.

The District will provide notice of this policy and the related grievance procedure on an annual basis and the policy and related procedure will be posted on the District website.

**Important definitions:**

Complainant: The person who is alleged to be the victim on the sexual harassment. Only the complainant can file a formal complaint. At the time of the filing of the formal complaint, the complainant must be participating in or attempting to participate in the educational program of the District. This means graduates and former students cannot file complaints.

Respondent: The individual who has been reported to be the perpetrator of conduct that could be considered sexual harassment. If an employee, the employee must be employed at the time of the complaint.

Quid Pro Quo Harassment: An employee of the recipient conditioning the provision of aid, benefit or service of the recipient on an individual's participation in unwelcome sexual conduct.

Hostile Environment Harassment: Unwelcome conduct of a sexual nature or on the basis of sex as which a reasonable person would find to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity. Specifically included in the definition of sexual harassment is sexual assault, dating violence, domestic violence and stalking as defined under the Violence Against Women Act.

Education Program or Activity: Any location, event, or circumstance over which the District exhibits substantial control over both the alleged harasser and the context in which the harassment occurred. Conduct which occurs exclusively outside of the school's program or activity is not covered under Title IX.

Subject: Title IX Sexual Harassment Policy

**Reporting Sexual Harassment:**

Any person believing they have been the victim of sexual harassment may report the harassment to the District's Title IX Coordinator. District employees who have knowledge of sexual harassment under this policy **are required** to report the harassment to the District's Title IX Coordinator promptly even if the person reporting is not the victim. The report may be made in person, by email, telephone or in writing.

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

\*Physical acts of a sexual nature, such as:

Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;  
Rape, sexual battery, molestation or attempts to commit these assaults.

\*Unwanted sexual advances or propositions, such as:

Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;  
Subtle or obvious pressure for unwelcome sexual activities.

\*Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

\*Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

\*Sexual or discriminatory displays or publications anywhere in the workplace, such as:

Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

\*Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:

Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job such as; sabotaging an individual's work, bullying, yelling, name-calling.

Once the Title IX Coordinator has notice of the sexual harassment, the Coordinator must respond promptly to the report of harassment. The Title IX Coordinator will promptly reach out to the victim of the alleged harassment to discuss the formal complaint procedure, availability of supportive measures and to determine the victim's wishes regarding supportive measures. The Title IX Coordinator will treat both parties equitably and will offer supportive measures to both parties. Supportive measures include, but are not limited to non-disciplinary, non-punitive, individualized services such as counseling, course modification, schedule changes or increased monitoring or supervision. Supportive measures will be designed to restore or preserve equal access to education programs or activities without unreasonably burdening the other party.

**Subject:**        Title IX Sexual Harassment Policy

The Title IX Coordinator will also conduct an individualized safety and risk analysis to determine whether removal of the respondent is necessary to protect a student or another individual from an immediate threat to physical health and safety. If there is an immediate threat to physical health or safety, the respondent can be removed on an emergency basis. If the respondent is removed, the respondent must be given notice and opportunity to challenge the decision immediately after the removal. Removal for an employee is administrative leave.

### **Formal Complaint:**

A formal complaint may only be filed by the victim of the alleged harassment during the time that the victim is participating in or attempting to participate in the District's educational program. Once the victim is no longer participating in the District's educational program or attempting to participate, a complaint may no longer be filed. Parties other than the victim, with the exception of the District Title IX Coordinator, may not file a formal complaint on behalf of the victim. The Title IX Coordinator may file a formal sexual harassment complaint on behalf of the victim. A formal complaint must be written and signed on the District's Title IX Complaint form.

Once the formal complaint has been filed, the District will ensure that the parties are treated equitably during the grievance procedure, evidence will be evaluated objectively, and the Title IX Coordinator or investigator does not have a conflict of interest against a party. Further, the Title IX Coordinator and the investigator will presume that the respondent is not responsible for the alleged conduct and that the grievance procedure moves forward in a reasonably prompt manner. Both parties will be advised of the procedures and advised about the possible disciplinary outcomes and remedies which may be implemented following a determination of responsibility.

Upon filing of a formal complaint, the Title IX Coordinator will provide both parties with a Notice of Formal Complaint. The Notice of Formal Complaint will include the following:

- a. Supportive measures available
- b. Appeals procedures
- c. Notice of allegations in sufficient detail to allow the respondent to prepare a response
- d. Informal resolution process, if any
- e. A statement that the respondent is presumed not responsible for the conduct and responsibility will be determined at the conclusion of the grievance process
- f. The parties' right to be represented by an attorney or other representative
- g. The right to review and inspect the evidence
- h. Notice of any provision of the Code of Conduct that prohibits making false statements or providing false information during the grievance process
- i. The right to be notified of any new allegations occurring during the grievance process.

The Notice will be provided to the parties prior to the initial interview and early enough to allow the respondent to prepare a response to the complaint.

In evaluating complaints, the District adopts an evidentiary standard of preponderance of the evidence. The Title IX Coordinator may dismiss a complaint if the complaint does not constitute sexual harassment as defined by this policy, if the Title IX Coordinator receives a request for the complaint to be withdrawn, the respondent's employment or enrollment ends, or circumstances exist which prevent the District from gathering evidence.

Subject: Title IX Sexual Harassment Policy

Once a formal complaint is received, an investigation is triggered. The Title IX Coordinator may, but is not required to, act as investigator as long as no conflict of interest against either party exists. Other investigators may be appointed as needed. In conducting the investigation, the District must:

- a. Bear the responsibility for gathering the evidence and meeting the burden of proof;
- b. Provide both parties an equal opportunity to present witnesses and evidence;
- c. Refrain from restricting either party's ability to discuss the allegations or gather and present evidence;
- d. Provide both parties the same opportunity to have a representative present during the interview and subsequent hearing, if any;
- e. Provide both parties written notice of date, time, participants, purpose and location of any investigative interview, hearing or other meetings with sufficient time for the party to prepare;
- f. Provide both parties and representatives, if any, equal opportunity to review all the evidence that is directly related to the allegations in the formal complaint, including evidence the District does not rely on and any exculpatory or inculpatory evidence from any source. This evidence is to be provided at least ten (10) days prior to completion of the investigatory report and the parties may submit a written response which will be considered prior to completion of the investigation report.

Once the investigation is complete, the investigator must prepare a written investigative report and provide the report to the parties and representatives, if any, for their review and written response. The complaint, evidence, investigation report and any written responses must then go to a Decision maker for a determination regarding responsibility of the respondent for the conduct alleged.

At least 10 days prior to any hearing or other determination of responsibility by the Decision maker, each party has the opportunity to submit to the Decision maker relevant questions to be asked of another party or witness. The Decision maker will provide the answers and the parties will be given a follow-up opportunity for questions.

The Decision maker must be a person who is neither the Title IX Coordinator nor the investigator. Once the Decision maker reviews all the documentation, the Decision maker must issue a written response within 10 days of the last submission of documentation. The written decision must address the allegations, procedural steps taken, finding of facts, application of the Code of Conduct to the facts and a statement of and rationale for each allegation including determination of responsibility, disciplinary sanctions and whether remedies to restore or preserve equal access to the educational program will be provided.

### **Appeal of Decision**

If either party is unhappy with the final determination of the complaint for the following reasons, the party may appeal:

**Subject:** Title IX Sexual Harassment Policy

- a. A procedural irregularity existed that affected the outcome of the investigation and final determination;
- b. New evidence has been discovered which was not reasonably available at the time of the determination and which could affect the outcome;
- c. There was a conflict of interest on the part of the Title IX Coordinator, investigator or Decision maker.

The appeal must be filed with the Title IX Coordinator within 10 days of the final written determination. Upon receipt of the written request for appeal, the Title IX Coordinator will notify both parties of the appeal and given them each an equal opportunity to submit in writing a statement in support of or challenging the final determination. Within 10 days of submission of statements, the appeal will be reviewed by a member of the District administration who is not the Title IX Coordinator, investigator or Decision maker and who does not have a conflict of interest. Within 10 days after receipt of the submissions, a written decision will be issued to both parties on the appeal.

If a party is not satisfied with the outcome of the appeal, either party may seek further legal remedies. Specifically, the New York State Human Rights Law protects employees, students, and non-employees from sexual harassment. Complaints may be filed with the Division of Human Rights or in New York State Supreme Court. Further, the United States Equal Employment Opportunity Commission enforces federal discrimination laws, including Title VII of the Federal Civil Rights Act. Contact information is provided below.

New York State Division of Human Rights  
1 Fordham Plaza, Fourth Floor  
Bronx, NY 10458  
(888) 392-3644

United States Equal Employment Opportunity Commission (EEOC)  
1-800-669-4000  
[www.eeoc.gov](http://www.eeoc.gov)

U.S. Department of Education  
Office of Civil Rights  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
(800) 872-5327  
[www.ed.gov](http://www.ed.gov)

All records regarding the formal complaint, investigation, remedies, sanctions and appeals must be maintained by the District for at least 7 years.

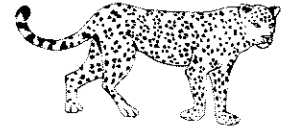
Any District employee is prohibited from engaging in retaliation against any person involved in the complaint, the grievance process, appeal or investigation.

**Adopted:** 9/15/92  
**Reviewed & Readopted:** 5/20/2020  
**Reviewed and Readopted:**



# Laurens Central School District

## Board Policy



PERSONNEL – 6180.1

Subject: Title IX Sexual Harassment Procedures

### Sexual Harassment Procedures

The Title IX Coordinator is responsible for publishing the Title IX Student Sexual Harassment policy on the District website and in the Student and Teacher Handbook. The Title IX Coordinator is also responsible for training employees and Board members about sexual harassment. Training materials will be posted on the District website.

District employees must report sexual misconduct once they are aware of it. All others, including students, may also report sexually harassing conduct. Reports may be made in person, email, in writing, or verbally to the Title IX Coordinator. Once the Title IX Coordinator receives a report of sexual harassment, the Title IX Coordinator will do the following:

1. **Notification:** Notify the respondent of the report or informal complaint of sexual harassment.
2. **Supportive measures:** Discuss supportive measures available to the victim and the respondent regardless of whether the victim files a formal complaint. Supportive measures could include but are not limited to counseling, course modification, schedule changes, increased monitoring or supervision. Supportive measures should be designed to restore or preserve equal access to education programs or activities without unduly burdening either party.
3. **Formal complaint:** Contact the victim to discuss the procedures for filing a formal complaint and whether the victim wants to file a formal complaint under this policy. If the victim does not wish to file a formal complaint, the Title IX Coordinator may sign the complaint in place of the victim.
4. **Safety and risk analysis:** Conduct a formal individualized safety and risk analysis which will determine if removal of the respondent is necessary to protect a student or another individual from immediate threat to physical health and safety.
5. **Removal:** If the risk assessment determines there is an immediate threat to physical health or safety, the respondent may then be removed on an emergency basis.
6. **Notice:** The respondent must then be provided with notice and opportunity to challenge the decision for emergency removal within 3 school days of the emergency removal.

After the Title IX Coordinator receives a formal complaint of sexual harassment, the Title IX Coordinator will provide written notice of the formal complaint to all known parties. The written notice must include:

1. Notice of the grievance process
2. Notice of the allegations

**PERSONNEL – 6180.1**

**Subject: Title IX Sexual Harassment Procedures**

3. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process
4. Notice of the parties rights to have a representative and to inspect and review evidence
5. Notice of any provision of the Code of Conduct which prohibits knowingly making false statements or providing false information in the grievance process
6. Advising that if new allegations arise during the investigation, the parties will receive written notice of the new allegations in writing

**Title IX Coordinator**

Once the parties have received the Notice of Formal Complaint, the Title IX Coordinator must ensure that the grievance process treats both parties equitably and requires an objective evaluation of all the evidence. If a conflict of interest exists, the Title IX Coordinator must assign the complaint to someone else.

A conflict of interest could be:

The complainant is a family member  
The investigator's son is best friends with the respondent.

**Grievance Process**

If no conflict of interest exists, the Title IX Coordinator should determine if the complaint meets criteria for dismissal within 48 hours of receiving the complaint. A complaint should be dismissed when:

1. Presuming the allegations in the complaint are true, none of the allegations constitute sexual harassment; or
2. The complainant wants the complaint dismissed or withdraws the complaint; or
3. Respondent's enrollment or employment ends; or
4. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination of the complaint.

If the Title IX Coordinator determines the complaint should be dismissed, the parties should be notified in writing of the dismissal and the reason for the dismissal. Either party may appeal the dismissal in writing to the Title IX Coordinator within 3 school days or 10 calendar days, whichever is shorter.

If the Formal Complaint is simple and could be resolved through minor remediation, the Title IX Coordinator can attempt to resolve the complaint informally by meeting with both parties and their representatives. In the case where the complaint is resolved informally, both parties must receive written notification of the informal resolution. The informal resolution must occur no later than 5 days from the date of filing of the formal complaint.

**Investigation**

If the formal complaint is not dismissed or resolved informally, then an investigator should be assigned and proceed with the investigation. The Title IX Coordinator may act as the Investigator. The investigation must ensure that the burden of proof and gathering of evidence rests with the District, not the parties. Both parties must have equal opportunity to present witnesses and evidence. The parties must

**PERSONNEL – 6180.1**

**Subject: Title IX Sexual Harassment Procedures**

not be restricted from discussing the allegations or presenting evidence to the Investigator. Both parties have the same right to be represented during an interview. Parties must receive written notice of the date, time, participants, location and purpose of any investigative interviews or other meetings. Such notice must permit sufficient time for the parties to prepare.

The investigation must proceed in a reasonably prompt and efficient manner ensuring that prior to the investigation being completed, both parties and representatives must have the same opportunity to review all evidence directly related to the allegations in the formal complaint.

**Evidence**

The review of evidence must be provided at least 10 days prior to completion of the final investigative report so the parties may submit a written response to the evidence, which the investigator must consider in writing the report.

Once all of the evidence has been gathered and the parties have submitted their written response to the evidence, then the Investigator will write an investigation report detailing the steps of the investigation, the evidence collected, and the parties' responses. Copies of the investigation report must be shared with both parties prior to any decision on responsibility being made. The parties shall have at least 10 school days to review the evidence and report, and to submit written responses prior to a decision of responsibility being made.

The investigation does not determine responsibility.

**Determination of Responsibility**

Once the parties have had the opportunity to consider the investigation report and submit responses in writing, the entire report, evidence, and any and all responses must be provided to the Decision Maker for a determination of responsibility. The Decision Maker cannot be the Title IX Coordinator or the Investigator.

After the Decision Maker has the evidence and report, the Decision Maker must permit both parties to provide written, relevant questions to be asked of another party or witness. Questions must be provided by the parties within 5 school days of receipt of the notification from the Decision Maker. The Decision Maker must respond to a party's questions within 5 school days of receipt. Both parties will then have an opportunity to ask follow up questions within 5 school days of receipt of the answers. Once all the questions have been asked and answered, the Decision Maker will issue a written determination within 10 school days addressing the individual allegations, procedural steps taken, findings of fact, application of the Code of Conduct to the facts, and a determination of responsibility for each allegation, including a rationale for that determination and any disciplinary sanctions. The decision should also state whether remedies to restore or preserve equal access to the educational program or activity will be provided.

At the time the written decision is provided to the parties, the Title IX Coordinator will also provide written notice of the right to appeal.

**Appeals**

Either party may appeal the decision of the Title IX Coordinator dismissing the formal complaint. Such appeal must be made within 10 school days of the final decision.

**PERSONNEL – 6180.1**

**Subject: Title IX Sexual Harassment Procedures**

Either party may appeal the final decision of the Decision Maker within 10 school days of receipt of the decision. The appeal must be on the basis of one of the following:

- A procedural irregularity exists which may affect the outcome of the complaint.
- New evidence which was not reasonably available at the time of the determination could affect the outcome of the complaint.
- The Title IX Coordinator, Investigator or Decision Maker had a conflict of interest.
- The Title IX Coordinator dismissed the complaint before an investigation and the dismissal was inappropriate.

If a party wishes to appeal, they need to submit a written notice to the Title IX Coordinator and an explanation of their position within 10 school days from the final determination of responsibility. The appeal will be heard by an individual who is not the Title IX Coordinator, not the Investigator, and not the Decision Maker. The person hearing the appeal must not have a conflict of interest with either party and must have received training regarding Title IX. Within 10 school days of receiving the request for appeal and the final written decision, the person hearing the appeal will issue a final decision on the appeal in writing to both parties.

**Records**

The Title IX Coordinator will be responsible for maintaining records relating to Title IX for 7 years and ensuring confidentiality.

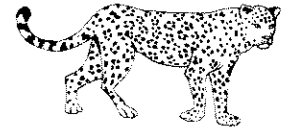
**Retaliation**

Retaliation by anyone against the complainant or anyone participating in the investigation is strictly prohibited.

All time frames listed in this procedure may be reasonably extended when necessary.

*Adopted: 5/20/2020*  
*Reviewed and Readopted:*

# Laurens Central School District Board Policy



PERSONNEL - 6180.2

Page 1 of 2

Subject: Title IX Sexual Harassment Procedures  
Formal Complaint of Sexual Harassment

## FORMAL COMPLAINT OF SEXUAL HARASSMENT

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Victim: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_

Location of incident/incidents: \_\_\_\_\_

Description of the Incident/Incidents: (Attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

I understand that by signing this formal written complaint form, I am making a formal complaint of sexual harassment and, as a result, an investigation and determination of responsibility will occur.

\_\_\_\_\_  
Complainant

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_  
Title IX Coordinator

\_\_\_\_\_  
Date

**Adopted:** 9/15/92  
**Reviewed & Readopted:** 5/20/2020  
**Reviewed and Readopted:**

Subject: Title IX Sexual Harassment Procedures  
Formal Complaint of Sexual Harassment

**TITLE IX CHECKLIST**

[TO BE COMPLETED BY THE TITLE IX COORDINATOR]

Supportive measures discussed: \_\_\_\_\_

Complainant's preference for supportive measures:

\_\_\_\_\_

Action taken on supportive measures: \_\_\_\_\_

Copy of Title IX policy given: \_\_\_\_\_

Copy of procedures given: \_\_\_\_\_

Investigator assigned: \_\_\_\_\_

Decision Maker assigned: \_\_\_\_\_

Notice of Formal Complaint given to both parties: \_\_\_\_\_

Supportive measures offered respondent: \_\_\_\_\_

Action taken on supportive measures: \_\_\_\_\_

Physical Health and safety risk assessment conducted? \_\_\_\_ Yes \_\_\_\_ No

If no, why not: \_\_\_\_\_

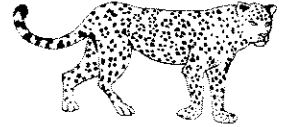
Actions taken as a result of the risk assessment, if any: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Laurens Central School District

## Board Policy



BOARD OF EDUCATION BY-LAWS: 6180.3

Subject: Title IX Sexual Harassment Procedures  
Notice of Formal Complaint of Sexual  
Harassment

[TO BE GIVEN ONCE A FORMAL COMPLAINT IS RECEIVED]

### NOTICE OF FORMAL COMPLAINT OF SEXUAL HARASSMENT UNDER TITLE IX

The Title IX Coordinator has received a formal complaint of sexual harassment to which you are a party. The complaint will now proceed to the investigation process. During that process, you have the following rights:

- You have the right to be treated equitably during the investigation and decision making process.
- You have the right to representation in all aspects of the Title IX process.
- You have the right to appeal if the complaint is dismissed or if you are unhappy with the outcome of the grievance process.
- You have the right to be free from retaliation as a result of the complaint and participation in the investigation process.
- You have the right to submit written questions to the Decision Maker and have written responses.
- You have the right to an Investigator, Decision Maker and Title IX Coordinator who does not have a conflict of interest.
- You have a right after the investigation is complete, to review the investigation report and all evidence prior to a decision of responsibility by the Decision Maker.
- All available evidence will be evaluated objectively throughout the process.
- The Title IX Coordinator, Investigator and the Decision Maker will not have a conflict of interest against either party.
- The District may attempt informal resolution of the complaint if all parties are open to it.
- A presumption that the respondent is not responsible for the alleged conduct.
- Timeframes for the process that are reasonably prompt.
- Disciplinary outcomes may consist of but are not limited to reassignment, suspension, termination, counseling, training and additional supervision.
- The evidence standard used to evaluate the complaint is *preponderance of the evidence*.
- Entitled to supportive measures including but not limited to counseling, reassignment, leave, additional supervision, and training. The Title IX Coordinator will contact you directly to discuss available supportive measures.

**BOARD OF EDUCATION BY-LAWS: 6180.3**

Subject: Title IX Sexual Harassment Procedures  
Notice of Formal Complaint of Sexual  
Harassment

- Evidentiary questions which seek privileged information are prohibited unless the party waives the privilege.
- At the end of the investigation and at least 10 school days before the investigation report is finalized, you have the right to review all evidence and respond in writing.
- If you are untruthful during the investigation process, the following Code of Conduct provisions may be applicable: [**Insert Code of Conduct provisions**]
- If new allegations arise during the investigation, you have a right to receive notice of them in writing.

The allegations of the complaint are:

- [*List individual allegations constituting sexual harassment*]

If you are the respondent to the complaint (*the person accused of sexual harassment*) you have a right to respond to these allegations in writing within 10 school days and prior to any initial interview.

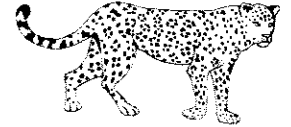
A copy of the District's Grievance Procedures and Title IX policy have been attached for your review.

**TITLE IX COORDINATOR:** Laurens Central School  
Attention: Building Principal  
PO Box 301  
55 Main Street  
Laurens, New York 13796

*Adopted:* 9/15/92  
*Reviewed & Readopted:* 5/20/2020  
*Reviewed and Readopted:*



# Laurens Central School District Board Policy



PERSONNEL - 6180.4

Subject: Title IX Sexual Harassment Procedures  
Notice of Decision

## **NOTICE OF DECISION** [TO BE PROVIDED WITH DECISION]

You are a party to a Title IX complaint. Attached is the final Decision which contains findings of fact and determination of responsibility for the alleged conduct. Additional supportive measures or disciplinary measures may be included.

Appeal from the decision may be granted for the following reasons:

- A procedural irregularity affected the outcome
- New evidence is now available which was not previously available but could affect the outcome
- The Title IX Coordinator, Investigator or Decision Maker had a conflict of interest
- The complaint was dismissed by the Title IX Coordinator prior to investigation and you believe the dismissal was contrary to Title IX

You may appeal the complaint by submitting a written statement challenging the decision. The written statement must be provided within 10 school days. If you are in support of the outcome of the complaint, you may submit a written statement supporting the outcome and arguing against appeal. The District will select a qualified individual to decide the appeal.

The person deciding the appeal will not have a conflict of interest against either party. Further, the person hearing the appeal will review the entire record including your statements about the decision. The person hearing the appeal will make a final decision on the complaint within 10 school days of receiving the appeal.

*Adopted:* 9/15/92  
*Reviewed & Readopted:* 5/20/2020  
*Reviewed and Readopted:*