

**ADMINISTRATIVE PROCEDURE**

**INSTRUCTIONAL SUPPORT HANDBOOK**

**LAURENS CENTRAL SCHOOL  
LAURENS, NEW YORK**

**WILLIAM F. DORRITIE  
SUPERINTENDENT**

**April, 2001**

**Revised: Summer, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011,  
2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020**

# *Laurens Central School Mission Statement*

*Working cooperatively with the home and community, Laurens Central School will create a learning environment conducive to ensuring student success. We will provide opportunities to prepare all students to become active and responsible citizens in a multicultural democratic society. Laurens Central School will provide the knowledge and skills necessary for successful life-long learning.*

## **PHILOSOPHY AND OBJECTIVES**

**BHA**

### **Statement of Philosophy**

We acknowledge that education is a cooperative process shared by the school, the home, the church, and other community agencies. Laurens Central School accepts the challenge to train the student to take his/her place as an active and responsible citizen in a democratic community. Further, through a program geared to the needs and capacities of the variety of students characteristic of our rural-suburban community, the school endeavors to provide the knowledge and basic skills requisite to enter economic life immediately or to pursue further education.

### **Statement of Objectives**

1. To provide an educational program based on New York State Learning Standards which will adequately prepare students to meet the challenges of all New York State testing requirements.
2. To provide courses adapted to the occupational characteristics of the community.
3. To provide a curriculum which will adequately prepare students for higher education.
4. To cooperate with the home, the church, and community agencies to help them achieve their objectives.
5. To provide pupils with everyday experiences which promote this cooperative attitude.
6. To challenge and educate the students from every economic level, and better fit them for their places in the community.
7. To develop society's potential leaders through training in school situations by providing the necessary experiences for development of successful leadership.
8. To emphasize the lasting importance of character traits which are acceptable to our society.
9. To encourage school personnel to take an active part in community functions.
10. To experiment and evaluate continually to determine existing needs for the purpose of improving methods and content.
11. To encourage spiritual, moral, and social development concurrent with academic and extra-curricular development.

Approved 1/21/81

Reviewed and Readopted 8/17/88

Reviewed and Readopted 1/28/99

# INSTRUCTIONAL SUPPORT HANDBOOK

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**SMOKING/DRUG FREE/REASONABLE ACCOMMODATION**

A. Smoking

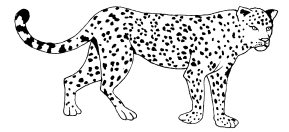
See attached Board of Education Policy, #5640 - Use of Tobacco Products In Schools.

B. Drug Free Work Place Policy and Procedure

See attached Board of Education Policy, #5671 - Drug Free Workplace Policy.



# Laurens Central School District Board Policy



**NON-INSTRUCTIONAL BUSINESS OPERATIONS- 5640**

**Subject: Use of Tobacco Products in Schools**

## **A. Indoor Educational Facilities**

In accordance with the Pro-Children Act of 1994, Public Health Law Article 13-E, and the Federal Anti-Smoking Law, the District shall not permit the use of tobacco products within any indoor educational facility at any time. Facilities are those owned or leased or contracted for and utilized by the District for provision of routine or regular kindergarten, elementary, or secondary education or library services to children.

For purposes of this policy, the term “indoor facility” shall mean a building that is enclosed.

## **B. Other Areas**

Additionally, the Federal Anti-Smoking Law prohibits the use of tobacco products in any outside area during school hours and during extra-curricular activities.

## **C. 1998 Amendment**

The Laurens Central School Board of Education hereby amends this policy to disallow and ban all smoking and use of tobacco products on school property, as defined in “A” and “B” above, both indoors and outdoors, at all times. No smoking or use of tobacco products will be allowed whatsoever at any time.

## **D. 2020 Amendment**

The Laurens Central School Board of Education hereby amends this policy to disallow and ban all smoking and use of tobacco products on school property, as defined in “A, B and C” above, both indoors and outdoors, at all times. No smoking or use of tobacco products, including the use of any form of electronic smoking and/or vaping device will be allowed whatsoever at any time.

*First Reading: 7/13/94*

*Second Reading: 8/17/94*

*Adopted: 8/17/94*

*Amended: 10/18/94*

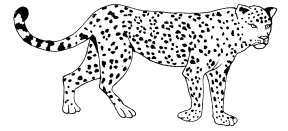
*Adopted: 11/15/94*

*Amended: 11/18/98*

*Adopted: 12/16/98*

*Reviewed and readopted: 4/22/2020*

# Laurens Central School District Board Policy



**NON-INSTRUCTIONAL BUSINESS OPERATIONS-5671**

**Subject: Drug-Free Workplace**

It shall be the general policy of the Board of Education to affirm that all programs in the District which receive Federal funds shall guarantee that their workplaces are free of controlled substances. Employees of the District are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on school property. A “controlled substance” includes drugs which are illegal and prescription drugs which are considered highly addictive, and includes all controlled substance in schedules 1 through 5 of Federal Regulations as defined in 21 CFR 1308.11 through 1303.15. This policy shall guarantee that not only federally funded programs, but the entire District is free of controlled substances.

The Board of Education directs the administration to develop regulations to comply with this policy, and further supports such actions and activities of the administration as shall be required to maintain a drug-free workplace.

Drug-Free Workplace Act of 1988  
(DFWAP.L. 100-690)

*Adopted: 1/17/2007*

*Reviewed and Adopted: 5/20/2020*

OBSERVATION/EVALUATION

- I. As per the Instructional Support negotiated Agreement (CSEA Agreement), all employees may be formally (written) evaluated at least once a year.
  - a. Periodic information written (no specific format) or oral review of an employee's work performance may occur any time for purposes of job improvement. Repeated job expectation violations will be used in the process of job termination.
- II. All written and oral communications regarding an employee's job performance will be recorded in his/her personnel record.
- III. An employee will acknowledge by signing his/her completed Evaluation form indicating that he/she has had the opportunity to review such material.
  - a. Signing does not particularly mean the employee agrees with the Supervisor and/or Superintendent's assessment.
    1. It does mean that the completed evaluation form was reviewed with the employee.
    2. If the employee wishes to register another viewpoint with the Superintendent on any of the matters evaluated, he/she may do so within ten (10) working days of the evaluation review. If no comments are registered within that time, the completed evaluation form stands agreed upon by both parties.
  - b. Failure and/or refusal for the employee to sign his/her completed evaluation form will be cause to take disciplinary action.

- I. The following information is required to be present and available in each instructional support personnel folder:
  - a. Application
  - b. Letters of Recommendation (3)
  - c. Letter of Appointment (date)
  - d. Salary Statement
  - e. Completed Evaluation Forms
  - f. Other
    1. Any information regarding work performance.
    2. Any information that may be relevant to a person's employment.

Students injuries are to be reported to the nurse immediately.

- a. Minor Injuries - radio the nurse, send or escort the student to the nurse's office. Escort may be an adult or another student, depending on age level.
- b. More Serious Injuries - radio the nurse and request assistance. Be sure to give clear information as to location of the accident.

Following are procedures to follow when dealing with accidents that occur on school property:

- I. Gym, playground accidents and/or Interscholastic or athletic activities (report within 24 hours): An Accident Report must be filed by the person in charge. The report goes to the school nurse who, in turn, decides the next step. All accidents requiring a doctor's attention must be reported to the Superintendent by the Nurse.
- II. Classrooms, corridors, etc. (report within 24 hours): An Accident Report must be filed by the staff member present with the school nurse. The nurse will see that all reports requiring a doctor's attention are submitted to the Superintendent.
- III. Accidents aboard a bus (report within 24 hours): All accidents must be reported by the driver in charge to the school nurse. The school nurse will see that all reports requiring a doctor's attention are submitted to the Superintendent. If the bus driver is transporting a group that is under the direct supervision of a Board appointed school employee, (i.e. Coach, Advisor, Teacher), that person is responsible for completing and filing the report.
- IV. Insurance Coverage - Students are covered for accidents occurring in gym, athletic activities, or playground activities. The nurse is responsible for filing reports with the school district insurance carrier and assuring that the proper information is provided. The nurse is to be the only person with the proper forms for filing for insurance purposes and is to follow up until completion with all claims submitted.
- V. Student Responsibility - If no staff member is present and an accident occurs, the student is to report to the school nurse. Failure to report within 24 hours makes it more difficult to provide insurance coverage. Students who are going directly to a doctor without advising the school nurse cannot be assured of insurance coverage.
- VI. School personnel are covered by compensation; therefore, if any staff member should sustain an injury at school, it must be immediately reported to the school nurse within 24 hours.
- VII. The method of filing and filling out accident reports can be explained to you by the school nurse.
- VIII. All personnel should be aware of the Liability Laws as they pertain to the supervision of children during attendance at school or school-related activities.

**LAURENS CENTRAL SCHOOL  
Student School Accident Report**

LAURENS CENTRAL SCHOOL  
55 MAIN STREET  
LAURENS, NY 13796  
PHONE: 607-432-2050  
FAX: 607-432-4388

This report is to be completed and filed  
at the school Health Office for each person/  
pupil involved in an accident on or off the  
school premises while on a school sponsored  
project. Please complete all entries. Use  
other side if necessary.

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

Address \_\_\_\_\_

ACCIDENT: Date \_\_\_\_\_ Time \_\_\_\_\_ A.M. P.M.

Place \_\_\_\_\_

Describe student's action \_\_\_\_\_

\_\_\_\_\_

Location:  School Building  School Grounds  School Bus  Away from School

Activity:  School Sponsored  School Supervised  Student Was a: Participant  Spectator

Time:  Before School  During School  During Lunch  After School

Traveling:  To School  From School

Athletics:  Intramurals  Interscholastic

INJURY: \_\_\_\_\_

\_\_\_\_\_

FIRST AID: What was done? \_\_\_\_\_

Rendered by \_\_\_\_\_

PARENTS NOTIFIED: When? \_\_\_\_\_ How? \_\_\_\_\_

By whom? \_\_\_\_\_

FAMILY PHYSICIAN: Name \_\_\_\_\_ Was (s)he called? \_\_\_\_\_

When? \_\_\_\_\_ By whom? \_\_\_\_\_

OTHER INS. \_\_\_\_\_

DISPOSAL OF CASE: Student went(circle one) Home To Class To Hospital

WITNESSES: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

\_\_\_\_\_  
Date of this Report

\_\_\_\_\_  
Principal

EMPLOYEE ACCIDENT

- I. All Instructional Support employees must report any and all accidents in which they are involved within twenty-four (24) hours of the first occurrence.
  - a. To report an accident, an employee must complete the following steps:
    1. Report the incident verbally to the School Nurse, immediate supervisor, and the Superintendent.
    2. Complete the following forms -
      - (a) School Accident Report
      - (b) Workman's Compensation (See School Treasurer)
  - b. If an employee's injury is such that he/she can not report the accident within 24 hours of the first occurrence, then a reasonable extension of time will be allowed to complete and file the Accident Report, at the discretion of the Superintendent.
  - c. If this procedure is not followed, then the Board's responsibility and liability for claim will be exempt.

**LAURENS CENTRAL SCHOOL**  
**Employee Accident Report**

LAURENS CENTRAL SCHOOL  
55 MAIN STREET  
LAURENS, NY 13796  
PHONE: 607-432-2050  
FAX: 607-432-4388

This report is to be completed and filed at the school Health Office for each person/pupil involved in an accident on or off the school premises while on a school sponsored project. Please complete all entries. Use other side if necessary.

EMPLOYEE: Name \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_

ACCIDENT Date \_\_\_\_\_ Time \_\_\_\_\_ AM or PM?  
Place \_\_\_\_\_  
Describe employee's action \_\_\_\_\_  
\_\_\_\_\_

Location:  School Building  School Grounds  School Bus  Away from School  
Time:  Before School  During School  During Lunch  After School

INJURY: \_\_\_\_\_  
\_\_\_\_\_

FIRST AID: What was done? \_\_\_\_\_  
Rendered by \_\_\_\_\_

PHYSICIAN NOTIFIED:  
When \_\_\_\_\_ How \_\_\_\_\_  
By whom \_\_\_\_\_

OTHER INSURANCE \_\_\_\_\_

DISPOSAL OF CASE:

Employee went (circle one): Home Back to Work Healthcare Provider Hospital

WITNESSES: \_\_\_\_\_

SUPERVISOR ON DUTY: \_\_\_\_\_

DATE OF THIS REPORT: \_\_\_\_\_

SCHOOL PERSONNEL IN CHARGE: \_\_\_\_\_



**FIRE DRILLS**

- I. All staff members must leave the building during a fire and/or safety drill, returning only after the all-clear has been sounded.
- II. If a staff member has a student-related responsibility (and at the time of the fire drill they are assigned to students), they must accompany those students while exiting the building.
- III. All employees not assigned to a regular classroom teacher are to report to the main office secretary for attendance purposes and then assist in student supervision. All classroom aides report for the drill with their classroom teachers.
- IV. Any special instructions necessary to provide for the safety of the student(s) to whom the aide is assigned are to be outlined in aides substitute folder.

TIME CLOCK

- I. The District reserves the right to require employees to utilize a time clock to document their work hours.
- I. If required, all employees will use a time card and “punch” only his/her own time card.
  - a. Each employee is to “punch” only his/her own time card.
  - b. An employee caught “punching” someone else’s time card, other than their own, will be subject to disciplinary action.

- I. All Instructional Support Personnel will complete, sign, and return to the Main Office (upon the day of their return to work) a Certification of Leave Form. The employee's is responsible for picking up and returning the form to the Main Office.
- II. Instructional Support Personnel need to sign in and out of the main office when leaving the building during the school day.
- III. Sick Days:
  - a. Sick days will be granted according to the language in the contract.
  - b. All Instructional Support Personnel must notify their immediate supervisor, Superintendent or designee when requesting the use of a sick day.
  - c. All requests should be made by 6:00 AM of the day of absence.
- IV. Personal Days:
  - a. Personal days will be granted according to the language in the contract.
  - b. Instructional Support Personnel requesting a "personal business leave" day should complete in advance the Request for Personal Business Leave Form. This is necessary so that there is no confusion in regard to your intention of the use of that day. It also serves to clarify the accounting procedure.
  - c. Forty-eight (48) hours notice must be given except in an emergency. Notice can be given to an employee's immediate supervisor or to the Superintendent or appointed designee.
- V. Bereavement Leave
  - a. Three (3) days will be granted according to the language in the contract.

**DUTIES AND RESPONSIBILITIES**  
**CERTIFICATION OF LEAVE FORM**

L-ISHB -1007.1

Name (Please Print)

\_\_\_\_\_

This is to certify that my absence from duty on the following date(s):

\_\_\_\_\_ was due to: (Check below)

\_\_\_\_\_ Full Day    \_\_\_\_\_ Half Day    \_\_\_\_\_ am (8:00-11:30)    \_\_\_\_\_ pm (11:30-3:00)

\_\_\_\_\_ Medical/Sick Leave (Personal; spouse; child)

Other Medical:

\_\_\_\_\_ Mammogram/Prostate Screening (maximum 4 hrs. by NYS Law)  
(Proof of appointment required)

\_\_\_\_\_ Maternity Leave

\_\_\_\_\_ Personal Leave

\_\_\_\_\_ Vacation Leave (12 month employees only)

\_\_\_\_\_ Jury Duty

\_\_\_\_\_ Bereavement - Relationship \_\_\_\_\_

\_\_\_\_\_ Conference: (Attach documentation)

\_\_\_\_\_ Field Trip

\_\_\_\_\_ Professional Development/Curriculum Work/Scoring/Proctoring/etc.

\_\_\_\_\_ Other (Explain) \_\_\_\_\_

In accordance with prescribed regulations, I hereby file claim for such allowance as I am entitled.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

For Office Use

\_\_\_\_\_ Approved

\_\_\_\_\_ Deduction from salary \_\_\_\_\_ day (s)

\_\_\_\_\_ Disapproved, because:

- I. BUS DRIVERS
- a. In the morning (AM), all bus drivers must report to work at least fifteen (15) minutes prior to departure. During this time, they are to complete a “pre-trip inspection” according to DOT regulations.
  - b. In the afternoon (PM), all bus drivers must report to work at least fifteen (15) minutes prior to departure. During this time, they are complete a “pre-trip inspection” according to DOT regulations.
- II. CAFETERIA/KITCHEN (6 1/2 hours plus 1/2 hour for lunch)
- a. Cook – 6:30 AM to 3:00 PM with 30 minutes for lunch
  - b. Assistant Cook and Food Service Helper - 7:00 AM to 2:00 PM with 30 minutes for lunch.
  - c. Food Service Helper: Cashier/Cleaner – 7:00 AM to 3:30 PM with 30 minutes for lunch.
  - d. Variations of this work schedule may occur.
- III. CUSTODIAL/CLEANER (daily - 8 hrs. plus ½ hour for lunch-40 hrs. per week)
- a. School in Session (students present)
    1. 7:00 AM - 3:30 PM
    2. 3:00 PM - 11:30 PM
    3. Variations of this work schedule may occur.
    4. The employee must anticipate such variations and such situations must be clarified on his/her behalf before they occur.
  - b. Summer (no students in regular attendance)
    1. 7:00 AM - 3:30 PM (8 hour days, Monday – Friday)
    2. 6:00 AM – 4:30 PM (10 hour days, Monday – Thursday)
    3. Variations of these work schedules may occur
  - c. All custodial/cleaner employees must be flexible in their work schedule.
    1. If an emergency or necessity is determined, you may be asked to work varying hours, within reason, until the problem is resolved.
    2. Overtime (particularly weekends) - All employees must participate and pull their fair share.
    3. Changes in daily work assignments and schedules will be made as emergencies, work needed to be done and/or demands of the use of the building deem necessary.
  - d. Each Custodial/Cleaner personnel will have custodial/maintenance responsibilities for school activities that happen in their assigned section of the school. Some, but not limited to, examples of the responsibilities, are:
    1. Doors unlocked and lights turned on in sufficient time before the activity and then after the activity is over, and everyone has left, doors locked and lights turned off.

2. All school activities are posted on the Weekly Bulletin

#### IV. AIDES

- a. As a rule, working hours are 8:00 AM - 3:00 PM, including a 30 minute break for lunch.
- b. These hours may change, depending on need.
- c. A break of 15 minutes may be given at the discretion of the employee's supervisor. If given, note the following.
  1. No breaks are to be taken after 2:00 PM.
  2. No breaks are to be taken during academic course time.
  3. Aides are not to leave classes early.
  4. Breaks are to be taken:
    - when students go to resource room
    - during a specials class, such as Art, Music, or Physical Education, unless the Special's Teacher has requested that the aide remain in class
    - as a last resort, during study hall, after the student has been escorted there by the aide, started on their work, and left under the supervision of the study hall teacher
    - elementary aides may also decide on break time with their assigned classroom teacher.

#### V. CLERICAL

- a. Hours assigned depending upon the position.

#### VI. ALL EMPLOYEES

- a. 8 hour employees will receive a half hour lunch break and a 15 minute break. A second 15 minute break may be given at the discretion of the employee's supervisor.
- b. Employees will not use their cell phones during the workday. All cell phones are to be turned off and placed in a secure location during the work day. The District is not responsible for damaged, lost or stolen cell phones.

- A. Attendance of Instructional Support Personnel on Conference Days is required.

All District personnel who are employed by the Laurens Central School Board of Education will subscribe to the following regulations when on Jury Duty:

1. All monies received from the County by the district employee for participating in the Jury selection process and/or as an active Juror will be returned to Laurens Central School, Board of Education.
2. All monies received from the County for mileage expense while participating in the Jury selection process or as an active Juror will be kept by the district employee for reimbursement to said employee for transportation cost.
3. A district employee will receive his/her regular pay for leave of absence while performing his/her civic obligation to participate in the Jury selection process or to be an active Juror.

Adopted: 12/17/80  
Reviewed & Readopted: 9/16/2020



**EMERGENCY – FIRE FIGHTING/AMBULANCE**

- I. Employees who are official members of the Laurens, West Laurens, or Mt. Vision Fire Departments or Ambulance Crews are:
  - a. excused to attend any and all official emergency calls, if on duty;
  - b. not excused for any other duty unless the Chief of the Fire Department or the Captain of the Ambulance Crew clears it with the Superintendent.

**COMPENSATORY TIME FOR 10 MONTH EMPLOYEES ONLY**

- I. The application of this procedure is at the discretion of the Superintendent.
- II. This is only available to 10 month employees who may:
  - a. occasionally work past their normal quitting time
  - b. be asked to come in during the summer or over “vacation” time to work.
- III. The procedure will be as follows:
  - a. The time worked will be recorded by the employee and superintendent.
  - b. It will be applied hour for hour if employee has worked less than 40 hours in a week. If an employee works more than 40 hours in a week, it will be applied 1 1/2 hour for every hour.
  - c. Time off by the employee will be granted during the regular school day.

**INJURY ON THE JOB**

- I. Leave resulting from any compensatory injury on the job depending upon the final determination may or may not be charged to the employee's sick leave.
- II. The above paragraph shall be contingent upon the employee's proper and timely filing of an accident report with the district. Employee's rights are preserved providing such report is filed within 24 hours of the incident; unless in the particular case, 24 hours would be unreasonable.

**END OF YEAR INSTRUCTIONAL SUPPORT STAFF CHECK LIST**

\_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**I. HANDBOOKS**

Supt. Office \_\_\_\_\_ Instructional Support Handbook turned in to the Superintendent's Office.

Extra Curricular Activities

Treasurer \_\_\_\_\_ Extra Curricular Activity Ledger/Folder (Advisors Only)

**II. MISCELLANEOUS**

Main Office \_\_\_\_\_ School keys tied, name and room number noted, and turned in to the Main Office. All keys must be turned in. Anyone needing keys to meet summer responsibilities must discuss it with the Supt.

Cafeteria \_\_\_\_\_ Any financial obligations owed to the cafeteria.

Classroom Teacher \_\_\_\_\_ All IEP's anecdotal notes, notebooks, journals written information of any kind

Nurse \_\_\_\_\_ Fanny packs turned in to Main Office.

**III. SUMMER ADDRESS**

Name \_\_\_\_\_

Street & No., or PO Box \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

This policy is a commitment by the Laurens Central School Board of Education to encourage and support the efforts of the professional staff in confronting the problem of child abuse to the extent it exists, or is suspected to exist, with school-aged children who are either directly under staff jurisdiction or who the staff may have casual contact within the normal performance of their instructional duties.

In keeping with this commitment, the below outlined guidelines will provide direction to the staff in meeting the reporting requirements mandated by the New York State Child Protective Services Act of 1973.

#### Definitions

The following definitions are taken from the Child Protective Services Act of 1973 (Title 6, Article 6, of the Social Services Law) and the Family Court Act (§1012) and provide the framework for assessing whether a child is abused or neglected.

An abused child is a child less than 18 years of age whose parent or other person legally responsible to care:

- I. Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of any body organ, or;
- II. Creates or allows to be created a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death or serious or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any body organ, or;
- III. Commits, or allows to be committed, a sex offense against such child as defined in the Penal Law, or allows such child to engage in acts or conduct described in Article 263 of the Penal Law. These acts are: using a child in a sexual performance and promoting a sexual performance by a child.

§1012 of the Family Court Act defines a neglected child as a child less than 18 years of age:

- I. Whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of his/her parent or other person legally responsible for his/her care to exercise a minimum degree of care.
  - A. In supplying the child with adequate food, clothing, shelter, or education in accordance with provisions of Part 1 of Article 65 of the Education Law, or medical, dental, optometric, or surgical care though financially able to do so or offered financial or other reasonable means to do so; or

- B. In providing the child with proper supervision or guardianship, by unreasonable inflicting or allowing to be inflicted harm, or a substantial risk thereof, including the infliction of excessive corporal punishment; or by using a drug or drugs; or by using alcoholic beverages to the extent that he/she loses self-control of his/her actions; or by any other acts of a similarly serious nature requiring the aid of the court; provided, however, that where the respondent is voluntarily and regularly participating in a rehabilitative program, evidence that the respondent has repeatedly misused a drug or drugs or alcoholic beverages to the extent that he/she loses self-control of his/her actions shall not establish that the child is a neglected child in the absence of evidence establishing that the child's physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as set forth in paragraph (I) of this subdivision; or
- II. Who has been abandoned by his/her parents or other person legally responsible for his/her care.

#### WHO MUST REPORT

All members of the administrative and instructional staff are required to report to the New York State Central Register of Child Abuse and Maltreatment when they have reasonable cause to suspect that a child coming before them is an abused or maltreated child.

Individual staff members suspecting abuse or neglect will immediately notify the person in charge of the school and/or program director, who then also becomes responsible to cause a report to be made. While consultation with a school administrator is required, this does not give the administrator the power to prohibit reports from being made to the New York State Central Register of Child Abuse and Maltreatment. However, since many of these cases are judgment calls, consultation involving a second opinion may make for more accurate and effective reporting.

It should be understood that neither the law or this policy requires certainty or proof of abuse before reporting. Reasonable cause to suspect abuse should trigger a report.

#### PROCEDURES FOR REPORTING

All reports will be made orally by calling the New York State Central Register of Child Abuse and Maltreatment (1-800-342-3720). While complete information may not be available when the phone report is made, the below information would be desirable:

- \*name and address of child and his/her parents or persons in parental control;
- \*child's age, sex, and race;
- \*nature and extent of child's injuries, abuse, or maltreatment, including any evidence of prior injuries, abuse, or maltreatment to the child or his/her siblings;
- \*name of person or persons causing the injury, abuse, or maltreatment;
- \*family composition;
- \*source of report;
- \*person making the report and where he/she can be reached;
- \*any action taken by the report source, including the taking of photographs and x-rays.

The person making the call should discuss with a person at the New York State Central Register of Child Abuse and Maltreatment whether the name of the person making the call and the school affiliation should be released to the parent.

Within 48 hours of the oral report to the State Register, a written report DSS-2221A (Report of Suspected Child Abuse or Maltreatment) must be filed with the local County Department of Social Services Child Protection Services. These reports are admissible as evidence in any court proceedings related to the child abuse and maltreatment incident.

Where there is suspected abuse, school officials may take, or cause to be taken at public expense, photographs of trauma visible on the child. If medically indicated, they may also request a radiological exam of the child. Any such evidence may accompany the DSS-2221A report or be submitted as soon as possible thereafter.

#### LEGAL IMPLICATIONS FOR MANDATED REPORTERS

- A. Immunity - School personnel who, in good faith, make a report or take photographs of injury and bruises are immune from any liability, either civil or criminal that might otherwise result from such action. The good faith of any person required to report cases of suspected abuse is presumed.
- B. Liability - Any person required to make a report who willfully fails to do so is guilty of a Class A Misdemeanor and is civilly liable for the damages prominently caused by failure to report.

#### CHILD PROTECTIVE SERVICES: ACCESS TO SCHOOL RECORDS

In the interest of protecting students from further harm, school personnel will cooperate fully with representatives of the County Child Protective Services Unit. The social worker may interview in school any pupil about whom a report of suspected abuse has been made regardless of the source of the report. Generally, a school official will be present during the interview unless it is mutually agreed by the school authorities and the Child Protective Services Investigator that the absence of the school official will increase the likelihood of the investigator accomplishing the purpose of the interview. Where the presence of a trusted teacher is possible during the interview with the child, and where such presence is likely to elicit more detailed responses from the suspected victim, arrangements should be made for the presence of that teacher during the questioning.

#### CONFIDENTIALITY OF REPORTS

While reports of suspected abuse are confidential and may only be made available to those individuals or groups specified by law, it should be noted that the subjects of a report are among those entitled, upon request, to a copy of all information contained in the New York State Central Register. However, the Commissioner of Social Services is authorized to prohibit the release of data that could identify the person who made the report or who cooperated in the subsequent investigation, if the Commissioner finds the release of such information will be detrimental to the safety or interests of the reporter.

## REPORT TO PARENTS

Generally, it will not be the policy of this district to inform parents when a report of suspected abuse has been made. Only where it is deemed to be in the best health and safety interest of the student to notify the parents, will such notification be given by school authorities.

## SUSPECTED SEXUAL ABUSE

In the cases of suspected sexual abuse, no physical examinations will be conducted at school. School officials should contact the County Child Protective Services Agency for direction. If the agency recommends taking the student to the hospital for an examination, school officials will arrange for the student to be accompanied to the hospital by the school nurse, social worker, or other appropriate representative of the school.

## TRAINING

The board further directs the Chief School Officer to train school employees regarding the policies and procedures regarding the child abuse/neglect.

Adopted: 5/20/81

**Reviewed & Readopted: 4/25/90**

**Reviewed & Readopted: 5/20/2020**

- All educators are mandated reporters for suspected child abuse or maltreatment. And, while our District procedure is for each person to contact one of our guidance counselors, the school nurse or an administrator prior to calling/sending in a report, it is still each persons responsibility to report suspected situations should you not be able to speak with one of the above listed person. Also, if you have spoken to a counselor, nurse, or administrator who does not believe the situation merits reporting, but you still fell/believe that the situation does warrant reporting, you have an obligation to self report.

An educator will normally be assisted with the completion of the reporting forms, but there may be times when one of the above listed individuals are not available to do so. A copy of the form with supporting completion instructions is available in the District Office, CSE Office, Guidance Office, Main Office and in the back pocket of this book.

NYS Child Abuse Hot Line: 1-800-342-3720

Mandated Reporters Only: 1-800-635-1522



LAURENS CENTRAL SCHOOL  
Laurens, New York

CHILD ABUSE REPORTING FORM

Child's Name \_\_\_\_\_

Date Reported to School Personnel \_\_\_\_\_

Time Reported to School Personnel \_\_\_\_\_

Person Reporting incident to School Personnel \_\_\_\_\_

Date Reported to Hot Line \_\_\_\_\_

Time Reported to Hot Line \_\_\_\_\_

Person Reporting incident to Hot Line \_\_\_\_\_

State Registry Case No. \_\_\_\_\_

**SUMMARY OF ALLEGED ABUSE:**

\_\_\_\_\_  
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Date Form Completed

Signature of Person Reporting

**TEACHER AIDE ATTENDANCE AT PARENT/TEACHER CONFERENCES**

Teacher Aides may be requested to attend Parent/Teacher conferences at the discretion of the teacher and/or administration.

**SUBSTITUTE FOLDER FOR TEACHER AIDES**

All teacher aides are required to develop substitute folders. These folders will be turned into the main office by September 15<sup>th</sup> of each school year.

The following information must be included in the substitute folder:

- \_\_\_\_\_ Substitute Teacher Aide Daily Schedule/General Overview (#1017.1)
- \_\_\_\_\_ Aides own daily schedule (outline and narrative) (#1017.21)
- \_\_\_\_\_ Copy of the regular, 1/2 day, and delayed time schedules
- \_\_\_\_\_ Specific information concerning the student(s) you work with. (Narrative) Include an IEP schedule for each student.
- \_\_\_\_\_ Necessary information concerning allergies, emergency medical information, etc. regarding the students you supervise.
- \_\_\_\_\_ Aide lunch/recess/gym supervision schedule.
- \_\_\_\_\_ Cafeteria rules, playground rules, first aid information, procedures for injuries on the playground.
- \_\_\_\_\_ Staff response to blood/body fluid incidents.
- \_\_\_\_\_ Elementary and Secondary Discipline Report form
- \_\_\_\_\_ General fire drill/evacuation drill procedures and specific drill information for students (if needed).
- \_\_\_\_\_ Procedure for release of elementary students during the school day.
- \_\_\_\_\_ Any additional rules or expectations the teacher or aide has for their students.

- A copy of your daily schedule is to be turned in to the Superintendent's office by September 15<sup>th</sup>.

**SUBSTITUTE TEACHER AIDE DAILY SCHEDULE****LAURENS CENTRAL SCHOOL  
SUBSTITUTE TEACHER AIDE DAILY SCHEDULE  
General Overview**

- 1) Upon arriving at the school, report to the main office.
  - a) Arrive prior to 8:00 AM
  - b) Sign in
  - c) Fill out Time Sheet
  - d) Pick up substitute folder
  - e) Report to assigned area/classroom by 8:00 AM
  
- 2) Report to the Classroom
  - a) Introduce yourself to the Classroom Teacher
  - b) Check and review the following:
    - 1) Plans and information left in the substitute aide folder
  - c) Familiarize yourself with the information concerning the student(s) you will be working with, such as:
    - 1) IEP Schedules (i.e. Speech, PT, OT, Counseling)
    - 2) Resource room schedules
    - 3) Specials (music, art, PE)
    - 4) Classroom schedules
  - d) If you have any questions, please discuss them with the classroom teacher
  
- 3) Lunch Time Schedules
  - a) Aides may be required to supervise students during lunch hour and recess time. Please look carefully at the Aides Daily Schedule for your individual schedule. The students in grades K-6th go outdoors for recess unless it is raining, therefore you may need to dress warmly. On wet or rainy days, the students are taken to the gym/MPR for their recess time. There may be days that the gym is not available, therefore the students will need to be supervised in their classroom or MPR.
  - b) The Building Principal will decide whether or not it will be an inside day. Individual aides may still choose to go out on inside days, but no one may stay inside when it is not an inside day.
  
- 4) Close of the day
  - a) Be sure all students you worked with have the items they need before going home.
  - b) Escort students to the proper buses, and/or afterschool program as directed by the teacher.
  - c) Help classroom teacher pick up the room.
  - d) Complete all required financial forms, if necessary, and return them to the main office.
  - e) Return the individual Substitute Aide folder to the main office.
  - f) Sign time sheet in the main office.
  - g) Sign out.
  - h) Departure time is after the buses.



Today you are substituting for \_\_\_\_\_, grade \_\_\_\_\_

You can find these items located in the following spots:

plans/schedules \_\_\_\_\_

manuals \_\_\_\_\_ seating chart \_\_\_\_\_

Emergency Procedures Chart \_\_\_\_\_

Student emergency information \_\_\_\_\_

A colleague who can help you is \_\_\_\_\_ in room \_\_\_\_\_

Special duties I have during the week include:

A-Day \_\_\_\_\_

B-Day \_\_\_\_\_

C-Day \_\_\_\_\_

D-Day \_\_\_\_\_

E-Day \_\_\_\_\_

F-Day \_\_\_\_\_

These are usual routines for:

Lunch \_\_\_\_\_

Restroom use \_\_\_\_\_

Dismissal \_\_\_\_\_

These students leave the classroom during the week for special classes or appointments.

Students

Class/Reason

Time

A-Day \_\_\_\_\_

B-Day \_\_\_\_\_

C-Day \_\_\_\_\_

D-Day \_\_\_\_\_

E-Day \_\_\_\_\_

F-Day \_\_\_\_\_

CAFETERIA RULES

1. Upon entering cafeteria students go directly to food service line or assigned table.
  - A. Stress proper behavior in line
    1. Hands to self
    2. No budging/cutting ahead of others in line
2. Once seated at the assigned table with one's food, all students will remain seated until finished eating.
  - A. Aides will supply students with all necessary items(i.e., napkins, straws, silverware, etc.)
  - B. Suggestion for students bringing their own lunch:
    1. Open a napkin (supplied by the aide) and use as a placemat
    2. Place food on placemat
    3. Place lunch pail on floor
3. Students will remain in their seats at all times. The only exception to this rule will be to return tray or take care of garbage.
4. Students will return to their seats after returning trays and/or disposing of garbage.
5. Students from each grade should leave the cafeteria together. Students have 20 minutes to eat. Aides may have to encourage students to eat quickly.
6. Allow students to go to the bathroom if necessary. Aides need to require students to obtain permission before leaving cafeteria.
7. Aides are to cleanup/wash down table after students are done eating. This may be assigned as a student responsibility.
8. When leaving cafeteria, review rules for hallways, and proper behavior in classrooms while getting coats and returning lunch pails. Review desired behaviors on a daily basis. Proper behavior in hallways is especially important during Regents testing time. Stressing good behavior all year long will really pay off at these special times.
9. Students are allowed to talk quietly. No loud voices are to be allowed.
10. These rules are to serve as minimal requirements/expectations for students during lunch time. Teachers and/or Aides may establish additional rules for their students.

PLAYGROUND RULES

- A. Retaining Wall
  - 1. All students are to use the side walk. Do not allow students to jump off the retaining wall.
- B. Swings
  - 1. Sit on swings - no standing on swings - one person on a swing at a time.
  - 2. Do not allow students on any broken or tangled swings.
  - 3. Do not allow students to swing and then jump off.
  - 4. Do not allow students to swing from side to side.
- C. Slides, Spiral Pole, Cargo nets, Track slides, etc.
  - 1. Slides are for going down, not for going up. Avoid the "Three Car Pile Up." Students are to use the slides one at a time.
  - 2. One person at a time on spiral poles and slides.
  - 3. Students are to keep their head up when on the cargo climber. It is unsafe to be upside down.
  - 4. If students cannot reach a piece of equipment they should not use it.
- D. Miscellaneous
  - 1. Students are not allowed to climb on any fencing.
  - 2. Students are to stay on school property. If a ball goes over a fence, students are to notify the aide in charge. The aide will determine how to get the ball back. At no time are students to go off school property.
  - 3. High School Students (7-12) are not allowed on any playgrounds during elementary recess.
  - 4. Encourage students to wear proper footwear. Students may not wear sandals or flip-flops during school.
  - 5. Students playing ball games, running games, etc., are to move off the wood chips and onto the grass.
  - 6. Playground equipment is to be used as designed. Students are not to sit on top of the equipment, poles, bars, etc.
  - 7. No wrestling, kicking, tackling or karate-like moves.
  - 8. No bats or hard balls. Use equipment supplied by the school.
  - 9. **Aides are to move around on the playground or separate themselves and choose different areas to monitor students during recess. Aides are not to group together to talk or socialize during recess time.**
  - 10. These rules are to serve as minimal requirements/expectations for students during recess time. Teachers and/or Aides may establish additional rules for their students.
- E. Radios
  - 1. Aides are to pick up a radio from the main office before going outdoors for recess.
  - 2. Radios are to be either returned to the main office immediately following recess or handed to the next aide supervising the same playground outdoors.

- **Aides are to cross students at the crosswalk ONLY**



The following procedures will be used for any injuries on the playground:

1. If there is a head, neck or back injury, stay with the student. **DO NOT ATTEMPT TO MOVE THE STUDENT.** Radio the main office or send another student or aide into the school for help. Ask for any of the following:
  - School Nurse
  - Superintendent
  - Building Principal
  - Athletic Director
  
2. If the student is unable to walk due to the injury, stay with the student. Radio the main office or send another student or aide for help. Ask for any of the following and tell them you may need a stretcher:
  - School Nurse
  - Superintendent
  - Building Principal
  - Athletic Director
  
3. If the student is injured and is able to walk, you may bring in the student. Notify another aide to cover for you. Take student directly to the nurse and return to your area as soon as possible. If you are unable to leave the area, follow the procedures outlined above in #2.
  
4. Be sure to tell the Main Office which playground you are on.

**RELEASING ELEMENTARY STUDENTS DURING THE SCHOOL DAY**

**Between the hours of 8:15 am and 2:50 pm all outside doors will be locked. Everyone must enter the building at the main office during these hours.**

1. Parents/guardian(s) to whom child is to be released are to:
  - a. Report to the main office.
  - b. Main Office will notify classroom teacher
  - c. Teacher or aide will escort student to office (older elementary and secondary students may walk to the main office unescorted)
  - d. If no escort is available, the teacher will indicate that to the main office and an escort will be arranged.
  - e. Parent and child must report to the main office to sign child out.

Please note the following:

1. If a parent/guardian goes directly to the classroom they will be sent to the main office for written verification.
2. A child will not be released unless the teacher has received proper notification from the main office, either by written verification or over the PA system.
3. During the school day (8:30 am – 2:30 pm) all parents must enter the building and report to the main office before a child can be released.
4. It is best to send a note in the morning so the main office and classroom teacher know in advance of plans to remove a student from class. However, parents still need to report to the main office.
5. Before leaving the building, all students must be signed out at the main office.
6. The school will make every attempt to check all notes written in regard to changing buses/going home at the end of day.
7. At the very end of the day, students will be dismissed and released to go on the bus, to their parents, etc., without having to go through the sign in/sign out procedure, unless there is a change in their normal routine. This will only happen at dismissal time.

## New Employee Checklist

After all items have been checked please return to Pam Weir

Employee Name \_\_\_\_\_ Position \_\_\_\_\_

Board Approval Date: \_\_\_\_\_ Start Date: \_\_\_\_\_

Teach ID \_\_\_\_\_

### *Superintendent's Office – Pam Weir (Do not check off or sign off until completed)*

- |                          |  |                          |                             |
|--------------------------|--|--------------------------|-----------------------------|
| <input type="checkbox"/> | Personnel File   | <input type="checkbox"/> | Opening Day Packet          |
| <input type="checkbox"/> | Resume   | <input type="checkbox"/> | Calendar                    |
| <input type="checkbox"/> | Application  | <input type="checkbox"/> | Letter of Appointment       |
| <input type="checkbox"/> | Certification  | <input type="checkbox"/> | Absence Information Process |
| <input type="checkbox"/> | Transcript   | <input type="checkbox"/> | New Employee Checklist Data |
| <input type="checkbox"/> | Letters of Recommendation  |                          |                             |
| <input type="checkbox"/> | Teacher ID Card  |                          |                             |
| <input type="checkbox"/> | Number of Years in Other Districts _____ (for State Reporting) (Teachers Only) |                          |                             |
| <input type="checkbox"/> | Fingerprint Clearance  |                          |                             |
| <input type="checkbox"/> | New Employee Memo for Business Office  |                          |                             |
| <input type="checkbox"/> | Oath of Office   |                          |                             |
| <input type="checkbox"/> | Photo  |                          |                             |
| <input type="checkbox"/> | Request for Email and Staff ID for PowerSchool                                 |                          |                             |
| <input type="checkbox"/> | Newsletter Biography   |                          |                             |
| <input type="checkbox"/> | Handbook   |                          |                             |
| <input type="checkbox"/> | Staff Mailing List   |                          |                             |

Sign off \_\_\_\_\_

### *Business Office – Kristyn DeGroat (Do not check off or sign off until completed)*

- |                          |                            |  |  |
|--------------------------|----------------------------|--|--|
| <input type="checkbox"/> | Payroll Information        |  |  |
|                          | <input type="checkbox"/>   | Drivers License  |  |
|                          | <input type="checkbox"/>   | Social Security Card                                     |  |
| <input type="checkbox"/> | Retirement                 |  |  |
|                          | Member Number _____        |  |  |
| <input type="checkbox"/> | 403B                       |  |  |
| <input type="checkbox"/> | Health/Dental Insurance    |  |  |
|                          | <input type="checkbox"/>   | Health Buyout  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                          | <input type="checkbox"/>   | Proof of Insurance                                       |  |
|                          | <input type="checkbox"/>   | Dental   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                          | <input type="checkbox"/>   | Vision   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> | Salary Notice              |  |  |
| <input type="checkbox"/> | Direct Deposit             | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| <input type="checkbox"/> | FLEX Plan                  |  |  |
| <input type="checkbox"/> | Enter Teach ID in Info Pay |  |  |
| <input type="checkbox"/> | Civil Service              |  |  |
|                          | <input type="checkbox"/>   | Pink Form  |  |
|                          | <input type="checkbox"/>   | Application  |  |

Sign off \_\_\_\_\_

***Buildings and Grounds – Steve West (Do not check off or sign off until completed)***

- ID Badge
- Parking Permit - Permit Number \_\_\_\_\_
- Keys \_\_\_\_\_ (list keys assigned) (support staff only)
- Room Information
- Work Order Management System
- Online Training
  - Right to Know
  - Sexual Harassment
  - DASA

Sign off \_\_\_\_\_

***Main Office – Andrea Hall (Do not check off or sign off until completed)***

- Keys (Teachers/Aides)
- Mailbox
- Eligibility Information – High School Teachers Only
- Substitute Folder (if applicable)
- Plan Book (if applicable)

Sign off \_\_\_\_\_

***School Nurse – Crystal Wust (Do not check off or sign off until completed)***

- Emergency Contact Information
- HepB Information

***Building Principal – John Mushtare (Do not check off or sign off until completed)***

- Crisis Plan Review

Sign off \_\_\_\_\_

***CSE Office – Kerri Gartung (Do not check off or sign off until completed)***

- Enter TEACH ID in HR System
- Mass Notification

Sign off \_\_\_\_\_

# Exiting Employee Checklist

After all items have been checked please return to District Office

Name \_\_\_\_\_

Position \_\_\_\_\_

End Date \_\_\_\_\_

## ***Superintendent's Office – Pam Weir (Do not check off until completed)***

- Handbook
- Terminate Teach Fingerprints
- Remove from email
- Forwarding Address and Phone Number
- Lesson Plan Book for up to the prior three years of employment at Laurens

Sign off \_\_\_\_\_

## ***Business Office – Kristyn DeGroat (Do not check off until completed)***

- Forwarding Address for Tax Purposes
- Insurance Cobra
- Civil Service
  - Pink Form
  - Resignation Letter
- District reimbursement of course work payments, if applicable
- If retiring, all necessary information regarding health insurance benefits and retirement awards.

Sign off \_\_\_\_\_

## ***Buildings and Grounds – Steve West (Do not check off until completed)***

- Keys
- Parking Permit
- ID Badge
- Remove from Work Order Management System

Sign off \_\_\_\_\_

## ***CSE Office – Kerri Gartung (Do not check off or sign off until completed)***

- End Date in PowerSchool
- Remove from Mass Notification
- Deactivate in HR System

Sign off \_\_\_\_\_

The Laurens Central School Board of Education is committed to safeguarding the right of all employees and students within the school district to ensure a work/learning environment that is free from all forms of sexual harassment. Sexual harassment does not only depend upon the offender's intention but also upon how the target perceives the behavior or is affected by it. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as supervisors.

Therefore, the Board condemns all unwelcome behavior of a sexual nature which is either designed to extort sexual favors from an employee as a term of condition of employment, or which has the purpose or effect of creating an intimidating, hostile, or offensive working/learning environment for a staff member or student. The Board also strongly opposes any retaliatory behavior against complaints or any witnesses.

Any employee or student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately so that appropriate corrective action, up to and including discharge of the offender, may be taken at once. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by appropriate individuals.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the district's collective bargaining agreements and the tenure laws with regard to sexual harassment of a staff member.

A copy of this policy and its accompanying regulation are to be distributed to all supervisory and non-supervisory personnel and posted in appropriate places.

The records of any reports will be kept confidential in a file in the Superintendent's office and will be disposed of according to legal guidelines.

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

## **DEFINITIONS**

Employee shall mean all teaching, administrative and support personnel.

Student shall mean any person attending Laurens Central School for the purpose of educational benefits.

Immediate supervisor shall mean the person to whom the employee is directly responsible (e.g. Department head, Building Principal).

Students should report alleged sexual harassment incidents to the Guidance Counselor.

## **PROCEDURES**

Employees who believe they have been subjected to sexual harassment are to report the incident to their immediate supervisor. Should the immediate supervisor be the alleged harasser, the report shall be made to the next level of management. Incidents of sexual harassment may be reported informally or through the filing of a formal complaint.

Students who believe that they have been subjected to sexual harassment are to report the incident to their guidance Counselor. Should the guidance counselor be the alleged harasser, the report shall be made to the Superintendent. Incidents of sexual harassment may be reported informally or through the filing of a formal complaint.

All reports of sexual harassment will be held in confidence subject to all applicable laws and any relevant provisions found in the district's collective bargaining agreements.

Consistent with federal and state law, and all applicable provisions contained in the district's collective bargaining agreements, the following procedures shall be employed in handling any report, investigation and remedial action concerning allegations of sexual harassment:

## **INFORMAL COMPLAINTS**

Employees who believe they have been subjected to sexual harassment may request that an informal meeting be held between themselves and the appropriate supervisor. Students may request that an informal meeting be held between themselves and their Guidance Counselor. The purpose of such a meeting will be to discuss the allegations and remedial steps available. The supervisor/counselor will then promptly discuss the complaint with the alleged harasser. Should the harasser admit the allegations, the supervisor/counselor is to obtain a written assurance that the unwelcome behavior will stop. Depending on the severity of the charges, the supervisor/counselor may recommend that further disciplinary action be taken. Thereafter, the supervisor/counselor is to prepare a written report of the incident and inform the complainant of the resolution. The complainant is to indicate on the supervisor's report whether or not he/she is satisfied with the resolution.

If the complainant is satisfied with the resolution, the incident will be deemed closed. However, the complaint may be reopened for investigation if a recurrence of sexual harassment is reported. The supervisor/counselor is to inform the complainant to report any recurrence of the harassment or any retaliatory action that might occur.

Should the complainant be dissatisfied with the resolution, he/she is to file a formal written complaint.

If during the supervisor's/counselor's informal attempt to resolve the complaint, the alleged harasser admits the allegations but refuses to give assurance that he/she will refrain from the unwelcome behavior, the supervisor/counselor is to file a report with the next appropriate level of management. The report is to indicate the nature of the complaint, a description of what occurred when the supervisor/counselor informed the alleged harasser of the allegations against him/her, the harasser's response to the allegations, and a recommendation that stronger corrective measures be taken. This report should be accompanied by a formal complaint.

Should the alleged harasser deny the allegations, the supervisor/counselor is to inform the complainant of the denial and state that a formal written complaint will be required for further formal investigation. The supervisor will file a report with the next level of management of what has transpired to date. If the complainant submits a formal complaint, a copy of it should accompany the supervisor's/counselor's report with a recommendation for further action.

### **FORMAL COMPLAINTS**

Formal complaints may be submitted either to initially report any incidence of sexual harassment or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. In the latter case, the formal written complaint is to be submitted to the supervisor/counselor originally consulted, who will then forward it to the next appropriate level of management, e.g., the Superintendent.

The formal written complaint will consist of any appropriate forms and a copy of any applicable supervisor/counselor reports. The appropriate forms solicit the specifics of the complaint, e.g. date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action taken to resolve the matter.

### **INVESTIGATING A COMPLAINT**

Upon receipt of a formal or informal complaint, a prompt, thorough and impartial investigation of the allegations must follow. This investigation is to be conducted diligently. Complainants are to be notified of the outcome of the investigation.

### **REMEDIAL ACTION**

If the investigation reveals that sexual harassment occurred, appropriate sanctions will be



Depending on the gravity of the misconduct, these may range from a reprimand up to and including dismissal from employment. When applicable, any lost employment benefits or opportunities will be restored to the victims.

Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law and consistent with any applicable provisions in the district's collective bargaining agreements.

If the investigation reveals that no sexual harassment has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of sexual harassment, the complainant may appeal to the next appropriate level of management, e.g., the Superintendent, or the Board of Education. The appeal must include a copy of the original complaint, all relevant reports, the specific action being appealed, and an explanation of why the complainant is appealing.

### **POST REMEDIAL ACTION**

Following a finding of sexual harassment, victims will be periodically interviewed by the appropriate supervisory personnel to ensure that the harassment has not resumed and that no retaliatory action has occurred. These follow-up interviews will continue for an appropriate period of time. A report will be made of any victim's response.

### **COMPLAINT RECORDS**

Complainants should receive a copy of any resolution reports filed by the supervisor concerning his/her complaint. Copies should be filed with the employment records of both the complainant and the alleged harasser.

### **INVESTIGATION IN THE ABSENCE OF A COMPLAINT**

The Board will, in the absence of a victim's complaint, ensure that an investigation is commenced by the appropriate individuals, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct.

**LAURENS CENTRAL SCHOOL  
SEXUAL HARASSMENT FORMAL COMPLAINT FORM**

Name and position of complainant \_\_\_\_\_

Date of complaint \_\_\_\_\_

Name of alleged sexual harasser \_\_\_\_\_

Date and place of incident \_\_\_\_\_

Description of misconduct \_\_\_\_\_

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

Name of witnesses (if any) \_\_\_\_\_

\_\_\_\_\_

Has the incident been reported before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when? \_\_\_\_\_

To whom? \_\_\_\_\_

What was the resolution? \_\_\_\_\_

\_\_\_\_\_

Reason for dissatisfaction \_\_\_\_\_

\_\_\_\_\_

- I. Reasonable Accommodation is defined in Human Rights Law §296, §292.21 and §292.21-e.
- II. It is the policy of the Laurens Central School District to provide reasonable accommodations to employees and applicants with disabilities according to the language of the New York Code of Rules and Regulations (466.11) regarding Reasonable Accommodation.
- III. It is the employee's responsibility to notify the school district of the need for an accommodation according to the following "Procedure for Processing Reasonable Accommodation Requests".
- IV. The district shall provide information to all staff members annually regarding the concept of, and legal requirement for Reasonable Accommodation.

**Step I:** Employee shall submit all requests for accommodations in writing to their immediate supervisor. Supervisors will assist employees who have difficulty with written communication or who are not sure how to explain the impediment to job performance, or who are unsure of what accommodation to request.

<b><u>Employee</u></b>	<b><u>Immediate Supervisor</u></b>
Teacher/Teacher Aide	Building Principal
Cleaner/Custodian/Maintenance	Head of Building and Grounds
Bus Driver, Monitor, Mechanic	Head of Transportation
Cafeteria Employees	Cafeteria Manager

**Step II:** If the immediate supervisor approves, the accommodation is implemented and process is completed. If the immediate supervisor does not approve, the request is forwarded to the Superintendent.

**Step III:** The Superintendent will conduct a comprehensive review and analysis, including gathering information from the employee (including medical certification where needed) and from other sources.

**Step IV:** If the Superintendent approves, the accommodation is implemented and the process is completed. If the Superintendent does not approve, the employee is advised, in writing, of the denial, the reasons for the denial, and that they can request a review of this decision by the Board of Education. Such a request will be submitted to the Superintendent within seven (7) days of receiving the notification of denial.

**Step V:** Should the employee request a review by the Board of Education, the Board of Education will review the analysis and decision and make a final decision. Such a decision will be made within two (2) weeks (14 days) of receiving a written request for the review by the employee.

**Step VI:** The Board of Education will direct the Superintendent to advise the employee, in writing, of their final decision. This will be done within seven (7) days of the Board of Education meeting held to review the employee's request. If the final decision is to confirm the denial, the employee will be advised of his/her legal rights.

The Laurens Central School shall approve and/or adopt the appropriate rules and regulations for maintenance of proper use school owned or provided property, equipment, computers, email, cell phones, cameras, vehicles, classroom furniture, etc;

And hereby shall provide employees with information regarding privacy rights in regard to the use of any school owned or provided property, equipment, computers, email, cell phones, cameras, vehicles, classroom furniture, etc.

- Employees have no rights to privacy in regard to the use of any of the above referenced items.
- Employees are notified that the District retains the right to monitor any and all use of school owned or provided property referenced above and that the District will, in fact, monitor, on a consistent basis, the use of all such items.
- Employees are notified that the use of all school owned or provided property, equipment, computers, email, cell phones, cameras, vehicles, classroom furniture, etc., is to be used for school district purposes only.
- Although discouraged, on occasion an employee may have a legitimate need to “sign out” a school computer or camera for personal use. To do so they must complete the appropriate form indicating their full responsibility for the proper use and safe return of the item in the condition in which it was borrowed, and assurance that the item will not be used for any inappropriate activity at any time.
- Employees are notified that the District will use GPS systems in school vehicles to monitor the use of those vehicles and that school vehicles are to be used for school district purposes only.
- Employees are notified that the District reserves the right to monitor and inspect all classroom desks, files, cabinets, etc., at any time in an effort to insure the proper use of these school owned items.
- Employees are notified that at any time while being paid to work for the district, employees are not allowed to use school owned or provided equipment or items referenced above, or personally owned equipment or items referenced above, for personal business.

Adopted: February 24, 2010

**VISITATION BY CHILDREN OF TEACHERS/EMPLOYEES REQUEST FORM**

There may be times when an employee may need/want to bring their child to work for a day. All such requests must be pre-approved by the Superintendent using the following "Visitation by Children of Teachers/Employees Request Form". Forms may be obtained from the Superintendent's office.

**Visitation by Children of Teachers/Employees Request Form  
Laurens Central School**

Teacher/Employee Name: \_\_\_\_\_  
(Print)

Child Name: \_\_\_\_\_  
(Print)

Date of Visitation: \_\_\_\_\_

Reason for Visitation: \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, understand that I am fully responsible for the behavior/actions of my child during their visit/time of their visitation. I understand that my child is subject to and agree that my child will follow all rules for visitors as outlined in the student handbook. I agree to reimburse the district for any damages caused by my child during the visitation period. I agree that the school district will not be held responsible and/or liable for any injury or harm caused to my child during the time of their visitation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Approval

\_\_\_\_\_  
Date

1. If a bat is found anywhere children are present, whether there is direct contact or not, you must immediately contact the School Nurse.
2. The School Nurse will contact
  - Head of Buildings and Grounds
  - Building Principal
  - Superintendent
3. The main goal of a teacher/teacher aide is to keep all students safe and separated from the bat.
4. Buildings and Grounds employees' main goal is to capture the bat.
5. If the bat is captured or killed:
  - Do not throw it out
  - If the bat is alive, do not release it
  - Do not touch the bat: use gloves
  - Clean any items that came in contact with the bat in a bleach solution
6. The bat must be saved for testing for rabies; if the bat is not caught, those who may have been scratched or bitten by the bat will need to have rabies treatment.
  - See the nurse or head of buildings and grounds for a container (any container with a tight fitting lid).
  - Place in the freezer in the nurse's office. If unavailable, use any freezer available (freezing will kill a live bat, preserve a dead bat).
7. The nurse will contact Otsego County Health Department to arrange for pick up and testing in the event of an exposure. If the nurse is not available, refer to the list in step 1.

## Laurens Central School Early Dismissal Process

The following process will be followed whenever we have an early dismissal. Early dismissals can occur at any time of the school day and are not the same as evacuations or immediate release plans which are in place for emergency situations. All of the following information will be shared over the PA system:

1. All students go to the lockers, collect coats and everything they need to take home and then report to their homeroom.

All teachers and aides report to their classroom/homeroom.

Music teachers and secondary aides are to report to the MPR where they will assist elementary staff. Music teachers will collect a radio and bus lists from the main office before going to the MPR.

2. All elementary students will be directed to either board the bus or move to the MPR.
  - Classroom aides will supervise students to the bus and walkers who go home without parent pickup and then report to the MPR and/or receptionist desk.
  - Elementary teachers will escort all other students to the MPR.
  - Once all students for whom a teacher or aide is responsible have been either placed on the bus, left the building with a parent or left as a walker, teachers and aides are to return to their classroom.

Children will be brought to parents who normally pick them up at the side entrance. The receptionist and/or teacher aides will escort children from the MPR to the side entrance.

Children of faculty and staff who do not ride the bus or walk home are to report to the MPR and stay there until they are picked up by their parent.

3. Once all elementary students are either on the bus, left the building as a walker or are at the MPR, an announcement will be made for all secondary students to be released.
4. Once all buses are loaded, drivers have taken attendance, and the buses have left the building, an announcement will be made notifying teachers that they can leave the building.
5. A second announcement will be made to notify all other 10 month employees (teacher aides, cafeteria employees) of when they may leave the building.



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Requirement for Continuing Employment

- A. Annual (Every Year)
1. All bus drivers are approved annually by the Superintendent, as recommended by the Transportation Supervisor.
  2. Each driver must pass an annual physical examination by a physician employed by the district.
  3. Once in every twelve (12) month period, the School District shall review the driving record (Abstract) of each school bus driver. Any violations of the Motor Vehicle Traffic Law will be considered along with the driver's accident record. This review will be conducted by the Transportation Supervisor or his representative, to determine whether the driver meets the minimum requirements for safe driving or is qualified to drive a school bus. During his review, the Transportation Supervisor shall have in his possession a copy of the operating record of the driver obtained from the Department of Motor Vehicles. The driver's overall record will be considered if any termination proceedings are necessary.
  4. In addition to New York State requirements, the Laurens Central School District further specified that:
    - a. Drivers must report all moving traffic violations to the Transportation Supervisor within twenty-four (24) hours of issue of said summons. A moving violation is considered one by which points are assessed against the driver towards revocation of his driver's license and the Superintendent will judge which of these will be grounds for any disciplinary actions.
    - b. Drivers in the employ of the Laurens Central School District who have been issued a summons for DWI or DWAI, regardless of the vehicle being driven (personal or school), shall be suspended without pay immediately and if convicted shall be permanently and automatically terminated.
    - c. The Transportation Supervisor shall re-evaluate any driver convicted of two (2) or more moving violations in any twelve (12) month period, personal driving record included. During this re-evaluation, the driver may be suspended without pay. If the Transportation Supervisor decides that the driver's driving habits constitute a danger to his passengers, the driver's services will be terminated.

- d. Drivers in the employ of the Laurens Central School District who are issued a summons for a traffic violation while operating a school bus may be suspended without pay and terminated if they are convicted.
5. The Transportation Supervisor or his representative will conduct a personal interview during the annual check of the driver's operating record to assure the accuracy of the driver's records.
6. Regular observations of the driver's defensive driving techniques while he/she is carrying pupils will be conducted by a Motor Vehicle Inspector or individuals certified by the Department of Motor Vehicles. If the driver does not demonstrate satisfactory techniques, the Transportation Supervisor will establish a program of training to bring the driver's performance up to satisfactory standards.
7. The following checklist of mandated requirements for school bus drivers will be an aid in determining that they, and the school district, are in full compliance with §156.3 of the Regulations of the Commissioner of Education:
  - a. No driver may be approved by the Superintendent unless in full compliance with all requirements. This evidence of items of compliance as mandated under §156.3 must be included in writing, and with dates, in each driver's file.
  - b. Date of birth
  - c. Initial date of employment
  - d. Three letters of reference from people who are not related by blood or marriage.
  - e. Six hours of pre-service instruction before starting work.
  - f. Students with Disabilities: One hour of instruction before starting work and one hour every year thereafter.
  - g. Two Refresher Courses: (one in the fall and one in the winter) for ALL drivers.
  - h. Approved 30-hour basic course within first year of employment.
  - i. Fingerprinting and criminal history reviews.
  - j. Physical Performance Test: Must be taken before a driver starts work and every other year after. Also taken, when returning to work after an injury.

- k. Drug Testing: Must be taken before a driver starts work and any other time that the law requires.
  - l. Defensive Driving Review.
  - m. Driver Record Review.
- B. Biennial (every 24 months)
- 1. Driving Test - each driver must pass a biennial behind-the-wheel road test. A copy of the 19A Examiner's report will be kept with the driver's file.
  - 2. Each driver will pass a biennial oral or written examination administered by the 19A Examiner.

**GENERAL RESPONSIBILITIES OF THE SCHOOL BUS DRIVER**

- A. The school bus driver must have a general knowledge and understanding of the importance of developing a good relationship with students, parents, and school officials. Each driver must perform his responsibility or duty conscientiously and contribute to the safe daily transportation of every student to and from school.

Listed below are some of the responsibilities the school bus driver has to various segments of school district personnel:

1. Board of Education and Administrative Staff
  - a. To understand and honor conditions of employment.
  - b. To take maximum precautions for the SAFETY of the pupils placed in his charge.
  - c. To understand and support school policy.
  - d. To observe all regulations relating to routing schedules, loading, and unloading.
  - e. To observe school requirements relating to transportation and maintenance reports.
  - f. To observe every practical economy so that maximum service may result.
2. Parents
  - a. To exercise maximum safety practices.
  - b. To maintain the best kind of personal habits.
  - c. To stimulate and commend good student conduct.
  - d. To be courteous and cooperative and be on time.
3. Public Relations

The courtesy, or lack of it, exhibited by the school bus driver on his daily trips may help formulate strong attitudes in a number of residents of the school district and the confidence of the taxpayers in the school transportation program can affect their willingness to support the educational program because:

  - a. The school bus driver is the **ONLY CONTACT** some people have with the school.
  - b. The bus driver is frequently observed by the public.

- A. Driver
1. All drivers shall be employed for the school year and shall work under the direction of the Transportation Supervisor.
  2. Bus drivers are expected to appear with reasonable personal attire and be neat and clean at all times.
  3. No commitment shall be made by any bus driver contrary to the policies or directions set by the Board of Education and administrative procedures established by the Superintendent.
  4. Bus Drivers are responsible for the health, safety and welfare of the students who ride their bus. To keep them safe, drivers must be able to tactfully handle (control) students as well as control the bus. Students are not always as predictable as a vehicle.
    - a. School bus drivers are responsible for maintaining a safe environment on their bus, therefore, they will discipline students according to the rules established in the student handbooks.
    - b. Any punishment must be reasonable and prudent. Conversation on the bus is expected but being rowdy, shouting, whistling and other unnecessary noises are to be forbidden.
    - c. Drivers shall report all cases needing disciplinary action to the Transportation Supervisor.
    - d. If deemed necessary, the Superintendent, or Building Principal may suspend a pupil from riding on a bus. The Transportation Supervisor will make recommendations to the Administration regarding suspensions.
    - e. A child may not be denied transportation home if he has been brought to school on the bus, unless the parents have granted the school permission to retain the child; or the child is putting the bus in danger by his actions; or the child missed getting on the bus on time.
    - f. A DRIVER MAY NOT EXCLUDE A PUPIL FROM HIS/HER BUS.
  5. The driver shall never drive a school bus when he/she has consumed any alcoholic beverage.
  6. As a bus driver, use common sense at all times. Bus drivers are operators of expensive vehicles, and carriers of PRECIOUS and PRICELESS cargo. At all times, bus drivers should drive with a safety first factor in order that no child will be maimed, injured, or killed.
  7. Driver Absence
    - a. Avoid unnecessary absences whenever possible. Notify the Transportation Supervisor as early as possible so that a substitute can be obtained.

- b. Call in Time: Each driver must call the Transportation Supervisor at least two hours before a scheduled run for both regular and special runs if they are too ill to work; with the exception that one hour will be considered adequate before a scheduled morning run. If a bus driver calls late, the bus driver will be docked instead of being credited with a sick day of leave.
    - c. Excessive absences will be sufficient reason to deny a driver's right to a regular run.
  8. Regular drivers may be assigned a longer night run on any given day that buses and drivers are needed for extracurricular trips.
  9. Drivers of regular AM/PM routes may be changed at the discretion of the Transportation Supervisor and/or the Superintendent.
- B. Driving
  1. Activate yellow crossing lights 500 feet before stop.
  2. Yellow and red crossing lights must be used whenever loading and unloading students. Particular care should be taken to see that this signal flasher is on when children CROSS THE STREET OR ROAD.
  3. Loading and Unloading

One of the most important maneuvers you make is the loading and unloading of students. Experience shows that this is a point where students and drivers are exposed to many hazards. Procedures for loading and unloading must be followed at all times.

You must learn proper procedures for controlling traffic, for crossing pupils, for loading and unloading pupils, and for the proper seating of children.

Responsibility to the student starts approximately 500 feet from a stop or at that point where you can recognize a student as she/he approaches or leaves a bus stop. THE STOPPING and LOADING procedure is:

    - a. When approaching the designated stop, slow down in preparation for the stop.
    - b. Apply brakes hard enough to light up the brake lights so that vehicles following will have an indication you are about to stop.
    - c. Activate yellow lights.

- d. Check all mirrors to see that traffic is clear and it is safe for you to stop.
- e. Approach students with extreme care, giving due consideration to the surface on which you are going to stop: dry, slippery, drops sharply to the right, rough ground, etc.
- f. If possible, do not pull up any closer than 15 feet from the waiting students.
- g. Place transmission in neutral. Set parking brake.
- h. Open the front door when you are ready to board the students. They should be trained not to move toward the bus until the door opens. If your bus is on an 8-light system, opening the door will deactivate the amber flashing lights and activate the red flashing warning lights.
- i. Have students go directly to their seats as prescribed by local district policy.
- j. Check to make sure students are all properly seated, and then close the front door.
- k. Check traffic, use mirrors; retain road speed; and proceed to your next stop.

UNLOADING students poses added problems, especially on the return trip home. Follow the LOADING procedure with these additions:

- a. You are responsible for the safety of all students crossing the roadway, regardless of their grade level.
- b. When approaching the bus stop, activate the amber flashing warning lights. Do not allow students to get off the bus until passing cars have stopped.
- c. Give the motoring public a chance to react to the flashing red warning lights. Do not allow students to get off the bus until passing cars have stopped.
- d. Pupils crossing the highway shall pass in front of the school bus AT LEAST TEN FEET AHEAD OF IT. Care must be taken to make sure that these pupils do not step out on the road beyond a point protected by the bus until the school bus driver gives the signal for them to cross the highway. (Refer to §156.13 (f) (4) Regulations of the Commissioner of Education.)



- e. Drivers must check traffic in both directions before allowing students to cross the roadway.
  - f. While performing this operation, remember that you are not a traffic officer, and have no rights other than a regular motorist. In other words, **DO NOT SIGNAL ANY MOTORIST TO DO ANYTHING.** If a driver of a motor vehicle violates the red light law, push button on camera to activate Event Marker and then write down and turn in his license number to the Transportation Supervisor or to the appropriate law enforcement agency.
  - g. Wait until it is safe for students to cross and then give them a prearranged signal.
  - h. When students have safely crossed the road, immediately cancel the red flashing warning lights to allow stopped traffic to move on.
  - i. Check rearview mirrors before proceeding.
4. Drivers should not leave the bus without stopping the motor, removing the key and setting the emergency brake; if on a grade, turn wheels into the curb and pump down the brakes on buses with air brakes.
    - a. Children should not be left on the bus without supervision.
    - b. When loading and unloading buses, the driver shall stay in the driver's seat.
  5. Stop at all railroad crossings, and look and listen both ways before proceeding across in low gear. Use 4-way warning at R.R. crossings. Open driver's window. Require complete silence when crossing all railroad tracks.
  6. Always use directional signals before making a turn either right or left.
  7. All buses will be operated with doors closed. Do not open the door and activate the flasher before you stop.
  8. Demonstrate a spirit of courtesy and consideration to motorists when on the highway. Occasionally pull off the road and allow cars to pass, when you do not have pupils loading or unloading and there is no hazard involved. Share the road, be courteous, be a good public relations representative of your school. Do not crowd other vehicles. Check your mirrors frequently so that you know when another vehicle is behind you.
  9. No pupil will stand in front of the white line when the bus is in motion.

10. The driver shall not back his bus up on school grounds without a spotter. The driver shall not back a bus up when loading or unloading students.
11. Headlights must be on at all times when the bus is moving.
12. Whenever changing lanes or passing, use the turn signals.
13. The driver is required to wear his/her seat belt at all times.
14. Drivers are required to obey all of the rules and regulations of the State Department of Motor Vehicles, DOT (Department of Transportation) and the State Education Department at all times.
15. Ten commandments for driving safely.
  - a. Keep to the right of the center line on the highway.
  - b. Pass overtaken vehicles on the left, but only after making sure the road ahead is clear enough to permit returning to the right with a wide margin for safety.
  - c. Never attempt to pass or overtake a vehicle at an intersection, on a curve, or approaching the crown of a hill. At intersections, be prepared to stop if a vehicle, on an intersecting road, is moving into the intersection and do not try to take the right of way.
  - d. Keep far enough back of the vehicle ahead to allow a safe braking distance in the event that the other vehicle makes a sudden stop. Except in an emergency, do not stop so suddenly as to cause collisions by a following vehicle.
  - e. Signal before making a turn and further ensure safety by looking to see whether a vehicle is approaching from the rear. Wait before pulling out from the curb until making such observation.
  - f. Always take extreme caution before backing up a bus. Except in unusual circumstances, no bus should be backed up other than turning around on a bus run, or backing into, or out of, a parking spot.
  - g. Always stop before crossing railroad tracks. After carefully looking in both directions and listening, proceed only if it is safe beyond any possible doubt and then proceed in low gear, gears are not to be shifted until all tracks have been cleared.

- h. Do not operate at excessive speed at any time. At curves, blind crossings, crests of hills, in the fog, or wherever the view is curtailed, reduce speed so as to be able to stop within the distance of clear vision.
  - i. Always drive defensively, make allowances for lack of skill of other drivers, allow for weather and road conditions. Keep continually on the alert; recognize that preventive actions save lives!
  - j. Continued tardiness for the start of bus trips is not permitted.
16. Failure of a driver to comply with any of the above listed rules will cause said driver to be subject to dismissal or suspension. All of the aforementioned rules and regulations will be administered by the Transportation Supervisor and Superintendent.

C. Procedure

1. Establish a time schedule and adhere to it rigidly, weather and roads permitting. Keep your watch set accurately with the school clock and establish your time schedule for your stops. Do not allow your passengers to disrupt your schedule through failure to cooperate.
2. School buses shall be used only for transporting children between home and school, or to approved school-sponsored activities. No one, except school children or chaperones, will ride buses, without special permission from the Transportation Supervisor or Superintendent.
3. Drivers should not allow students to disembark at any stop other than assigned, without a written permission slip signed by the Superintendent.
4. At 2:59 PM, when the students are dismissed (elementary classes will be dismissed a few minutes earlier) – all students must board their respective buses (the one they ride from home to school).
5. Once on the bus, the students can not get off. The bus drivers have been instructed not to allow any students off the bus after they have boarded the bus.
  - a. Parents who want to pick up their children, tell them in the morning where to meet you after school.
  - b. Parents do NOT expect the bus driver to let your son/daughter off the bus after they have boarded.
  - c. The students are instructed to go straight to their buses. As the students load, each driver has an attendance sheet and marks the students on the sheet. The Main Office Secretary will provide a list of students that have early dismissal for that day to each driver. Any student that is being picked up by the parents in the afternoon will have to remain in the classroom until the parent arrives. It is the parents' responsibility to send a note into the school's Main Office with their child in the morning.

When the buses are loaded, the driver takes attendance. If a student in grades K-6 is absent, the driver notifies the Main Office Secretary who will confirm the absence or use the PA system to find the child.

6. Students must go home on the bus they normally ride to school. Any exceptions to this routine, must follow this procedure:
  - a. Students must bring a written note to school from their parent and delivered to the Main Office by 9:00 AM.
  - b. The school secretary will call the parents involved to confirm the request.
  - c. Requests, written or phoned, received after 2:00PM may not be honored.
  - d. The bus drivers will be notified not to allow any non-regular student on the bus, confirmed by the Main Office Secretary or on the bus sheet.
  - e. No students will be allowed on a different bus, other than what he/she is assigned, without permission from the Main Office.
  - f. No student will be left at a location other than at his/her home unless confirmed by the Main Office Secretary or on the bus sheet.
7. Students must board the bus as soon as they are dismissed from school. Any student who leaves school property without Administration's permission, for any reason will not be allowed to board the bus.
8. Drivers are not to stop the bus while enroute and allow a parent or anyone else to remove any students from the bus. Once on the bus, students will be delivered to their home.

The reason for this procedure is that:

- a. Bus drivers have a definite responsibility and personal liability for the students assigned to their bus.
- b. The school also shares in that responsibility and personal liability.
- c. Parents expect the school to be responsible for their children at all times that they are under school supervision.
- d. The time allocations are reasonable for the request to be accomplished and to "fit in" with the normal daily school activity.
- e. The school bus is not public transportation - It is for the transportation of students to and from school and any other school sponsored activities.

9. No standing passengers are to be carried at any time. Make sure ALL PASSENGERS ARE SEATED BEFORE STARTING THE BUS.
  10. Only responsible students should be assigned to the seat where the emergency door is located.
  11. Drivers must observe the posted speed limit at all times except when the speed limit is above 55 mph. A school bus must never run above 55 mph.
  12. Be observant and have pupils watch for vehicles which pass your bus illegally and turn the license number, the location, hour and the date of the violation in to your supervisor immediately upon returning to the garage.
  13. If in trouble, notify the bus garage or school office as soon as possible by calling, unless you are able to overcome the difficulty immediately. DO NOT LEAVE YOUR BUS TO GO FOR HELP. Send an older and dependable student to telephone for you.
  14. Seats will be assigned by the bus driver.
    - a. All students must have permanently assigned seats for the AM and PM runs.
    - b. Students are to sit in the assigned seats at all times.
  15. Unscheduled, unauthorized, or unlicensed personnel are not to drive a school bus.
  16. Bus drivers will have an annual meeting each year held in August.
  17. Bus Drivers must record attendance daily on both the AM and PM runs.
    - a. Forms will be issued for this purpose;
    - b. They must be completed and filed with the Supervisor of Transportation weekly.
- D. Use of the Bus Garage
1. The Superintendent and the Transportation Supervisor are the only individuals who can authorize the use of the bus garage facilities.
  2. The bus garage facilities are to be used by no one except the bus mechanics and/or their authorized representatives.
  3. No employees of the school system will avail themselves of the bus garage facilities to work on their own vehicles or equipment other than school district owned vehicles.

- E. School closing will be determined by the School Administration. If the school is to be closed, local radio stations will be notified and drivers are not required to report unless specifically directed by the Superintendent.
- F. Bus Routes
1. Primary bus routes are subject to change, modification or elimination depending on the School Administration's judgment of the School District needs.
  2. Late bus routes will be at the discretion of the School Administration.
  3. Bus routes are NOT permanently assigned to a particular driver. A Bus Driver's route assignment can be changed any time at the discretion of the administration.
- G. Bus Assignment
1. A particular bus is not assigned permanently to a particular person.
  2. Buses are assigned according to need, for example:
    - a. to pick up a particular number of children
    - b. as determined by road conditions
- H. Students
1. Loading and Unloading (drivers are to instruct students as to the following):
    - a. Student Unloading
      1. STAY SEATED until bus comes to FULL STOP!
      2. GET OFF PROMPTLY as soon as the bus comes to a FULL STOP.
      3. WALK AT LEAST 10 feet AHEAD OF BUS along the edge of the road.
      4. WAIT until driver signals you across.
      5. WALK ACROSS QUICKLY, double check both ways yourself. Don't run.
      6. GO into your house by the shortest route.
    - b. Student Loading
      1. Come from house and WAIT (at the designated spot so assigned by the bus driver) for the bus to arrive.

2. WAIT till the bus has stopped, all lights are flashing and until the bus driver signals you are to cross the road.
  3. WALK ACROSS QUICKLY, double-check both ways yourself. Don't run.
  4. WALK AT LEAST 10 ft. AHEAD OF BUS, then along the edge of the road.
  5. GET ON PROMPTLY and take your assigned seat.
2. Smoking/chewing of tobacco/use of e-cigarettes/ any type of vaping device/tobacco/non-controlled and controlled substances will not be permitted at any time on the school buses.
  3. Profanity or improper language will not be permitted on the buses.
  4. Drivers must not allow pupils to extend any part of their body out of open windows.
  5. Drinking and eating is forbidden on the school bus. Permission to eat/drinking on the school bus will be determined by the driver.
  6. Do not permit passengers to throw anything out of the windows.
  7. Bus Rules for Students (refer to Student Handbook Page 55)

#### I. Emergency Procedures

1. Mechanical Breakdown
  - a. Stop the bus as far to the right of the road as possible, or on the shoulder of the road.
  - b. Secure bus; activate lights and set up triangles.
  - c. Keep students on bus unless there is an immediate danger.
  - d. Place flares, flags, in accordance with state law.
  - e. Call Bus Garage for help using radio or cell phone.
  - f. Bus should be evacuated in accordance with procedures used for emergency exit drills.
2. Emergency Drills (refer to Appendix B)
  - a. Emergency drills are conducted on school grounds three times a year. **THEY ARE NEVER HELD WHILE THE BUS IS ENROUTE.** The driver will inform students that a drill is to follow. Instruction and

conduct of drills shall be given by the Transportation Supervisor. The Transportation Supervisor or his representative, will notify drivers and staff when drills are to be held.

- b. Loading during a bomb threat or fire - The drivers will be notified and buses should report to assigned locations.

3. Possible techniques for emergency discipline:

- a. Pull off the roadway at a safe place, if possible.
- b. Reassign the seats of those apparently misbehaving.
- c. Insist on absolute quiet.
- d. If, on the home trip, time and distance allow, return to school with the full load of students (if several are unruly).
- e. Under no circumstances are you to put a student off the bus.

F. Maintenance

- 1. The good driver not only is conscientious in reporting suspected deficiencies, but also has developed and uses driving skills that are a definite factor in an economic maintenance program.
- 2. Daily Duty: the driver must arrive at the bus garage 15 minutes prior to their run to perform a before-operation check on his/her vehicle before taking it on the road. This check must include:
  - a. Tires, brakes and steering.
  - b. Horn, lights, windshield wipers.
  - c. Clutch, defrosters, mirrors, driver's seat.
  - d. Under the hood maintenance, i.e., oil, water, belts, etc.
  - e. Make sure all safety devices are operational and present.
  - f. All gauges on the instrument panel must be checked.
  - g. Gas tanks should be checked for sufficient fuel before each trip, and must never be filled when students are on the bus.



- h. All drivers are to be held responsible for reporting any necessary maintenance deficiencies of assigned bus. This must be reported in writing to the Transportation Supervisor on the daily report trip sheet.
3. The driver should never attempt to repair anything. The driver's role is to help the mechanic in diagnosing the source of trouble by giving him information regarding the functioning of the vehicle.
4. In cold weather, warm up your motor slowly before starting out, and then drive carefully until your motor is at the proper operating temperature.
5. Drivers should make an effort to keep buses well ventilated.
6. A driver will not install or alter any device or accessory on the school bus without written permission from the Transportation Supervisor.
7. All bus drivers will clean and sweep their bus as needed and/or requested by the Head of Transportation.
8. Weather permitting, all bus drivers will wash their bus as needed and/or requested by the Head of Transportation.

- A. In the event of a bus accident, the bus driver will act to:
1. Ensure the safety of the students.
  2. Expedite treatment of the injured.
  3. Protect school equipment and property.
  4. Obtain necessary information necessary for required reports including list of all passengers.
  5. Assist in completion of required reports.
- B. The bus driver will make an estimate of the situation at the accident scene to determine, in his/her judgment, whether personal injury, property damage, or both, has occurred. He/she will promptly notify the school, fire control, or State Police of the exact location of the accident and the extent of injury and damage and indicate assistance needed.
- C. If personal injury is obvious or suspected, the driver will notify the Control Center (432-0441) of the exact location of the accident. The County Fire Control will then dispatch the rescue squad in whose jurisdiction the accident has occurred or call on radio channel 8.
- D. All accidents which occur on the bus, or with the bus, no matter how minor, shall be reported to the bus supervisor as soon as possible and the proper forms completed.
- E. Bus drivers must report students who are injured on the bus to the School Nurse and an Accident Report filed on the incident within twenty-four (24) hours of the occurrence.

Laws

- A. All school vehicles will stop at all Yield signs, loaded or empty.
- B. All school vehicles will stop at all Railroad Crossings, loaded or empty.
- C. All school vehicles will not turn right on Red. They will stop and wait for Green light, loaded or empty.
- D. No turning onto one-way streets without stopping, loaded or unloaded.

If a bus driver has no chargeable accidents in a given school year, he/she will be presented with a driver safety award. A pin will be presented to the driver in honor of this safety record.

A. Administrative Evaluation

1. All bus drivers may be evaluated at least once a year by the school administration.
2. The Transportation Supervisor will evaluate each member of the Transportation Department annually.

1. The following enclosures are used in conjunction with the Annual Bus Driver Back to School Safety and Organization Meeting:
  1. Bus Driver back to school letter
  2. Agenda - Bus Driver back to school meeting
  3. Handbook for School Bus Drivers
  4. Copies of school calendar
  5. Pupil Misconduct Reports
  6. Bus Emergency Drill Procedure and Schedule (Refer to Transportation Handbook)
  7. Bus Maintenance Referral
  8. Outline of Bus Routes
  9. Trip Authorization and Driver Report
2. Our first required bus emergency drill will be held during the first week of school, a second between 11/1 and 12/31 and a third between 3/1 and 4/30.
3. The Elementary Teachers will be provided a packet of transportation materials containing a list of bus routes, drivers, bus numbers, line up outline, student bus rider rules, bus behavior referrals and emergency bus drill procedures. The Elementary Teachers will be reviewing these materials with their students during the first day of school.
4. Students in Grades K-6 will receive instructions from the Transportation employee starting the first week of school. It is planned that he/she will take one class at a time out to a bus and review all of the rules and regulations and safety precautions of riding a bus.

## SECTIONAL INDEX

### CLEANER/CUSTODIAN

Cleaner/Custodian who drives Bus	3003
Work Day	3001
Work Schedules (Daily)	3002

### Work Day

- A. A normal workday is 8 hours plus 30 minutes for lunch. These hours may be adjusted by the Head of Buildings and Grounds or Administration as needed.
- B. Work schedules and assigned duties are created/designated by the Head of Buildings and Grounds and/or Administration.
- C. Employees are not to make any changes in their daily assigned duties or daily work schedules unless authorized by the Head of Buildings & Grounds. If the Head of Buildings & Grounds is not available, changes can be authorized by the Administration.
- D. All overtime hours must be pre-approved and authorized by the Head of Buildings and Grounds or Administration.
- E. Employees are not to watch television at any time during the work day.
- F. Employees are not to use their cell phones for personal business during the work day.
- G. Employees will work Halloween or as needed during that time period.
- H. During any given 8 hour shift, an employee is allowed one fifteen (15) minute break. A second 15 minute break may be allowed at the discretion of the employees supervisor.
- I. There must be a Custodian/Cleaner in the building at all times:
  - 1. When school is in operation
  - 2. When appropriate at other times or times assigned by the Head of Buildings & Grounds and/or Administration.



- A. Daily Work Schedules for Cleaner/Custodian employees
1. Work schedules for the Cleaner/Custodian employees will be created and distributed by the Head of Buildings and Grounds and/or Administration.
  2. These schedules may and can be altered (by the Administration or Head of Buildings & Grounds) given:
    - a. Emergencies
    - b. Needed repair and maintenance service
    - c. Building use
  3. Emergency Day - All cleaner/custodian employees WILL report to work.
  4. Conference Day (when no students attend school). All cleaner/custodian employees WILL report to work.

- A. Bus Driving - When a cleaner/custodian employee drives school bus, they will be paid time and a half for their driving time. This assumes that the cleaner/custodian is putting in a full eight hours as cleaner/custodian. If bus driving is done during the cleaner/custodian's regular shift time, no extra pay will be granted.

JOB DESCRIPTION  
CLEANER

GCBAD

Title: Cleaner  
Qualifications: 1. High School diploma, or its equivalent  
2. Must be at least 21 years of age  
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable  
Reports to: Head Custodian  
Job Goal: to maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

Performance Responsibilities:

1. Sweeps, mops and dusts floors, stairs and desks.
2. Washes windows, walls, blackboards, sinks and other fixtures.
3. Paints rooms and equipment, repairs furniture and makes minor plumbing, electrical and carpentry repairs.
4. After room has been swept, furniture should be lined u in the arrangement which it was found.
5. Repairs window shades, replaces light bulbs, soap and towels.
6. Damp mops at least one room once a week.
7. Assigned lavatories should be mopped daily, fixtures scrubbed and polished with clean cloths, glass cleaned, dispensers filled, urinals and toilet bowls scrubbed, especially under rims.
8. Hallways should be damp mopped at least once a week.
9. Doors and woodwork around doors should be washed with a sponge to remove fresh soil marks daily.
10. If time does not allow for dusting and washing of woodwork, desks, then a certain portion should be dusted and washed each night.
11. Tiles in lavatories should be washed once a week.
12. Any and all work tasks that could be reasonably expected of this position.
13. During the summer months of employment (day after school is out in June until students return in September), persons employed in this position will be expected to perform:
  - a. Cleaning tasks of an annual nature,
  - b. Participate in general maintenance work.
14. Performs regular maintenance work as needed on a regular daily basis.
15. Any other duties as assigned by the Superintendent.
16. Modifications only through subsequent Board action.

Adopted 11/20/85

Reviewed & Readopted 11/14/90

JOB DESCRIPTION  
CUSTODIAN

GCBADA

Title: Custodian

Qualifications:

1. High School diploma, or its equivalent
2. Must be 21 years of age
3. such alternatives to the above qualifications as the Board may find appropriate and acceptable
4. Must pass appropriate Civil Service exam

Reports to: Head Custodian and/or Superintendent

Job Goal: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

Performance Responsibilities:

1. Sweeps, mops and dusts floors, stairs and desks.
2. Washes windows, walls, blackboards, sinks and other fixtures.
3. Paints rooms and equipment, repairs furniture and makes minor plumbing, electrical and carpentry repairs.
4. After room has been swept, furniture should be lined up in the arrangement which it was found.
5. Repairs window shades, replaces light bulbs, soap and towels.
6. Damp mops at least one room once a week.
7. Assigned lavatories should be mopped daily, fixtures scrubbed and polished with clean cloths, glass cleaned, dispensers filled, urinals and toilet bowls scrubbed, especially under the rim.
8. Hallways should be damp mopped at least once a week.
9. Doors and woodwork around doors should be washed with a sponge to remove fresh soil marks daily.
10. If time does not allow for dusting and washing of woodwork, desks, then a certain portion should be dusted and washed each night.
11. Tiles in lavatories should be washed once a week.
12. Any and all work tasks that could be reasonably expected of this position.
13. During the summer months of employment (day after school is out in June until students return in September), persons employed in this position will be expected to perform:
  - a. Cleaning tasks of an annual nature,
  - b. Participate in general maintenance work.
14. Performs regular maintenance work as needed on a regular daily basis.
15. Any other duties as assigned by the Superintendent.
16. Modifications only through subsequent Board action.

Adopted: 11/20/85

Reviewed and Readopted: 11/14/90

## SECTIONAL INDEX

### CAFETERIA

Daily Work Schedules	4001
Cashier	
Cook	
Food Service Helper (Asst. Cook)	
Food Service Helper	
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Rules (Cafeteria)	4002

**Food Service Helper: Cashier/Cleaner**

(hours listed may be adjusted)

Hours: 7:00 a.m. – 3:30 p.m.  
½ hour for lunch

**Cook** (hours listed may be adjusted)

Hours: 6:45 a.m. – 1:45 p.m. or 6:30 a.m. – 3:00 p.m.  
½ hour for lunch ½ hour for lunch

**Assistant Cook and Food Service Helper** (hours listed may be adjusted)

Hours: 7:00 a.m. - 2:00 p.m.  
½ hour for lunch

**Part-Time Food Service Helper** (hours listed may be adjusted)

Hours: 7:30 a.m. - 1:00 p.m. or 10:30a.m. – 1:30 p.m.

All Cafeteria Employees will:

1. Wear uniforms provided by the district as per the CSEA Contract.
2. Follow all New York State Health Department rules for working in a food service area:
  - Have hair tied back, or in a hair net or the employee will wear head covering provided by the cafeteria.
  - Wear closed toed shoes only.
  - Wear hygienic gloves when handling food.

All Cafeteria Employees will not:

1. Use their cell phone for personal business during the work day.
2. Watch television during the work day.

- A. Physical Inventories
  - 1. Daily Production Sheets
    - a. Daily Production Sheets are to be maintained daily
  - 2. Inventory
    - a. There will be a complete physical inventory taken of all food products at the end of each week.
    - b. A copy of inventory totals and/or dollar values will be given to the Treasurer's office at the end of each month.



1. All orders will be checked in by a member of the cafeteria staff other than the individual who placed the order. Use of the custodial or maintenance staff to assist with deliveries must be pre-approved by the head of Buildings and Grounds.
2. The individual checking the order in will process the necessary paperwork and direct the storage of the items.
  - a. The Cafeteria Manager will provide a list of what items are to be received.
  - b. The order list is compared with the count off the truck and the invoice noting all discrepancies on the invoice prior to signing for the delivery. The signature on an invoice or delivery ticket indicates all was received as listed and will have to be paid for. Take the time to verify the item counts and write out any differences on the bill so it is clear to the vendor what the problems with the delivery are.
3. Steps to be taken for the storage of items. These apply to both the freezer and dry storage areas.
  - a. All items are to be dated with the month and year received using a thick magic marker or ink stamp.
  - b. Face the cases all in the same direction so the month and year and case description is visible.
  - c. Rotate all stock so the oldest items are used first in the cafeteria.
  - d. Store similar items together and like items in the exact same location.
  - e. Pile surplus goods separately from the purchased items. Keep like purchased and surplus together.
  - f. Use common sense in piling items (cases). General rule of thumb is to not go higher than four cases high when stacked on their sides.

## SECTIONAL INDEX

Classroom Aide Substitutes

5001

1. The Aide that is employed to assist a Classroom Teacher may:
  - a. Take over supervision for the students in the classroom in the teacher's temporary absence. This may occur at the discretion of the Superintendent.
  - b. Should the length of time of the absence equal a half or full day, the teacher aide will be reimbursed as per the CSEA Contract.

**SECTIONAL INDEX 6000  
JOB DESCRIPTIONS**

<b>Job Description</b>	<b>Policy Number</b>
<b>Cafeteria</b>	
Food Service Helper (Assistant Cook)	9100
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<b>Maintenance</b>	
Cleaner	9210
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Bus Driver	9320
Head Mechanic/Bus Driver	9340

## SECTIONAL INDEX

### FINANCIAL

Substitute Salary	7001
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1. Bus Drivers
  - a. All persons acting as substitute bus drivers (excluding Cleaner/Custodian employees) will be paid at a rate as determined by the Instructional Support Contract for driving AM and PM “runs.”
2. Aides, Cleaner/Custodian, Cafeteria and Clerical
  - a. All persons substituting in these categories will be paid at least minimum wage per hour.

1. No employee can work in their official title and/or job description without receiving pay.
2. All employees who work in their official capacity must be compensated at their regular wage.

## SECTIONAL INDEX

### MISCELLANEOUS

Calendars	8001
Discipline Forms	8008
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b.    Elementary	8008.2
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Mailboxes/Email	8002
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1. The official Laurens Central School Activities Calendar is kept in the Office of Buildings & Grounds. The Building Principal and Head of Buildings and Grounds maintain the calendar. However, all activities and dates for occurrences must be cleared with the Administration which is accountable and responsible for the approval of the activity and date before it can be committed to the official Laurens Central School Calendar.
2. The Weekly Bulletin is generated from the Official Laurens Central School Activities Calendar. It is an instrument of the calendar process, but does NOT represent the official jurisdiction. The official Laurens Central School Activities Calendar is kept by the Building Principal and Head of Buildings and Grounds.
3. Any activities or events that are not posted on the official Laurens Central School Activities Calendar cannot be held. All staff and students are strongly urged to get their activity and date posted on the official Laurens Central School Calendar as soon as they know the date of the meeting. In the case of students, they must have prior approval from the Student Council and the Administration.
4. For the most part, dates are assigned on a “first come, first served” basis. However, the Administration reserves the right to change dates, as necessary, in order to facilitate the school program. School activities always take precedence.
5. No meeting or activity date becomes official without the Building Use Form being completed, signed by the Administration and filed with Buildings and Grounds Office.

1. Each employee on the staff of Laurens Central School is assigned a mailbox. (Employees may have to share boxes.)
2. The mailbox is to be construed as an official means of communication between administration and staff.
3. The mailbox is a means by which students, instructional staff, instructional-support staff, and administration can leave messages and other instruments of communication for staff members.
4. It is the individual employee's responsibility to check his/her mailbox regularly for messages and other instruments of communication.
5. Other:
  - a. Transportation personnel: each person has his/her own mailbox in the bus garage office which will serve as their official mailbox.
  - b. Cleaner/Custodian personnel: each person has his/her own mailbox inside the buildings and ground office.
  - c. Teacher's Aides may share a mailbox with the person they are assigned to.
  - d. Cafeteria workers will receive their mail in the Cafeteria mailbox.

B. Email

1. Each employee on the staff of Laurens Central School will be assigned and email address.
2. Email is to be construed as an official means of communication between administration and staff.
3. LCS email is to be used for school related business only.
4. It is the employee's responsibility to check his/her email regularly for messages.
5. At no time are students allowed to access or use the school's email system unless it is to communicate with a teacher about academic tasks through Microsoft Office 365.

- A. Approved visitation and professional conventions shall be considered part of teaching and shall be considered regular teaching days with no pay or sick leave deductions. Approval in advance for visitations and conferences must be given by the Superintendent.
- B. Definitions
1. Visiting Days: This is a day set aside to visit another school to observe a specific program and/or teacher.
  2. Conferences: A conference shall be considered the annual meeting or any other scheduled meeting called by a given professional organization to transact business of that organization and offer any additional professional growth activities. It implies active membership in a given professional organization; i.e., New York State Council of Math Teachers, New York State Assoc. of Health, Physical Education & Recreation, School Administrators Assoc. of New York State, N.Y.S. Assoc. of Educational Secretaries, etc.
  3. Convention: Synonymous with conference.
  4. Workshop: A workshop is a session to work on a specific education problem or concern. Workshops may be sponsored by any group or organization offering expertise in a given field or subject matter. The workshop may offer college or in-service credit.
  5. Meeting: An assemblage for the purpose of communication of ideas. It is characterized by some communication of ideas. It is characterized by some form of formal presentation; i.e., speech or panel discussion. Examples: Curriculum presentation by publishers speakers from State Education Dept., colleges or organizations, etc.
- C. Items to be considered in approval of attendance at any of the above mentioned activities:
1. It is generally expected that a request to attend a conference and/or convention would be preceded by membership in a professional organization and some form of active participation in that organization.
  2. The value to the individual attending the activity should be weighed against the loss to the students due to the individual's absence.
  3. Appropriateness of the time of the activity should be considered in relationship to the individual's job responsibilities.
  4. There should be evidence that attendance will benefit the Laurens Central School or the students of Laurens Central School.

5. One person from a department, group, grade level, or work area should attend and report back to his peers. Special circumstances may exist which would make it valuable to send more than one person.
6. Funding may be provided by district.
7. The individual attending the activity may be required to report back the highlights of the activity.
8. Proper completion of the Conference Request Form must be done in advance.
9. After approval, if registration fees are necessary, complete the proper requisition, using the same code as it was budgeted for. Be sure all the pertinent information is listed, i.e., who the check should be made payable to, address for mailing, etc. Please remember that even if it was in your budget, you must still follow the above procedure. Please do this as soon as you know you are attending. The Treasurer would appreciate ample time to prepare the check for registration.

D. Reimbursement

1. The district will reimburse the individual for the following incurred expenses:
  - a. Lodging
  - b. Meals
  - c. Registration (unless it is part of the cost of membership)
  - d. Transportation if a school vehicle is not available, but must be approved in advance.
2. Substitutes will be provided unless other suitable arrangements can be made.

Name \_\_\_\_\_ Submission Date \_\_\_\_\_

Position \_\_\_\_\_ Grade/Subject \_\_\_\_\_

Conference  
Title \_\_\_\_\_

Conference  
Dates \_\_\_\_\_

Place of  
Conference \_\_\_\_\_

Reason for  
Attendance \_\_\_\_\_

\_\_\_\_\_

Approximate Estimated Cost -

Transportation \_\_\_\_\_

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

Total \_\_\_\_\_

Means of  
Travel \_\_\_\_\_

Date(s) of  
Conference \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Name \_\_\_\_\_  
Superintendent Date

Budget Code \_\_\_\_\_ (Office use)

Directions

1. All personnel MUST have at least two weeks prior written approval of the Superintendent; forms are available from the Central Office and should be made out in duplicate. Only in most unusual cases will approval be made if such advance notice is not given.
2. A written report of conference must be submitted within two weeks after the conference for the approval of the Board of Education. In lieu of a written report, an oral report may be given to the Board of Education.

**PERSONAL TELEPHONE CALLS**

1. Employees are not to be placing long distance phone calls related to personal business on school phones.
2. If you receive a personal call, a message will be put in your mailbox, unless the caller states it is an emergency. Please be sure to check your mailbox.
3. There is a telephone in the Staff Lounge for your convenience.

- I. School will be closed in cases of extreme weather conditions upon the recommendation of the Head Bus Driver, Highway Superintendent and approval of the Superintendent of Schools. Once the decision is made, the following steps will be followed:
- II. The Superintendent will call:
  - a. Head Bus Driver to notify Bus Drivers
  - b. Director of Facilities to notify members of the maintenance/custodial/cleaning staff.
  - c. Initiate the Mass Notification System
  - c. Radio Stations (WDOS, WZOZ, WSRK & WKXZ), and the Binghamton (Channel 3) and Utica (Channel 2) TV station will be called.
- III. Should extreme weather conditions develop during the school day, Head of Transportation shall notify the Superintendent of current road conditions. The decision for or against early dismissal will be made as soon as possible.
- IV. All maintenance/custodian/cleaners will report to work according to their assigned schedule or as soon as possible thereafter, unless agreed to in advance by the Director of Facilities.

1. All 12 month employees
  - a. An employees must work a full year before he/she is eligible for vacation time.
    1. Vacation leave schedule
      - a. After an employee has worked for one (complete) year, (from the time of hire) he/she shall receive 1 week of paid vacation, 2 weeks after 2 years of employment, and 3 weeks after 5 years.
      - b. At the end of 15 years of employment, 4 weeks paid vacation shall be granted.
    - b. Only one week of vacation time is available per employee during the summer months. Exceptions to this must be approved by the Director of Facilities and/or Superintendent.
    - c. Vacation time may be taken during the following school holiday recess time:  
  
Week of Thanksgiving  
Week of Christmas/New Years  
Mid-Winter  
Spring  
Vacation times
    - d. Vacation time will be established on a rotation basis within department. Only 1 person at a time can be on vacation within a department, (i.e., Transportation, Custodial/Maintenance).
2. All 11 month employees
  - a. These employees will work two weeks after the students have been dismissed for the school year and two weeks before the students return at the beginning of the school year.
  - b. Otherwise, these employees will work the schedule outlined in the Instructional Support Agreement. They will work all Conference/Superintendent's Days.



1. At the beginning of each school year, each staff member will receive his/her copy of the Sick Day Accumulated Report stipulating their specific situation.
2. Staff members should sign the report and return it for filing.

Discipline Forms

- A. High School
- B. Elementary

**DISCIPLINE REPORT FORM**  
LAURENS CENTRAL SCHOOL

Student's Name/Grade \_\_\_\_\_  
(Last) (First) (Grade)

Infraction Date \_\_\_\_\_ Time \_\_\_\_\_ Period \_\_\_\_\_ Date Submitted \_\_\_\_\_

Person Submitting Report \_\_\_\_\_

Category of Infraction from Code of Conduct 1 2 3 4

Infraction Subtype from Handbook (pg. 42-44) \_\_\_\_\_



For Office Use Only

Detention form if needed \_\_\_\_\_ Incident recorded in student file \_\_\_\_\_

Consequence date charted \_\_\_\_\_ VADIR form (if needed) \_\_\_\_\_

Parent Letter \_\_\_\_\_



Description of Incident: (Use the back only if needed and not below the signature line.)

Signature of person submitting report form \_\_\_\_\_



Student Name

\_\_\_\_\_

Submitting Teacher's Name

\_\_\_\_\_

Date of student meeting with Administrator \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments by Administrator:

Category of Infraction \_\_\_\_\_ Consequence assigned \_\_\_\_\_

## Laurens Central School Elementary Discipline Form

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ Classroom Teacher \_\_\_\_\_

Date of Infraction \_\_\_\_\_ Date form submitted \_\_\_\_\_

Discipline form submitted by \_\_\_\_\_

Infraction Class as found in the Elementary Handbook:     1     2     3     4

Infraction Category as found in the Elementary Handbook \_\_\_\_\_

Brief description of the incident/infraction and those involved

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

(Use the back if necessary)

The information below is for administration use only.

People notified of infraction:

Parent \_\_\_\_\_ Aide \_\_\_\_\_ Teacher \_\_\_\_\_

Guidance Counselor \_\_\_\_\_ Director of Special Education \_\_\_\_\_

Superintendent \_\_\_\_\_ Other \_\_\_\_\_

Date of meeting with the Student:

Consequence/Outcome of Infraction:

.....

Notification of Outcome/Consequence

(to be completed by person writing the discipline form)

This Notification to (writer's name):

Discipline for (student's name):

Date of Meeting with Principal:

Outcome/Consequence:

.....

Notification of Outcome/Consequence (to teacher if form not completed by teacher)

Notification to (Classroom teacher's name):

Discipline for (Student's Name):

Date of Meeting with Principal:

Outcome/Consequence:

The following is a general dress code. Departments that are required to wear uniforms, please refer to your departments section in this handbook. (i.e. cafeteria, maintenance, transportation)

### Staff Dress Code

1. Tank tops/tank dresses are NOT allowed. All shirts should have a collar or sleeves.
2. Staff may wear sleeveless shirts that have a full seam at the shoulder.
3. The finger tip test applies to the length of all attire (dresses, skirts, shorts)
4. Teachers, teacher aides, and other staff members are not to wear shorts to school. The exceptions to this rule are:
  - a. You are a Physical Education teacher.
  - b. During the June Regents week, teachers, teacher aides, etc., may wear shorts if they do not have contact with students.
  - c. Teacher/Teacher aides going on field trips may wear shorts if appropriate for the field trip experience. (i.e. Play Day)
5. Jeans are not acceptable attire unless we are having a jeans day or sweat shirt day. The exceptions to this rule would be:
  - a. You are a bus driver.
  - b. Field trips - when appropriate.
6. If you have something that is questionable - DO NOT WEAR IT!!

Remember, we are all professionals. We need to model professional behavior and dress in a professional manner.

INSIDE/OUTSIDE DAYS DURING RECESS

The determination of Inside Days when the weather is too cold or stormy to have children play outside comfortably will be made following this procedure:

1. The Building Principal will make the determination on having recess time outdoors.
2. Once a decision has been made, the outcome will be posted on the board in the cafeteria by 11:15 a.m.
3. If the message is... the action taken will be...
  - a. outside day classes will be taken outdoors
  - b. inside day you may choose to go out or stay in advisory
  - c. must stay inside classes be indoors
4. The best laid plans could change if it starts raining after the initial decision has been made. This is New York State and who can know the weather from minute to minute? Once it starts raining you may keep your students indoors.

Our philosophy is that these children can benefit from the fresh air and activity. It keeps them more alert during the afternoon and gives the school program the minutes it needs to satisfy the New York State physical education curriculum. The physical education teachers intend to use the playground structure as part of the elementary students' upper body strength development and during recess we can give them the organized time to practice what they have learned. Let's get them outside whenever possible and keep them involved and active while learning to use and develop their social skills.

## APPENDICES

A. Elementary Handbook

B. Secondary Handbook