REGULATIONS

1111 -- District Clerk

1112 – District Treasurer

1141 -- Operation and Function of District Committees Appointed by the Board of Education

2011 -- Public Access to District InformatioN

2031 -- FLAGS

2071 -- community USE OF SCHOOL FACILITIES, property and equipment

3011 -- ADMINISTRATIVE ORGANIZATION

3012 -- ADMINISTRATIVE OPERATIONS

3013 -- PROCEDURE FOR EMERGENCY CLOSING OFSCHOOLS…………………………………

3111 -- Recruitment and Selection of Professional Personnel

3121 -- No Workplace harassment

3181 -- FAMILY MEDICAL LEAVE

4011 -- INVESTMENT OF FUNDS

4031 -- SALARY CHECKS

4041 -- PURCHASING PROCEDURES

4101 -- LOCAL FUNDS: BANK DEPOSIT PROCEDURE

4111 -- EXTRA-CLASSROOM ACTIVITY FUNDS

4121 -- ANNUAL FUNDRAISING PLAN

4122 – OUT OF COUNTRY TRIPS (excluding Canada)

4170 -- PARTICIPATION IN HEALTH INSURANCE PLAN

4180 -- HEALTH INSURANCE PARTICIPATION

4190 -- CONFERENCE ATTENDANCE AND TRAVEL/MEAL EXPENSE REIMBURSEMENT

4321 -- Drug & alcohol testing/ school bus drivers And other safety-sensitive employees

5011 -- Pupil Attendance and Ability to Receive Course Credit and/or Promotion to the Next Grade Level

5012 -- Academic Extra-Curricular Participation

5021 -- AGE OF ENTRANCE

5041 -- Redistricting Process

5042 -- IN-DISTRICT ATTENDANCE AREAS

5051 -- NONRESIDENT PUPILS

5081 – THE EDUCATION OF HOMELESS students/identification of students in temporary housing

5101 -- GRADUATION REQUIREMENTS

5111 -- PASSING MARKS FOR MIDDLE SCHOOL & HIGH SCHOOL STUDENTS

5112 -- ACADEMIC INTEGRITY

5131 -- RENTAL OF MUSICAL INSTRUMENTS

5141 -- STUDENT LIAISON TO THE BOARD OF EDUCATION

5151 -- INFECTIOUS, CONTAGIOUS OR COMMUNICABLE DISEASES

5181 -- Child abuse and maltreatment

5191 -- Harassment of Students Regulation

5201 -- Alcohol and Other Drug

5202 -- MANAGEMENT OF LIFE THREATENING HEALTH CONDITIONS……………………….

5221 – Internet, Electronic Mail and Computer Usage

5222 -- Electronic Use Regulation

5331 -- USE OF PESTICIDES

5340 -- CORPORAL PUNISHMENT…………………………………………………………………….

5341 -- REPORT OF SUSPENSION OF PUPIL

5342 -- STUDENT & COMMUNITY PARTICIPATION IN CO-CURRICULAR ACTIVITIES

5344 -- GUIDELINES FOR SCHOOL SPONSORED TRIPS

5344 -- OVERNIGHT TRIP APPLICATION

5350 -- tutoring services

5531 -- Selection of Instructional Materials and Resources

5532 -- Handling of Controversial Materials or Practices

5541 -- Selection and Handling of Library Materials

5551 -- USE OF THERAPY DOGS IN SCHOOL…………………………………………….................

5701 -- TRANSPORTATION REGULATION

# 1111 -- District Clerk

##### Accountability

The District Clerk is ultimately responsible to the Board of Education. However, the day-to-day supervision of the person holding this position will be performed by the Superintendent of Schools. An annual evaluation of the effectiveness of the position is a joint responsibility of the Board of Education and the Superintendent of Schools.

**Nature of the Position**

The District Clerk is appointed by the Board of Education. An oath of office is required. The District Clerk provides support for the Board of Education, including the management of the Annual Election and Vote.

**Accountability Features**

1. Prepares the Board of Education agenda – gathers information, assembles packets.
2. Attends Board meetings. Takes and transcribes minutes of the meetings. Certifies minutes, if necessary.
3. Arranges for district meetings and votes. Arranges for publicity of legal notices after consultation with the attorney for the district.
4. Accepts service and processes legal claims against the district, plus facilitates any necessary follow-up.
5. Processes forms for disposition of records.
6. Certifies tax warrants, etc. for the collection of school district taxes.
7. Maintains district legal files for agreements, deeds, contracts, etc., also maintains Board of Education files.
8. Provides for registration of serial bonds when requested and affixes signatures on notes and other district legal documents. Authorizes payment of Bonds and Notes.
9. Provides miscellaneous service such as making reservations and arrangements for Board members to attend school-related events.
10. Accepts phone calls directed to the Board of Education.
11. Performs other duties as provided by law or the Board of Education

## 

Regulation 1112

Page 1 of 2

# 1112 – District Treasurer

##### Accountability

The District Treasurer reports to the Board of Education with regard to requirements of Education Law and Commissioner’s Regulations and to the Chief Financial Officer in maintaining all financial records of the district.

### Nature of the Position

The District Treasurer will meet all legal requirements of the office and to provide assistance to the Chief Financial Officer in maintaining all financial records of the district.

### Accountability Features

###### Board of Education

1. Issues prenumbered treasurer’s receipts for all funds received by the district.
2. Issues prenumbered voucher checks in payment of properly authorized claims against the district.
3. Makes transfers of monies between appropriate bank accounts and to keep monies invested at the best possible rates for the longest feasible time.
4. Keeps a running balance of the monies on deposit in all authorized bank accounts of the district and to reconcile all accounts monthly.
5. Renders a monthly report for each fund showing the cash balance on hand at the beginning of the month, total receipts and disbursements during the month, the cash balance at the end of the month, reconciliation with bank statements, and any other reports which may be requested by the Board of Education or Superintendent.
6. Renders a Budget Status Report at least monthly showing the status of revenue and appropriation accounts in accordance with Commissioner’s Regulation 170.2(s)
7. Is the custodian of all financial records of the District.
8. Accepts all other duties prescribed by laws and regulations of the Commissioner.

###### Chief Financial Officer

1. Accounts for receipts and disbursements against the budget.
2. Prepares the Annual Financial Report, State Aid Application, Federal Aid Reports, Annual Audit Report, Annual Budget, Monthly Financial Reports, Capital Aid Reports, publishing the Annual Financial Reports in accordance with Commissioner’s Regulation 170.2(s) and other reports as may be deemed necessary.
3. Assists in the preparation of cash flows and investment of district funds.
4. Prepares special cost analysis and surveys at the request of the Chief Financial Officer.

Regulation 1112

Page 2 of 2

1. Codes and classifies receipts and expenditures of the district.
2. Posts general ledgers monthly, originating appropriate journal entries, entering budget adjustments and journal entries on computer terminal, preparing trial balances and reconciling subsidiary ledgers with the general ledgers for all funds.

## 

## 1141 -- Operation and Function of District Committees Appointed by the Board of Education

Regulation 1141

Page 1 of 5

The purpose of District committees is to help assure that quality decisions are made whenever significant changes to district program and/or operations are under consideration. Administrative staff in conjunction with the Superintendent as well as the Board of Education will develop a clear, cogent, concise **Committee Charge** which:

* Specifies the salient issues that have led to the formation of the committee,
* States the desired outcomes for the report,
* Appoints the Committee Chair (or Co-chair where appropriate), and
* Describes the important criteria on which the result will be evaluated.

The template (Attachment A) lists key components that are expected to be included as part of that process.

1. **Committee Charge**

Regulation 1141

Page 2 of 5

1. **Statement of Purpose**

(The statement of purpose should answer the question, “Why is this committee being formed?”)

1. **Desired Outcomes**

(List expected outcomes including financial data required, if any.)

1. **Suggested Strategies for Attaining Goal(s)**

(ex. review of the research, exploration of best practices, data review)

Constraints: Financial, Legal, and Contractual

Communication Expectations

Plans for Implementation and Evaluation

1. **Committee Membership**

(Any Board-charged committee should include an appropriate broad-based representation of stakeholders as well as members with unique expertise in the charged area of work; Board will appoint Committee Chair (Co-chair where appropriate). See Section B below for recommended committee representation.

1. **Timeline**

(Delineate checkpoints for interim and final reports. See Section D below for recommended checkpoints.)

1. **Expectations for Committee Operations**

**1. Guidelines**

* The role of a district committee is to advise the Board by making recommendations that reflect the strong consensus of the group.
* All committee members will participate in a training program focused on group dynamics, collaboration, and problem solving.
* All members will have equal standing throughout the process.
* The committee will jointly select facilitator(s), timekeeper, and recorder. An outside facilitator/trainer may be utilized as deemed appropriate by the group.
* The committee may form ad hoc subgroups as necessary to increase effectiveness.
* Minutes shall be kept of all formal meetings and will be distributed to the group. (These minutes are working documents and would not be seen as part of the final report.)
* It is expected that the committee will keep the larger group of “key stakeholders” apprised of the group’s work, as appropriate.

1. **Role of Facilitator/Chairperson(s)**

Regulation 1141

Page 3 of 5

1. **Facilitator:**

In order to assure that committees have access to a support system that facilitates the full implementation of an effective problem solving process, each district appointed committee shall have a facilitator appointed to it. The facilitator:

* Will have specific training and expertise in the problem solving process.
* Does not play a decision-making role on the committee; his/her purpose is to focus solely on the process utilized.
* Is expected, in addition to providing the initial training, to attend meetings as needed to monitor and make progress suggestions including the use of appropriate tools and strategies to the group as appropriate.

**b. Chairperson**

As part of the committee charge, a chairperson will be recommended for consideration to the Board of Education. Approval of the position will be concurrent with the approval of the committee charge. The role of the committee chairperson will be:

* To create an open and work-like atmosphere for committee meetings, one in which each member of the committee feels free to express his/her thoughts and opinions
* To call and schedule meetings as appropriate
* To develop agendas for the meetings
* To assure that roles such as timekeeper/note taker are identified and rotated throughout the group
* To facilitate the work of the committee between meetings (ex. collect data, secure appropriate resources when necessary)
* To be sure that reports generated by the committee are timely, well-written and address the issues identified in the committee charge.

**Committee Membership**

Regulation 1141

Page 4 of 5

**a.** The following representation is recommended (indicate quantity and characteristics desired):

* Board of Education
* District Administration
* District Personnel
* Building Administration
* Teacher(s)
* Representative(s) from non-teaching, non-administrative bargaining units
* Special Education Personnel
* Parent(s)/PTSA
* Community-at-Large
* Facilitator (trained in the Problem Solving Model)
* Student(s)
* Other

**b.** The selection and role of Board of Education members on committees are as follows:

* Membership on committees should reflect the charge of the committee
* No committee member will have any more authority than another member; work should reflect each member’s constituency
* Consideration should be given to the proportion of representatives on a committee to the number of constituents it represents.

**5. Timeline**

* Will be specified in the committee charge and will, at a minimum, contain estimated dates for interim and final reports.
* If adjustments are needed, the committee chairperson(s) will consult with the Superintendent and Board so that the appropriate changes are made.

Regulation 1141

Page 5 of 5

**6. Final Report Should Contain**

1. Executive Summary – cover page to include:

* Committee Title
* Person(s) preparing the report
* Whether the report is interim and seeking feedback or final and seeking action
* Date of presentation to the Board
* Estimated cost to implement recommendation

1. A copy of the committee charge
2. Final committee membership
3. As Is/Desired States
4. Recommendations
5. Financial impact
6. Implementation and evaluation plans
7. Communication plan
8. Minority report (if appropriate)
9. Appendices as appropriate (but not required) including research results, data analysis, other solutions considered, evaluative criteria.

BOARD OF EDUCATION – COMMITTEE CHARGE

Attachment A

|  |
| --- |
| **Statement of Purpose:** |
| **Desired Outcome(s) and As Is Statement:** |
| **Suggested Strategies for Attaining Goal(s):**   * Constraints: Financial, Legal, Contractual * Communication Expectations * Plans for Implementation and Evaluation |
| **Committee Membership** (indicate quantity and characteristics desired):   * Board of Education * District Administration * District Personnel * Building Administration * Teacher(s) * Representative(s) from non-teaching, non-administrative bargaining units * Special Education Personnel * Parent(s)/PTSA * Community-at-Large * Facilitator * Student(s) * Other |
| **Timeline:**  Interim Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Final Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 

Regulation 2011

Page 1 of 1

# 2011 -- Public Access to District Information

In compliance with the Freedom of Information Law (Public Officers Law, Article 6) the following regulation is promulgated:

1. The District Clerk is designated as the Freedom of Information Officer and is responsible for compliance with the duties of that position as they apply to the New York State Freedom of Information Law.
2. The Chief Financial Officer is designated as the “Fiscal Officer” and is responsible for compliance with the duties of that position as they apply to the New York State Freedom of Information Law.
3. Requests for the inspection of appropriate records will be made on forms provided by the district. Requests are to be made at the office of the District Clerk, Spry Building, 119 South Avenue, Webster, New York. The Records Access Officer will respond within five (5) business days as required by law. Inspection of appropriate records will occur, except for holidays, between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday.
4. Copies of appropriate records may be purchased at the cost of $.25 per page, payable in advance. Reports or studies, which have been produced in quantity for distribution, will be provided free of charge to district residents while adequate supplies remain.
5. The Freedom of Information Officer shall maintain a reasonably detailed current list, by subject matter, of all records in possession of the district, whether or not available under the Freedom of Information Law.
6. Appeal

“Any person denied access to any records of the Webster Central School District may appeal that decision to the Chief Human Resource Officer by filing a written appeal within thirty (30) calendar days of the denial.  The Chief Human Resource Officer will review the appeal and will either grant access or issue a written opinion explaining the reasons for denial within ten (10) business days of receipt of the appeal.  The Chief Human Resource Officer will forward a copy of the appeal and determination to the Committee on Open Government.”

Regulation 2031

Page 1 of 1

# 2031 -- FLAGS

It will be the responsibility of each building principal to have the United States flag flown, at full mast on the flagstaff provided, for at least one-half hour prior to the time school is in session and until approximately one-half hour after school is in session. The flag will be flown in the commonly prescribed manner to reflect dignity and honor to this symbol of our country.

The flag will be flown at half-mast at those times that are designated by:

1. Law.
2. The President of the United States.
3. The Governor of the State of New York.
4. The Superintendent of Schools.
5. The Supervisor of the Town of Webster, or Penfield, as applicable.

The superintendent may designate a flag flown at half mast:

1. At the death of a locally prominent member of the community.
2. At the death of a Webster Central School student, staff member, or administrator.

The superintendent may designate the flying of flags at half-mast at one, several, or all Webster Central School buildings as he/she deems appropriate.

# Regulation 2071

Page 1 of 7



**FACILITY USE REQUEST PROCESS—REGULATION 2071**

Dear Applicant,

Thank you for your interest in requesting space at a Webster Central School District facility.

Please take a moment to review the attached regulations (Regulation 2071) regarding use of a Webster School District facility before initiating your request.

* Please set up an account in Master Library for your group. We will allow one contact per group.
* In order to complete the set up process, you must have a valid and up to date insurance form naming WCSD as additionally insured.
* Once your group has set up an account, you will receive an email within one week approving your account.
* Once your account is approved, your group manager can request space.
* Space cannot be requested within two weeks or after 75 days from the date of the request.
* The principal and or athletic director approve, deny or amend the requests, not the scheduler.
* Once the principal and/or athletic director have taken action, you will receive an email from “info@masterlibraries.com.” Please review the dates as the NOT AVAILABLE dates do not show on the automated email.
* You may not hear back for at least three weeks.
* **Please note that school events take precedence over rentals and in rare occurrences, can be cancelled due to school events.**
* Elementary schools are not available on the weekends or during school breaks. Elementary buildings close at 7:30 pm, M-F.
* Middle schools and high schools have limited gym, auditorium, field and turf use Mondays – Saturdays during in season sports and during school productions.
* WCSD buildings have early closing times in the summer and are closed on weekends.
* Fees are subject to change without notice and are renewed July 1 of each year.
* **For all aquatics inquiries please call 585-670-1087.**
* **Facility scheduler contact is 670-8066 or jane\_laskey@webstercsd.org**

**WEBSTER CENTRAL SCHOOL DISTRICT**

**FEE GROUPS – PUBLIC USE OF SCHOOL FACILITIES  
REGULATION 2071**

***Please note the following categories to determine fees for using school facilities***

**User Group A** – includes all Webster School events/programs, educational meetings, and WCSD affiliated support organizations such as PTSA, WHEN, Marching band boosters, boy scouts and girls scouts and programs offered by Webster Parks and Recreation. There is no facility charge for this group **when they use facilities during regular building hours** or for special events that are pre-approved by administration. Group A events are subject to supervision and sentry fees as determined by WCSD.

**User Group B** –This group includes Webster Youth Sports Council programs and civic organizations in Webster and that benefit members of the WCSD community. Groups must demonstrate nonprofit status as defined by Section 501(C) of the Internal Revenue Code, and / or must parallel the purpose of enriching the lives and education of children in Webster. These groups will contribute a portion of operating expenses based on the chart below and be responsible for custodial fees outside normal school hours. (To be considered “local” and qualify for the Group B rate, 75% of participants in a youth sports program should reside in the Webster Central School District.) Group B events are subject to supervision and sentry fees as determined by WCSD..

**User Group C** – Includes all non-local organizations, including nonprofit. Fees will reflect the full cost of opening and operating the facility during the approved event including building rental, equipment rental, and staff. Group C events are also subject to supervision and sentry fees as determined by WCSD.

**WCSD FACILITY RATES (7/1/2023-6/30/2024)**

**Fees are approved by the WCSD Board of Education. Fees are updated July 1 of each year.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Personnel Rates** |  |  |
|  | **Evening/Sat** | **Sunday** |  |
| **AV Technician** | **$61.00** | **$92.00** |  |
| **Custodian** | **$73.00** | **$110.00** |  |
| **Food Service** | **$74.00** | **$111.00** |  |
| **Sentry** | **$42.00** | **$63.00** |  |
| **Facility Rates** | | | |
|  | **A** | **B** | **C** |
| **Elementary Aud.** | **No Charge** | **$25 per day (up to six hours)** | **$125 per day** |
| **Secondary Aud.** | **No Charge** | **$50 per day (up to six hours)** | **$175 per day** |
| **Elementary Cafe** | **No Charge** | **$25 per day (up to six hours)** | **$75 per day** |
| **Secondary Cafe** | **No Charge** | **$50 per day (up to six hours)** | **$100 per day** |
| **Classroom/Space** | **No Charge** | **$25 per day (up to six hours)** | **$50 per day** |
| **Elementary Gym** | **No Charge** | **$25 per hour** | **$75 per hour** |
| **Middle School Gym** | **No Charge** | **$35 per hour** | **$125 per hour** |
| **High School Gym** | **No Charge** | **$50 per hour** | **$250 per hour** |
| **Field House (Thomas)** | **No Charge** | **$50 per hour** | **$300 per hour** |
| **Pool (Thomas)** | **No Charge** | **$5 per lane/per hour** | **$20 per lane/per hr hour** |
| **Pool (WAC)** | **No Charge** | **$5 per lane per hour (short) $10 per lane per hour (long)** | **$20 per lane per hour (short) $30 per lane per hour (long)** |
| **Baseball Field** | **No Charge** | **$15 per hour (2 hr. min)** | **$75 per hour (2hr. min)** |
| **Softball Field** | **No Charge** | **$15 per hour** | **$75 per hour** |
| **Rectangle Field** | **No Charge** | **$25 per hour** | **$75 per hour** |
| **Tennis Courts** | **No Charge** | **No Charge** | **No Charge** |
| **Basket Road** | **No Charge** | **$25 per hour + $10 per hour lights** | **$175 per hour + $30 per hour for lights** |
| **All Weather Track** | **No Charge** | **No Charge** | **$26.50 per hour** |
| **Supervision staff are required at all turf, auditorium, gymnasium, cafeterias hosting events** | **$26-$63 per hour per supervisor** | **$26-$63 per hour, per supervisor** | **$26-$63 per hour per supervisor** |

**WEBSTER CENTRAL SCHOOL DISTRICT**

**Please note that number of participants, spectators as well as other criteria dictate the number of supervisors and/or sentries are needed for each event, tournament or game.**

**WEBSTER, NY**

**PUBLIC USE OF SCHOOL FACILITIES**

**Regulation 2070**

**General Statement:**

The Webster Central School Board of Education favors the optimum use of district buildings and facilities by residents of the district, within restrictions of the law. The Board of Education, by law, is charged with exclusive custody, control and supervision of school building facilities and must administer them for the benefit of school programs.

The Board of Education wishes the Webster Central School to be a “community school” and encourages use of school building facilities by community not-for-profit organizations and community residents not requesting facility use for profit-making activities. Generally, facilities are not available to non-resident organizations or individuals, nor to community organizations or individuals who are requesting facility use for profit-making activities. Exceptions may be made by the Board of Education on a case-by-case basis. In granting an exception to any profit-making activity, the Board shall determine the fair market rental charge. This regulation is subject to the limitation of Sections 414 and 403-a of the Education Law. Permissible uses of school facilities include, among others, educational, recreational, social and civic activities, meetings and entertainments. All meetings and entertainments must be non-exclusive and open to the general public. When admission fees are charged, the proceeds must be used for educational or charitable purposes and must not be applied to the benefit of a religious, fraternal, secret or exclusive organization, with the exception of veterans and volunteer firefighter organizations.

In order to protect school property, to ensure consistency in carrying out policies, and to clarify procedures to be used in granting use of school facilities, the following regulations apply:

1. Any person or organization, which meets the requirements of the policy quoted above, is eligible to apply for use of school facilities.

2. An application form requesting use of a specific school facility must be made by a responsible representative (21 years of age or over). To set up an account to request space, please visit Master Library at https://ny166.mlschedules.com/Login.aspx

3. In cases of conflict, the school or school-sponsored program takes precedence over non-school activities

4. Storage of non-school property is limited to the duration of the event and must be removed promptly after the event. The Board of Education and school staff assume no responsibility for non-school property used or stored on the premises.

5. It will be necessary for a school employee to be on duty during the hours of the event.

6. If the cafeteria kitchen is used, it will be necessary for a food service worker to be present to supervise the use of kitchen equipment. The fee for this service is established by Regulation 2071.

7. Personnel and use fees will be charged commensurate with facilities required and services requested, or required by the building principal, in accordance with Regulation 2071.

8. Final authorization for use of facilities and determination of applicable fees will be made by the building principal and or the athletic director.

9. Smoking, use of vape products or nicotine is not permitted in school-owned buildings or on school property.

10. Individuals utilizing school district facilities (buildings or grounds) are prohibited at all times from possessing, using, or being under the influence of alcohol or drugs.

11. The organization using the facility will be responsible for damage or excessive wear caused by use of the facility. Written notification of such damage must be submitted to the building principal.

12. The school may not act as purchasing agent for any consumable supplies or equipment used by non-school groups.

13. The Board reserves the right to withdraw the privilege of using school facilities from any organization that permits abuse of facilities or does not follow applicable regulations.

14. On days when school is closed because of snow or other emergency reasons, all activities scheduled for that day will be postponed or canceled.

15. Individuals or groups requesting facility use may be required to provide a Certificate of Public Liability Insurance in a minimum amount of $1,000,000 per occurrence, with the district as a named insured. The district Insurance Broker of Record will review each request for facility use and recommend to the building principal the advisability of requiring a Certificate of Public Liability Insurance. The building principal will make the final determination in this matter.

**WEBSTER CENTRAL SCHOOL DISTRICT  
WEBSTER NEW YORK   
INSURANCE REQUIREMENTS FOR PUBLIC USE OF FACILITIES**

4.1 Insurance Requirements  
A valid Certificate of Insurance is required for any and all use of Webster School District facilities. The user hereby agrees to effectuate the naming of the town and/or school district as an unrestricted additional insured on the user’s policy. The policy naming the Webster School District as an additional insured shall:

* be an insurance policy from an A.M. Best rated “secured” New York State licensed insurer
* contain a 30 day notice of cancellation
* state that the organization’s coverage shall be primary coverage for the Town and/or school district, its board, employees and volunteers.

The user agrees to indemnify the school district for any applicable deductibles. Required insurance:

* Commercial General Liability Insurance: $1,000,000 per occurrence/$3,000,000 aggregate.

The user acknowledges that failure to obtain such insurance on behalf of the Webster School District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Webster School District. The user is to provide the Webster School District with a certificate of insurance, evidencing the above requirements have been met. The failure of the town and/or school district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the Webster School District.

Certificate of Insurance must cover all teams for which the organization is responsible for scheduling. Any exceptions must be provided in writing.

# Updated September 2023

Regulation 3011

Page 1 of 2

Webster Central School District

Webster, New York

# 3011 -- ADMINISTRATIVE ORGANIZATION -- 2023-2024

#### **BOARD OF EDUCATION**

Janice Richardson, President Linda Dioguardi, Vice-President

Carole Barnabas Jennifer Birdsong-Ng

Maria Cortes Shanna LaDelfa

Charlie Roods

**Superintendent of Schools**

Brian Neenan, Superintendent

Assistant Superintendent for Instruction – Erin Land

Assistant Superintendent for Business – Brian Freeman

Assistant Superintendent for Administration and Human Resources – Dave Swinson

Executive Director of Elementary and Intervention  – Francine Leggett

Executive Director of Family & Student Services, and Inclusivity – Robert Chalwell

Executive Director of Student Services – Andy Maillet

Co Directors of Education Technology and Info – Brian Zimmer and Joe Montemaro

Director of Data and Informatics – Eric Blask

Special Education Administrator, OWL One Webster Learning – Alex Akers (Elementary), Christopher Callahan (Middle School), Ari Halaris (High School)

Public Relations Coordinator – Krista Grose

Manager of District Data – James Baehr

|  |  |
| --- | --- |
| Webster Schroeder High School | Webster Thomas High School |
| Paul Benz, Principal | Glenn Widor, Principal |
| Tony Britt, Assistant Principal | Kylene Anson, Assistant Principal |
| Jacqueline Goodwine, Assistant Principal | Sue Clark, Assistant Principal |
| Krista Quick, Assistant Principal | Jeremy McBride, Assistant Principal |
| Rebecca Saiff, Administrator, GOAL | Tara Wade, Assistant Principal |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | Spry Middle School | | Willink Middle School | | | Jackie Saunders, Interim Principal | | Brian Powers, Principal | | | Tim Dobbertin, Interim Assistant Principal | | David Kramer, Assistant Principal | | | Matthew Mietelski, Assistant Principal  Brandi Wallace, Assistant Principal | | Jason Simoni, Assistant Principal Erin Zeller, Assistant Principal | | |  | |  | | |  | |
|  |  | |
|  |  | |
|  | |  | |

Regulation 3011

Page 2 of 2

Elementary Schools

DeWitt Road - Mark Schichtel, Principal Derek Peterson, Assistant Principal

Klem Road North - Laura Ballou, Principal  Jama Koester , Interim Assistant Principal

Klem Road South - Martha End, Principal Stephen MacAdam, Assistant Principal

Plank Road North - Craig Bodensteiner, Principal Marc Nelson, Interim Assistant Principal

Plank Road South - Jill Doyle, Principal Jeanine Lupisella, Interim Assistant Principal

Schlegel Road - Kate Hesla, Principal Cody Miller, Assistant Principal

State Road - Christine Kayes, Principal Matthew Palermo, Assistant Principal

Secondary Cabinet Co-Directors: Paul Benz and Glenn Widor

Elementary Cabinet Co-Directors: Laura Ballou and Martha End

Treasurer – Lori Schreiber

Manager of Buildings and Grounds - Blaine Cunningham

Director Safety, Security, and Emergency Planning – Neil Flood

Manager of Food Services – Mark Balfour

Assistant Manager of Food Services – Kathy Palmer

Director of Humanities and ENL – Terry McCarthy

Director of Transportation – Renee Reagan

Co-Directors of Education Technology and Info – Brian Zimmer and Joe Montemaro

Director of Fine Arts – Michael Roller

Director of Strategic Planning and ELA (6-12) – Larry Wahl

Director of Science and Technology – Bill Ottman

Director of Math and Business – Jim McEntee

Director of Health, Physical Education and Athletics (Thomas/Willink) – Steve LaMonica

Director of Health, Physical Education and Athletics (Schroeder/Spry) – Shawn Strege

Director of Student Services – Emily Chomyn

Director of Student Services (Pre-K-5) –Marjorie Marble

Director of Student Services (6-12) – Dan Sepka

Director of CSE – Cathy Lesio

Director of Strategic Planning and Secondary ELA – Larry Wahl

School Nurse Coordinator – Ginger Anderson

UPK Administrator – Heather Balsamo

Webster Community Partnership – Jane Laskey

Revised 09/23

# 3012 -- ADMINISTRATIVE OPERATIONS

Regulation 3012

Page 1 of 1

##### Delegation of duties during absence of administrators

Occasionally an emergency or the need for an immediate decision arises while an administrator is absent from his/her post and cannot be reached. To clarify lines of responsibility and make it possible for such decisions to be made, each department or building has established the following "line of succession" to be used during the absence of the head administrator, who is the first person named on the list.

Superintendent of Schools

Brian Neenan, Superintendent of Schools

Brian Freeman, Assistant Superintendent for Business

Dave Swinson, Assistant Superintendent for Administration and Human Resources

Erin Land, Assistant Superintendent for Instruction

Updated September 2023

Regulation 3013

Page 1 of 1

# 3013 -- PROCEDURE FOR EMERGENCY CLOSING OF SCHOOLS

**BECAUSE OF STORMS, BAD ROADS, ETC.**

Webster CSD’s Assistant Superintendent for Business will check with town officials, police, the facilities director, and/or transportation director and make a recommendation to the superintendent as to road and weather conditions in the school district. Efforts will be made to close schools and all district facilities by 6:00 a.m. when school is to be closed for a full day.

Families, employees, board of education, and private and parochial schools in our district will be notified of closure by a variety of communication tools including the district’s ParentSquare system (email, text message/app notification and phone call), district website ([websterschools.org](http://www.websterschools.org)), district social media, and local television and radio stations.

When school is closed due to weather, all aquatics, community education, and evening classes and activities are canceled as well. WonderCare may be an exception; please consult their website, websterschools.org/wondercare.

Revised November 2023

## 

Regulation 3111

Page 1 of 1

# 3111 -- Recruitment and Selection of Professional Personnel

Recruitment of professional staff members is delegated to the Chief Human Resource Officer.

It will be the aim of the employee selection process to seek a high quality, culturally diverse candidate pool based on high standards of preparedness and experience. The Chief Human Resource Officer will work closely with schools/departments to anticipate employment needs and to develop strategies for attracting highly qualified candidates. The Chief Human Resource Officer assists school and administrative leaders to:

* Define clear qualifications,
* Define a carefully specified and standardized candidate selection process,
* Define the interview process,
* Describe the required background checks.

The superintendent will recommend successful candidates to the Board of Education for appointment. In making recommendation for salary placement, prior experience, both in and out of the field of employment and in and out of the specific job category, may be used.

To provide for the smooth and efficient operation of the district, the superintendent is authorized to approve appointments of certified staff and classified staff until Board action is taken at its next meeting.

Revised 3/04

## 

Regulation 3121

Page 1 of 4

# 3121 -- No Workplace harassment

**Explanation of Prohibited Conduct**

All “harassing conduct” is prohibited regardless of whether it is committed by an employee’s supervisor or coworker or by a non-employee. “Harassing conduct” is offensive behavior which is motivated by the individual’s attitudes and/or impermissible stereotypes about certain groups of people based on their race, color, creed, religion, national origin, political affiliation, sex, sexual orientation (which is defined as heterosexuality, homosexuality, bisexuality, or asexuality) whether actual or perceived, age, marital status, military status, veteran status, disability, or domestic violence victim status or other status protected by law. There are two types of such conduct: 1) tangible employment action discrimination, which can only be committed by an employee’s supervisor(s) and 2) hostile environment harassment, which can be committed by supervisors, coworkers and non-employees.

***Tangible Employment Action Discrimination***

A tangible employment action is an employment-related decision made by a supervisor that results in a significant change in a particular employee’s employment status. This can include such actions as: hiring and firing; promotion or failure to promote; demotion; undesirable reassignment; adverse compensation decisions; and undesirable work assignments. If such an action is based upon an employee’s sex, race, religion, age, disability, etc., it would constitute tangible employment action discrimination. Some examples of tangible employment action discrimination might include: 1) a male supervisor fires a female employee because she refused his sexual advances; 2) a Caucasian supervisor gives an African-American employee an undesirable work assignment because of his prejudice against African-Americans; or 3) a supervisor refuses to promote an employee who uses a wheelchair because of the employee’s disability.

***Hostile Work Environment Harassment***

Hostile work environment harassment involves conduct which can interfere with an employee’s work performance or could create an intimidating, hostile, or offensive working environment. The following are some illustrative examples of this kind of “harassing conduct”: 1) unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions; 2) verbal harassment, threats and hostile comments regarding an individual’s or groups’ sex, age, color, disability, national origin, physical condition, pregnancy, race, religion, or any other characteristic protected by state or federal law, including lewd comments, jokes or references, and offensive personal references; 3) the display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs; and 4) demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages. It also includes sexual violence which is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence as defined by New York Penal Law includes but is not limited to acts such as:

Regulation 3121

Page 2 of 4

(A) Rape;

(B) Sexual assault;

(C) Sexual battery;

(D) Sexual coercion.

**Reporting and Investigating Harassing Conduct**

The School District will act to promptly investigate all complaints of harassing conduct based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassing conduct. The District will designate, at a minimum, two (2) Complaint Officers, one of each gender. The Complaint Officers are:

NAMES CONTACT INFORMATION

David Swinson 216-0011

In order to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee who believes he/she has been a victim of harassing conduct in the school environment, as well as any District employee who has knowledge of or witnesses any possible occurrence of harassing conduct, immediately report such alleged harassing conduct to any supervisor which whom he/she feels comfortable; such report shall be directed to or forwarded to the District's designated Complaint Officer(s) for investigation. Such complaints are recommended to be in writing, although verbal complaints of alleged harassing conduct will also be promptly investigated in accordance with the terms of this policy/regulation. In the event that the Complaint Officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of a complaint (even an anonymous complaint), the District will conduct a thorough investigation of the charges. However, even in the absence of an informal/formal complaint, if a District official has knowledge of any occurrence of harassing conduct, the District will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure to individuals with a need to know may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials.

Based upon the results of this investigation, if the District determines that an employee has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted, in accordance with applicable laws and/or regulations, District policy and regulation, the District Code of Conduct and any applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations and/or the Code of Conduct, will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the District does not preclude the filing of civil and/or criminal charges as may be warranted.

Regulation 3121

Page 3 of 4

**Prohibition of Retaliatory Behavior**

The District prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of harassment. All witnesses involved in the investigation will be instructed to immediately report

any perceived retaliation as a result of their participation in the process. Following the completion of the investigation, the Complaint Officer(s) or other Superintendent designee will make a follow-up inquiry as to whether the harassing conduct has stopped and that those involved in the investigation have not suffered retaliation.

**Finding That Harassment Did Not Occur**

At any level/stage of investigation of alleged harassing conduct, if a determination is made that harassing conduct did not occur, the Complaint Officer will so notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from pursuing other legal avenues of recourse.

However, even if a determination is made that harassing conduct did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.

**Knowingly Makes False Accusations**

Employees who *knowingly* make false accusations against another individual as to allegations of harassing conduct may also face appropriate disciplinary action in accordance with applicable laws and/or regulations, District policy and regulation, the District Code of Conduct and any applicable collective bargaining agreement(s).

**Privacy Rights**

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

**Development and Dissemination of Administrative Regulations**

The Superintendent/designee(s) will affirmatively discuss the topic of harassment with all employees, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff to provide knowledge of and familiarity with the issues pertaining to harassment in the schools, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated Complaint Officers, supervisors and managerial employees, as may be necessary, for the investigation of harassment complaints.

Regulation 3121

Page 4 of 4

A copy of the Workplace Harassment policy and its accompanying regulations will be available upon request and may be posted at various locations throughout the District. The District's policy and regulations on anti-harassment will be published in appropriate school publications, such as the District website, teacher/employee handbooks, or otherwise publicized to employees.

This policy should not be read to abrogate other District policies and/or regulations or the District Code of Conduct prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within this District. It is the intent of the District that all such policies and/or regulations be read consistently to provide the highest level of protection from unlawful discrimination in the provision of employment/educational services and opportunities.

Reviewed August 2022

Regulation 3181

Page 1 of 6

# 3181 -- Family Medical Leave

The Family and Medical Leave Act of 1993 (FMLA) requires public agencies to provide up to twelve (12) weeks per twelve-month period\* of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are "eligible" if they have been employed by the District for at least twelve (12) months and have rendered at least 1,250 hours of service during the previous identified twelve-month period. Full-time teachers are deemed to meet the 1,250-hour test after one year of service. However, a break in employment within seven years should not interrupt the twelve (12) month employment requirement and should be counted toward fulfilling this prerequisite. The law covers both full-time and part-time employees.

\*The District uses a “rolling” twelve-month period measured backwards method for calculating the leave year period for the commencement of the FMLA leave period. In certain cases, FMLA leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

**Reasons for Taking Leave**

The District must grant unpaid leave to an eligible employee for one (1) or more of the following reasons:

1) The birth and care for a child;

2) Adoption of a child and care for same;

3) The placement of a child in foster care with the employee;

4) For the care of the employee's spouse, son or daughter, or parent/guardian, who has a "serious health condition"\*;

5) For a "serious health condition"\* that makes the employee unable to perform their job.;

1. Military Caregiver; or
2. Qualifying Exigency Leave/calltocoveredActive Duty.

\*A "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider that renders the employee incapacitated for more than three (3) consecutive calendar days and where the employee is required to see the health care provider at least twice with the first visit commencing within seven (7) days of the incapacitating event and the second visit commencing within thirty (30) days of the incapacitating event. A "serious health condition" is also defined as any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence

Regulation 3181

Page 2 of 6

**Military Family Leave Entitlements**

Military Caregiver Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative) of a covered service member who is recovering from a serious illness or injury sustained while on active duty or a veteran who has a qualifying injury or illness from service within the last five (5) years and aggravates that illness or injury is entitled to up to 26 weeks of leave in a single twelve-month period to care for the service member. This military caregiver leave is available during a single twelve-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. Military Caregiver Leave may be combined with other forms of FMLA-related leave providing a combined total of 26 weeks of possible leave for any single twelve-month period; however, the other form of FMLA leave when combined cannot exceed twelve (12) of the 26 weeks of combined leave.

Military Caregiver Leave has a set "clock" for calculating the twelve-month period for when FMLA leave begins and tolling starts at the first day of leave taken.

The term "covered service member" means a member of the Armed Forces (including a member of the National Guard or Reserves)who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a “serious injury or illness”\*; or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

\*The term “serious injury or illness” means in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period described in paragraph (15)(B), means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

"Qualifying Exigency" Leave/Call to Active Duty

An eligible employee is entitled to FMLA leave because of "a qualifying exigency" arising out of circumstances where the spouse, son, daughter, or parent of the employee is serving the regular armed forces who is deployed to a foreign country or in either the National Guard or the Reserves or in any branch of the Armed Forcesand is on active duty during a war or national emergency called for by the President of the United States or Congress, or has been notified of an impending call to active duty status in support of a contingency operation.

A "qualifying exigency" related to families of National Guard and Reserve personnel on (or called to) active duty to take FMLA protected leave to manage their affairs is defined as any one of the following reasons:

1) Short-notice deployment;

2) Military events and related activities;

3) Childcare and school activities;

Regulation 3181

Page 3 of 6

4) Financial and legal arrangements;

5) Counseling;

6) Rest and recuperation;

7) Post-deployment activities; and

8) Any additional activities where the employer and employee agree to the leave.

In any case in which the necessity for leave due to any qualifying exigency is foreseeable, whether because the spouse, or a son, daughter, or parent of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the employer as is reasonable and practicable. This military-related leave is for up to twelve weeks during a single twelve-month period but such leave may be taken intermittently or on a reduced leave schedule.

**Advance Notice and Medical Certification**

The employee may be required to provide advance leave notice and medical certification.

1. The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable."

2) The District may require medical certification to support a request for leave because of a "serious health condition."

3) The District may reinitiate the medical certification process with the first absence in a new 12-month leave year.

4) The District may also require medical certification if the employee is unable to return from leave because of a "serious health condition."

5) The District may also require medical certification for an employee returning to work often called the "fitness for duty" certification.

**Medical Treatment for a Serious Health Condition**

The first visit to a health care provider for an employee claiming a "serious health condition" under FMLA must occur within seven (7) days of the aforementioned incapacity with the second required visit occurring within thirty (30) of the incapacitating event.

If the employee claiming FMLA for a "serious health condition" is sustaining continuous treatment, their first visit to a health care provider must take place within seven (7) days of the claimed incapacitating event.

"Chronic serious health conditions" require "periodic visits”; the employee must see a health care provider a minimum of two (2) times per year. The definition of a "chronic" serious health condition includes:

Regulation 3181

Page 4 of 6

1) Periodic visits (i.e., a minimum of two (2) visits per year) to a health care provider for treatment of the "chronic" serious health condition; and

2) The "chronic" serious health condition continues over an extended period of time (including reoccurring episodes of a single underlying condition); and

3) The "chronic" serious health condition may be categorized as causing episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

**Intermittent or Reduced Leave**

1) An employee may take intermittent leave or may work a reduced leave schedule to reduce the usual number of hours per day or work week.

2) Intermittent or reduced leave schedules are subject to the District approval unless medically necessary.

**Job and Benefits Protection**

1) Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The District may deny restoration to certain highly compensated employees, but only if necessary to avoid substantial and grievous economic injury to the District’s operation.

2) The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

3) The use of FMLA leave cannot affect the exempt status of bona fide executive, administrative and professional employees under the Fair Labor Standards Act.

**Medical Insurance Coverage**

1) For the duration of FMLA leave, the District must maintain the employee's medical insurance coverage under any "group health plan," under the conditions coverage would have been provided if the employee had continued working.

2) In some cases, the District may recover premiums paid for maintaining an employee's health coverage if the employee fails to return to work from FMLA leave or fails to pay.

**Unlawful Acts by Employers**

FMLA makes it unlawful and subject to penalty for any employer to:

1) Fail to comply with notice provisions to employees under FMLA;

2) Interfere with, restrain, or deny the exercise of any right provided under FMLA;

3) Discharge or discriminate against any person for opposing any practice made unlawful by FMLA; and,

1. Discharge or discriminate against any person because of involvement in any proceeding under or related to FMLA.

Regulation 3181

Page 5 of 6

**Miscellaneous Provisions**

The District shall post a notice explaining FMLA and furnish to each new employee upon hire.

FMLA Leave for Spouses Employed at the Same Employer

Spouses who are entitled to FMLA leave for the reason of being a military caregiver to an injured service member may be limited to a combined total of twenty-six (26) weeks of leave during a single twelve-month period.

**Special Provisions for School District Employees**

An "instructional employee" is an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting (e.g., teachers, coaches, driving instructors, special education assistants, etc.). Teaching assistants and aides who do not have instruction as the principal function of their job are not considered an "instructional employee."

Intermittent Leave Taken By Instructional Employees

FMLA leave that is taken at the end of the school year and resumes at the beginning of the next school year is not regarded as intermittent leave but rather continuous leave. The period in the interim (i.e., summer vacation) is not counted against an employee and the employee must continue to receive any benefits that are customarily given over the summer break.

Intermittent leave may be taken but must meet certain criteria. If the instructional employee requesting intermittent leave will be on that leave for more than twenty percent (20%) of the number of working days during the period for which the leave would extend, the following criteria may be required by the employer:

1) Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

1. Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

Appropriate notice for foreseeable FMLA leave still applies and all employees must be returned to a similar equivalent position within the District. Additional certifications, requirements and/or training may not be required of the employee as a contingent of their return to work.

**FMLA Does Not**

1) Affect any federal or state law prohibiting discrimination;

2) Supersede any state or local law which provides greater family or medical leave rights; or

1. Diminish an employer's obligation to provide greater leave rights under a collective bargaining agreement or employment benefit plan, nor may the rights provided under FMLA be diminished by such agreement or plan.

Regulation 3181

Page 6 of 6

**Enforcement**

1) The Secretary of Labor is authorized to investigate and attempt to resolve complaints of violations, and may bring an action against an employer in any federal or state court of law.

2) FMLA's enforcement procedures parallel those of the federal Fair Labor Standards Act. The FMLA will be enforced by the Department's Wage and Hour Division.

3) An eligible employee may bring a civil action against an employer for violations.

For more information, please contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor, Employment Standards Administration.

*February 2021*

Regulation 4011

Page 1 of 3

# 4011 -- INVESTMENT OF FUNDS

The objectives of this regulation are to maximize investment and minimize risk; to insure that investments mature when the cash is required for finance operations; and to insure a competitive rate of return. In accordance with this policy, the Treasurer is hereby authorized to invest all funds including proceeds of obligations and reserve funds with institutions approved by the Board of Education:

* Certificates of Deposit issued by a bank or trust company authorized to do business in New York State;
* Time Deposit Accounts in a bank or trust company authorized to do business in New York State;
* Obligations of New York State;
* Obligations of the United States Government.

All funds except Reserve Funds may be invested in:

* Obligations of agencies of the federal government if principal and interest are guaranteed by the United States
* With the approval of the State Comptroller, in Revenue Anticipation Notes or Tax Anticipation Notes of other local governments.

Only reserve funds may be invested in Obligations of the Local Government.

All other Webster Central School District officials receiving money in their official capacity must deposit such funds in money market or business checking accounts.

All investments made pursuant to this resolution shall comply with the following conditions:

1. **COLLATERAL**
   1. Savings accounts, money market accounts, time deposit accounts and certificates of deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation (FDIC) or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Webster Central School District or a custodial bank with which the district has entered into a custodial agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit. Collateral shall be monitored no less frequently than weekly.
   2. Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies the principal and interest of which are guaranteed by the United State Government.

Regulation 4011

Page 2 of 3

1. **DELIVERY OF SECURITIES**
   1. Repurchase Agreements. Every Repurchase Agreement shall provide for payment to the seller only upon the seller’s deliver of obligations of the United States to the third party Custodial Bank designated by the Webster Central School District, or in the case of a book-entry transaction, when the obligations of the United States are credited to the Custodian’s Federal Reserve Bank account. The seller shall not be entitled to substitute securities. All transactions shall be confirmed in writing.
   2. Payment shall be made by or on behalf of the district for obligations of New York State, obligations the principal and interest of which are guaranteed by the United States, United State obligations, certificates of deposit, and other purchased securities upon the delivery thereof to the custodial bank, or in the case of a book-entry transaction, when the purchased securities are credited to the Custodial Bank’s Federal Reserve System account. All transactions shall be confirmed in writing.
2. **WRITTEN CONTRACTS**

Written contracts are required for Repurchase Agreements and custodial undertakings. With respect to the purchase of obligations of United States, New York State, or other governmental entities, etc. in which monies may be invested, the interests of the Webster Central School District will be adequately protected by conditioning payment on the physical delivery of purchased securities to the Webster Central School District or Custodian, or in the case of book-entry transactions, on the crediting of purchased securities to the Custodian’s Federal Reserve System account. All purchases will be confirmed in writing to the district.

It is therefore, the policy of the Webster Central School District, to require written contracts as follows:

* 1. Written contracts shall be required for all Repurchase Agreements. Only credit worthy banks and primary reporting dealers shall be qualified to enter into a Repurchase Agreement with the Webster Central School District. The written contract shall provide that only obligations of the United States may be purchased, and the district shall make payment upon delivery of the securities or appropriate book-entry of the purchased securities. No specific repurchase

agreement shall be entered into unless a master repurchase agreement has been executed between the district and the trading partners.

* 1. A written contract shall be required with the Custodial Bank.

Regulation 4011

Page 3 of 3

1. **DESIGNATION OF CUSTODIAL BANK**
   1. A Commercial Bank or Trust Company licensed and with an office in the State of New York shall be designated to act as Custodial Bank of the district’s investments. However, securities may not be purchased through a Repurchase Agreement with the Custodial Bank.
   2. When purchasing eligible securities, the seller shall be required to transfer the securities to the district’s Custodial Bank.
2. **SELECTION OF FINANCIAL INSTITUTIONS**

The school district shall monitor, as much as practical, financial strengths of the board approved banks and primary reporting dealers.

Concentration of investments in a single financial institution should be avoided. Diversification of investments and deposits is encouraged.

Investments in time deposits and certificates of deposit are to be made only with commercial banks or trust companies, as required by law.

1. **OPERATIONS, AUDIT, AND REPORTING**

The District Treasurer shall authorize the purchase and sale of all securities and execute contracts for investments and deposits on behalf of the Webster Central School District. Oral directions concerning the purchase or sale of securities shall be confirmed in writing. The district shall pay for purchased securities upon the simultaneous deliver or book-entry thereof.

The district encourages the purchase and sale of securities through a competitive process involving telephone solicitation of at least three quotations.

The independent auditors shall audit the investments and investment proceeds of the district for compliance with the provisions of this Investment Policy.

Updated April 2017

# 4031 -- SALARY CHECKS

Regulation 4031

Page 1 of 2

Salary checks are issued on a bi-weekly basis for the number of months employed on pay dates established at the beginning of the school year. A deferred payment plan to provide a large paycheck on the last payday in June is available to ten month employees (teachers and paraprofessionals only).

The bi-weekly payment of salary does not alter the fact that total earnings are based upon the total number of months employed.

1. **EMPLOYMENT** (10-months salary basis)

(See Prorated Salary Computations)

New teachers, those returning to pay status, and regular substitutes:

1. If appointment is effective the first day of any month (other than July or August), a full one-tenth of the annual salary will be paid for that month, regardless of any non-work days in that month.

Example: January 1, 2005

If appointment is effective any other date in a month, payments for days worked or deduction for work days not worked will be made at 1/200th of the ten-months salary.

The determining factor whether to pay for work days or deduct for work days not worked is the total number of actual work days in that month, i.e., “half or less” allows payment for days worked, “more than half” requires deduction for work days not worked.. (Education Law 3101, Commissioner’s Decision 8031, 7/31/69)

No exception to this method will be applied to the teacher employed at the beginning of the second semester.

Example: Appointment – January 26, 2005. Due five days pay (Worked half or less than the total work days.)

1. **TERMINATION**

Regulation 4031

Page 2 of 2

If termination is effective the last workday or the last date of any month, full payment will be made. For this reason identification of the final work date is essential on every resignation. Termination on any other date will necessitate computation of the final salary payment as outlined above in “Employment,” i.e., to pay for days worked or to deduct for days absent, whichever is applicable. No exception to this method will be applied to the teacher leaving at the end of the first semester as in past regulations.

Example: Termination Date – January 26, 2005. Deduct five days pay. (Worked more than half of total workdays.)

1. **UNAUTHORIZED ABSENCE**

(Any absence not covered by existing leave policies.)

Same method as outlined in A and B depending on the number of work days and the “half or less” or “more than half” work days requirement.

Prorated Salary Computations

SS# name

No additional pay items, FTE and Non-FTE Adjusted Salaries are the $36642.00 Base Salary.

TRS Contract Salary = $36642.00 Base Salary.

Salary computation based on “Swaim Formula.”

The $181.21 Daily Rate is the $36642.00 base salary/200 days.

Swaim Salary is based on “Half-Month Method” and 3 months worked.

$3664.20 Full Month Rate = #36642.00 Base Salary/10 months.

Monthly Detail:

January: Half of 20 Work Days = 10, Employee Works 2 days

January: Partial Month: Daily Rate of $183.21 \* 2 Days Worked = $366.42

February: Full Month $3664.20

March: Half of 22 Work Days = 11, Employee Works 20 days.

March: Full Month: $3664.20 – (183.21 Daily Rate \* 2 Days Not Worked) = $3297.78

The $7328.40 Prorated Salary was calculated using the $7328.40 Swaim Salary \*1.0000 FTE

Regulation 4041

Page 1 of 7

# 4041 -- PURCHASING PROCEDURES

The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and services for use in the educational program and for the various auxiliary services, represent a significant expenditure in the school budget. These items must be procured efficiently and economically to increase the value of the educational dollar. The measure of efficient, economical purchasing is the degree to which the right items are provided in the right quantity, to the right place, at the right time, and at the right price.

It is, therefore, essential that the purchasing policy and regulation be clearly established and understood by all concerned.

This purchasing regulation has been prepared as a statement of the policy on which the purchasing practices and procedures of the Webster Central School District are based. It will serve as a guide to the Board of Education, to our staff, and to interested citizens of the district.

1. PURCHASING PHILOSOPHY
   1. The Business Administrator is designated as the Purchasing Agent and is authorized by the board of education to sign purchase orders. The Purchasing Agent will be responsible for developing and administrating the purchasing program of the school district.
   2. Except for procurement made pursuant to Section 103 or 104 of General Municipal Law, Section 175 of the State Finance Law, Section 184 of the Correction Law, and the policies and procedures adopted pursuant to 104-B General Municipal Law, competitive bids or quotations shall be solicited in connection with all purchasing, whenever possible.
   3. It is the sole discretion of the board of education to exempt the following types of procurement from the solicitation of alternative proposals or quotations, as not in the best interest of the school district: professional or technical services, services requiring the exercise of skill, special knowledge or expertise.
   4. The Purchasing Agent is authorized to enter into cooperative bidding and purchasing agreements. Contracts shall be awarded to the lowest responsible bidder complying with specifications and with other stipulated bidding conditions.
   5. The Purchasing Agent is authorized to issue purchase orders, without prior approval of the board of education, where formal bidding procedures are not required by law, and when budget appropriations are adequate to cover such obligations.

Regulation 4041

Page 2 of 7

* 1. All purchase contracts for materials, equipment or supplies, involving an annual expenditure of over $20,000, and all public work contracts over $35,000, shall be awarded on the basis of public advertising and competitive bidding. The Purchasing Agent is authorized to open bids and record the same, pursuant to law.
  2. All contracts that require public advertising and competitive bidding shall be awarded by resolution of the board of education. Recommendations for the award of all such contracts shall be submitted to the board of education by the Purchasing Agent.
  3. Residence or place of business of local bidders may be a consideration only in cases where identical bids have been submitted.
  4. Purchases shall be made through available state contracts of the Division of Standards and Purchase and county contracts whenever such purchases are in the best interest of the school district.
  5. Items commonly used in the various schools or units, thereof, shall be standardized whenever consistent with educational goals and in the interest of efficiency and economy.
  6. Petty cash funds shall be established annually in the amount of $100 for each principal, bus garage, and business office. Such funds shall be used for the payment of properly itemized bills of $10 or less under conditions calling for immediate payment. Allowances, responsibility, security, and accounting of petty cash funds shall be in accordance with the regulations of the board of education and the Commissioner of Education.
  7. The purchasing procedures employed shall comply with all applicable laws and regulations of the state and the Commissioner of Education.
  8. A statement of “General Conditions” shall be included with all specifications submitted to suppliers for their bids. These general conditions shall be incorporated in all contracts awarded for the purchase of materials, equipment, and supplies.
  9. Opportunity shall be provided to all responsible suppliers to do business with the district. To this end, the purchasing agent shall develop and maintain lists of potential bidders for the various types of materials, equipment, and supplies. Such bidder lists shall be used in the development of a mailing list for distribution of specifications and invitation to bid. Any supplier may be included in the list upon request.
  10. No board member, officer, or employee of this school district, or their families shall be interested financially in any contract entered into by the board of education. This shall also preclude acceptance of any gratuities, financial or otherwise, by the above persons, from any supplier of materials or services to the district.
  11. The unintentional failure to fully comply with the provisions of Section 104-B of the General Municipal Law or the board of education policies and procedures shall not be grounds to void action taken, or give rise to a cause of action against the school district or any officer or employee thereof.

1. PURCHASING PROCEDURES

Regulation 4041

Page 3 of 7

* 1. General
     + 1. Only the purchasing agent, as authorized by the board of education, may commit the district for a purchase.
       2. The materials, equipment, supplies, and/or services to be purchased shall be of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and purchasing agent.
       3. It is the responsibility of the requisitioner to provide an adequate description, as required by the purchasing agent, so the that purchasing agent may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service.
       4. It is the responsibility of the purchasing agent to make alternate suggestions to the requisitioner if, in the judgment of the purchasing agent, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items.
       5. It is the responsibility of the requisitioner to obtain three (3) verbal quotes for the purchase of material, equipment, or supplies ranging from $2,500-$5,000 and three (3) written quotes if the range is $5001-$20,000. Quotes must be properly documented using quote forms supplied to the requisitioner by the purchasing agent. This documentation must accompany all purchase orders for purchases in the aggregate amounts stated above. Catalog prices and state and county contract prices are acceptable as substitutes to verbal and written quotes.
       6. When a low bidder proposes an alternate as “an equal” to that specified, it is the responsibility of the purchasing agent to determine whether the proposed substitution is, in fact, an equal. Such decision shall be based on the purchasing agent’s evaluation and that of the requisitioner.
  2. Conferences

Request for conference approval and advance payment will be processed in accordance with Regulations 4190 and 4190.1.

* 1. Equipment Repair Contracts

The preventative maintenance service of equipment should be requested by a purchase order and approved by the principal or administrator. If assistance in contracting an appropriate vendor is needed, the business office or appropriate department should be contacted. If a preventative maintenance contract must be broken for any reason, the accounts payable office is to be notified.

Regulation 4041

Page 4 of 7

* 1. Purchase Orders
     + 1. The purchasing agent shall prepare an annual purchasing schedule consistent with the users’ needs and the efficient functioning of the business office.
       2. Each office will prepare purchase orders for their departments.
       3. Purchase orders shall include the following essentials:
          1. A specification which adequately describes to the supplier the characteristics and the quality standards of the item required.
          2. A firm, quoted net delivered price, whenever possible. Prices shall be shown per unit, and extended.
          3. Complete supplier’s address, building name and address, and any other delivery instructions should be marked in the appropriate area of the purchase order.
          4. All purchase orders must be approved by the building principal or administrator having direct responsibility for the budget from which the expenditure is made.
          5. Budget account code number.
          6. Signature of purchasing agent.
       4. Purchase orders are automatically numbered by the accounting software system and consist of a set of three copies each. Upon completion of a purchase order by the requisitioner, the order is electronically forwarded to the accounts payable office. Once checked for accuracy, it is electronically forwarded to the purchasing agent. If satisfied the purchasing agent approves the purchase order.
          1. Vendor copy – After approval by the purchasing agent, the purchase order is encumbered. The vendor copy is mailed.
          2. Accounts Payable copy – After the purchase order is encumbered, the accounts payable office will file this copy as a reference until the receiving copy and invoice are received.
          3. Receiving copy -- After approval by the purchasing agent, this copy is returned to the requisitioner to be used as the receiving and payment copy. Upon receipt of goods, the requisitioner will approve the items received in proper kind, quantity, and condition (See Section E below). This copy is then returned to the accounts payable office for preparation of payment. It will then be combined with the invoice as supporting documents. All price changes should be recorded on the receiving copy before being sent to the accounts payable office.
       5. Confirming purchase orders will be authorized only in a bona fide emergency situation and only after prior approval from the purchasing agent. A purchase order number shall be given to the vendor at the time the order is placed. A confirming purchase order shall be issued immediately thereafter. This shall be marked “confirming order.”

Regulation 4041

Page 5 of 7

* + - 1. When deemed in the best interest of the school district, the purchasing agent may authorize blanket purchase orders, with selected local vendors, for the purchase of items required for the day-to-day support of district operations. At the end of each month, a list of all purchases made against the blanket order along with the invoices received at the time of purchase should be sent to the accounts payable office.
      2. Individual items are not to be ordered on “approval/trial” basis without an approved purchase order. The district will not be responsible for payment without prior approval of the purchase order.

E. Requisitioning Department – Receiving Procedures

* + - 1. When merchandise is received, the requisitioning department is to verify the number of cartons and containers received.
      2. When merchandise is received, the requisitioning department should examine the cartons and containers and open all cartons broken, dented or exhibiting travel wear.
      3. If damage is discovered while unpacking, the vendor and carrier must be notified immediately, in writing, requesting disposition. The requisitioning department should retain all delivery slips, packing slips, and packing containers, until satisfactory disposition is made.
      4. If a shortage is discovered while unpacking, the requisitioning department should notify the vendor.
      5. While unpacking, the requisitioning department will check the receiving copy and packing list against the merchandise received. A red check mark () should be placed after each item received, as listed on the purchase order, and audit and payment procedures should be followed (See Section G. below)
      6. Packing slips should be retained by the requisitioning department.
      7. For complete orders, the requisitioning department will sign and date the receiving copy of the purchase order and forward it to the accounts payable office for payment.
      8. For incomplete orders after the first shipment, the requisitioner will put a red check mark () on the receiving copy of the purchase order next to the merchandise received, will sign and date it, and then make a copy which will be kept for the next shipment. The receiving copy will then be forwarded to the accounts payable office. The copy that was retained by the requisitioner will be used to indicate the next shipment received, and will be processed as described above. If shipment is not complete, another copy is made and the procedure will continue until the order is complete. Purchase orders should be marked complete, when final shipment is received.

Regulation 4041

Page 6 of 7

1. Outstanding Purchase Orders
   * + 1. The requisitioning department should notify the accounts payable office when merchandise ordered has not been received and remaining outstanding balances can be canceled.
       2. The requisitioning department should notify the accounts payable office when merchandise is returned to the vendor and the purchase order can be canceled.
2. Audit and Payment of Claims
   * + 1. The board of education shall appoint an Internal Claims Auditor, who, acting on behalf of the board of education, shall have the authority to approve invoices for payment.
       2. A claim shall qualify to be submitted to the Internal Claims Auditor for approval for payment when the following conditions are met:
          1. Bears the description and price of the items specified on the purchase order, less any allowed discounts.
          2. Is accompanied by the receiving copy of the purchase order, bearing the date and signature of the requisitioner, indicating that the item(s) have been received in satisfactory condition, and in the quantity specified. The requisitioner will acknowledge the goods were received satisfactorily by placing a red check mark () after each item as listed on the receiving copy of the purchase order. If complete, the receiving copy should be marked complete.
          3. New York State Department of Audit & Control regulations permit partial payments on orders that are shipped incomplete. After the first shipment, the requisitioner will put a red check mark () on the receiving copy of the purchase order next to the merchandise received, will sign and date it, and then make a copy which will be kept for the next shipment. The receiving copy will then be forwarded to the accounts payable office. The copy that was retained by the requisitioner will be used to indicate the next shipment received, and will be processed as described above. If shipment is not complete, another copy is made and the procedure will continue until the order is complete. Purchase orders should be marked complete, when final shipment is received.
          4. All extensions and totals have been checked for accuracy.
          5. Has the approval of the purchasing agent.
       3. The accounts payable office will staple the invoice to the receiving copy of the purchase order and present it to the Internal Claims Auditor for payment.
       4. After the Internal Claims Auditor approves payment, the accounts payable office will file the paid claims packet (invoice, receiving copy, check copy) numerically, by check number.

Regulation 4041

Page 7 of 7

* + - 1. Conference reimbursement will be processed in accordance with Regulations 4190 and 4190.1.
      2. Equipment Repair/Contract Invoices
         1. After the repair of equipment has been completed, the requisitioner shall inspect the equipment and request an invoice be sent to the accounts payable office.
         2. The receiving copy should be signed and dated, acknowledging satisfactory service performed, and returned to the business office.

Regulation 4101

Page 1 of 1

# 4101 -- LOCAL FUNDS: BANK DEPOSIT PROCEDURE

Each administrator who is in a position requiring the responsibility of collection of money from pupils or other sources usually finds it necessary to delegate this function to office personnel. To protect these employees and the courier, who transports the deposit to the bank, a four-part snap-out “deposit” slip has been provided.

**Procedure**

1. Verify by physical count the amount of the deposit.
2. Indicate at the top (see date space) the school name, date, and “Webster” office.
3. Enter the amount of “cash” in space provided.
4. Enter the number of checks and total of the checks immediately below the “cash.”
5. Add the two amounts and enter the sum in the “total” space at the bottom of the slip.
6. Indicate in the unused space above the “total” the purpose of the collections, such as: book rentals, supplies, library fines, lost books, damaged equipment, admissions, adult education, summer school, etc.

If the amount collected is a combination of two or more items, separate the amounts to agree with the total deposit.

1. Upon completion, remove one of the colored copies and send it to the District Treasurer, District Office, in the next school mail.
2. The bank encoded receipted copy will be picked up at the bank and delivered to the District Treasurer.

The final step will be the Treasurer’s Receipt, which will be issued as usual on the accounting software system. One copy of the Treasurer’s Receipt shall be returned to the person originating the deposit.

Regulation 4111

Page 1 of 2

**4111 -- EXTRA-CLASSROOM ACTIVITY FUNDS**

**Introduction**

Extra classroom activity funds shall be maintained in accordance with State Education Department Finance Pamphlet #2 – The Safeguarding, Accounting, and Auditing of Extra Classroom Activity Funds, as modified by this regulation. Each secondary school is authorized an Extra Classroom Activity Fund. Each secondary principal shall appoint a faculty advisor and a central treasurer.

1. **Purpose**

Student extra classroom activities may only be formed for educational and school service purposes.

1. **Organizational Procedures**

Students desiring to form an extra classroom activity shall petition their principal. If the purpose of the proposed activity falls within the scope of educational or school service, and if a suitable faculty advisor is available, the building principal shall recommend to the Superintendent of Schools that the activity be approved by the Board of Education.

1. **Approved Extra Classroom Activities**

No student extra classroom activities are authorized unless they have been approved by the Board of Education.

1. **Faculty Advisors**

Each extra classroom activity shall have a faculty advisor approved by the school principal. The faculty advisor shall be responsible for all meetings of the extra classroom activity.

1. **Meetings**

All meetings of extra classroom activities shall be held on school property except as authorized by the school principal.

1. **Officers**

Each extra classroom activity shall select such officers as specified in its constitution but must, at a minimum, select a treasurer.

1. **Investment of Extra Classroom Activity Funds**

Regulation 4111

Page 2 of 2

Each extra classroom activity fund will deposit money in an interest bearing account, designated by the business office, provided:

1. It has received prior approval from the Board of Education to open such an account.
2. The amount of money so deposited is a reasonable amount as determined by the cash flow needs of the fund.
3. The interest earned on such account shall accrue to the Student Council which will benefit the general student body.
4. **Disposition of Leftover Funds**

Leftover funds of discontinued activities or graduating classes shall automatically revert to the Student Council, which will benefit the general student body.

1. **Closing Out of Financially Inactive Accounts**

Accounts that have been inactive for two previous school years and no prospective use in the upcoming school year shall be deemed to be inactive. At a time to be determined in May of the second year and in conjunction with the school administrator, business office, and central treasurer the account will be closed with all funds transferred to the general student council account. Accounts for clubs that are still active, but with no financial needs will remain open.

Updated February 2016

# 4121 -- ANNUAL FUNDRAISING PLAN

Clubs: Submit to principal

Classes: Submit to principal

Athletic Teams: Submit to Athletic Supervisor

Regulation 4080

Page 1 of 1

According to WCSD Board Policy 4080,

* Student participation in any fundraising activity is purely voluntary.
* No door-to-door sales. Students may sell to their family, friends and close neighbors.

**School Year**

**Name of School Group: School:**

**Name of Coach,/Advisor: Phone #:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Fundraising Activity**  Describe the type of activity  or product | **Purpose of Collected Funds**  How will this money be spent? | **Approx. dates**  **of fundraiser** | **EXPECTED PROFIT** | **Title of Account Money will be Deposited** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

Signature of Group’s Coach/Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signature of Principal/Program Supervisor: Date:

**ALL FUNDRAISING FORMS MUST BE KEPT ON FILE BY THE BUILDING AS WELL AS THE ADVISOR/COACH/PRESIDENT OF THE ORGANIZATION.**

Last revised: 1/2010

Regulation 4122

Page 1 of 1

# 4122 – OUT OF COUNTRY TRIPS (excluding Canada)

As groups begin investigating a student trip out of the United States (not Canada), they must first meet with their building principal to garner support. With support from building administrator, the sponsor of the trip will complete the appropriate paper work for an overnight trip and fundraising, including the educational purpose of the trip; proposed dates of the trip; length of the trip; suggested itinerary; proposed transportation; open to which student groups.

This paperwork must be completed and on a Board of Education agenda 6 months prior to the trip.

Once the Board of Education approves the trip, the sponsor may then begin to plan fundraising and develop logistics of the trip. Two months prior to the trip an update will be given to the Board of Education.

Regulation 4170

Page 1 of 3

# 4170 -- PARTICIPATION IN HEALTH INSURANCE PLAN

In order to encourage longer service in the Webster Central School District and to reward those employees in the Webster Central School District who retire from this district after such long service, the Board of Education has adopted a policy which permits qualified employees, upon retirement, to continue participation in the Board sponsored **health** insurance plan on the same basis as actively employed personnel, subject to certain state limitations. The following regulations are adopted to implement the policy statement and outline procedures for at least thirty days prior to retirement **unless otherwise provided by an applicable contract:**

1. The word "employee" shall mean regularly employed full-time **certified or classified** employee.

2. The retiring employee shall fill out an application form (copy of which is part of this Regulation) which shall show:

a. That applicant has served at least 10 continuous years in the Webster Central School District.

b. That the applicant has reached retirement age; **(based on retirement plan (tier) the employee is a member of or would have been eligible to enroll in at the time of employment).**

c. That no other **comparable health** insurance plan is available to the applicant by reason of other employment.

d. That the applicant was a participating member of the **health** insurance plan **for the appropriate period of time prior to retirement.**

3. The accuracy of the statements shall then be checked by the **Business Office.**

4. Exception to 2a and 2b:

In specific cases where earlier retirement is deemed necessary to prevent hardships, the Board of Education may waive 2a and 2b above upon application by the employee. Such application shall state specifically the special circumstances that made the retirement necessary. (See page 2 - application form)

Regulation 4170

Page 2 of 3

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

NAME (please print)

APPLICATION TO PARTICIPATE

IN MEDICAL INSURANCE PLAN

FOR RETIRING EMPLOYEES

I hereby apply to continue participation in the **Webster Central School** **District Medical Insurance Plan** on the same basis as active employees except as stated in Regulation 4170.

I. NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERMANENT MAILING ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

II. Continuous service in the Webster Central School District:

From\_\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total number of years\_\_\_\_\_\_\_\_\_\_

III.Age at retirement:\_\_\_\_\_\_\_\_ Please give birthdate and attach or submit proof.

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

Month Day Year

**IV. I have been eligible to be a participating member of the Medical Insurance plan for the appropriate time period:**

**\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

**Yes No**

V. I hereby affirm:

A. That no other **comparable** medical insurance plan is available to me by reason of employment.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subscribed and sworn to before me this

\_\_\_\_\_\_\_\_\_day of\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_

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

(Notary Public)

My commission expires / / .

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

Place County State APPROVED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regulation 4170

Page 3 of 3

NAME (please print)

APPLICATION TO PARTICIPATE

IN DENTAL INSURANCE PLAN

FOR RETIRING EMPLOYEES

I hereby apply to continue my participation in the **Webster Central** **School District Dental Insurance plan** on the same basis as active employees as stated in Regulation 4170.

I. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent mailing address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

II. Continuous service in the Webster Central School District:

From\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total number of years\_\_\_\_\_\_\_\_

III.Age at retirement:\_\_\_\_\_\_\_\_\_\_\_ Please give birthdate and attach or submit proof:

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

Month Day Year

**IV. I have been eligible to be a participating member of the Dental Insurance plan for the appropriate time period:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Yes No**

V. I hereby affirm that no other **comparable** dental insurance plan is available to me by reason of employment.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subscribed and sworn to before me this

\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

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

(Notary Public)

My commission expires / / .

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

Place County State APPROVED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regulation 4180

Page 1 of 2

Regulation 4180

Page 1 of 2

# 4180 -- HEALTH INSURANCE PARTICIPATION

1. The Webster Central School District Health Insurance Plans shall be available to employees as set forth in the contracts with the various bargaining units.

**2. The percentage the district shall pay of the total premium cost for basic and major medical health insurance coverage, will be set forth by the contract in force for the various bargaining units.**

In order to obtain such health coverage, the employee must submit a written **application** for coverage on a form provided by the district. The portion of the health insurance not paid by the district is the personal responsibility of the employee. Such payment must be by way of payroll deduction and is payable in advance of the due date.

3. Webster Central School District will pay the **percentage of premiums** as set forth by the contract in force for the various bargaining units, for disabled employees through the length of time the employee is on paid sick leave. After this time the benefits will continue to be available, within the limitations of the policies, at the expense of the employee. Premium payment must be made by the employee to the **Business** **Office** before they become due **if applicable**. Webster Central School District will resume payment of the normal percentage of the premium payments if the employee returns to work.

4. The immediate family of all employees who die during employment at Webster Central School District shall be eligible to continue health insurance coverage **as set forth by the contract in force for the various** **bargaining units**, providing premium payments are paid to the Business Office before they become due. **Upon expiration of the contractual obligation for eligibility to continue due to death, the immediate family is eligible to further continue in the District's health plan in accordance with the COBRA Act (U.S. Public Law 99-272 as amended). Membership will not extend beyond the limitations of the COBRA Act, unless individually approved by the Board of Education.**

**5. The administration of the Webster Central School District's COBRA plan will be handled by the various health insurance companies who provide service to the District.**

Regulation 4180

Page 2 of 2

6. All persons who leave Webster Central School District employment

will be eligible to continue health insurance coverage. **Membership shall not extend beyond the limitations of the COBRA Act (U.S. Public Law 99-272 as amended), unless individually approved by the Board of Education.**

7. The immediate family of deceased retired employees shall be eligible to continue health insurance coverage **as set forth by the contract in force for the various bargaining units and in accordance with the COBRA Act (U.S. Public Law 99-272 as amended),** providing premium payments are paid to the Business Office before they become due. **Membership shall not extend beyond limitations of the COBRA Act, unless individually approved by the Board of Education.**

8. In the implementation of this Regulation, itinerant substitutes and teaching interns are not considered regular employees.

\*See Regulation 4170/4180 for Retired Employee Benefits

Regulation 4190

Page 1 of 3

**4190 -- Conference Attendance and Travel/Meal Expense Reimbursement**

Within budget limitations and upon recommendation of the immediate administrative supervisor, the appropriate district office administrator may authorize requests for reimbursement of expenses for conference attendance and other authorized expenses in accordance with this regulation.  (See request for Travel Conference Request Form)

Travel or conference attendance without prior authorization will be at the employee’s expense.  Expenses in excess of the amount approved by the appropriate district office administrator will not be reimbursed.

General guidelines for expenses to be reimbursed by the district are outlined below and should be adhered to closely.  Requests for further interpretation should be addressed to the Assistant Superintendent for Business.

**Transportation**

1.   When driving, district vehicles should be used whenever they are available.  If district vehicles are not available, the use of one private vehicle will be authorized for each four employees to any one conference.  The owner of the vehicle will be reimbursed for one round-trip between the workplace and the conference at the prevailing IRS mileage rate.    This rate provides reimbursement for all expenses except tolls and parking, which will be reimbursed separately.

2.  Whenever it is to the benefit of the district that an employee not adhere to the guideline set forth in #1 above, the Assistant Superintendent may give permission, in writing, for a dispensation from the regulation set forth.  This will be attached to the Prior Approval Form prior to travel.

3.  Employees unable to use the vehicle provided by the district because of personal scheduling problems are expected to provide transportation at their own expense.

4.  Participants using their own vehicle, for whatever reason, should be aware that the benefits provided under the School District Vehicle Fleet Insurance Policy do not cover individual employees; they apply only if legal action is taken against the school district and only for that action.

5.  Any accident in which an employee is involved while operating a school vehicle and which is chargeable under the New York State “Safe Driver Plan” may affect the premium rate of personal car insurance.

6.  When travelling by air, employees shall use the lowest commercial carrier rates available.  Should cancellation of a reservation be necessary, it will be the responsibility of the employee to notify the Assistant Superintendent for Business at the earliest possible date.

Regulation 4190

Page 2 of 3

**Rooms and Meals**

1. Whenever rooms are contracted for it is expected that the accommodations selected will be that most convenient to conference attendance.  The Board recognizes that some conferences are held in high cost cities and that some conferences have designated certain hotels as conference hotels. The board believes that in the interest of efficiency, the employee should stay in conference hotels that provide quick and ready access to convention and meeting halls and other conference events.   Where appropriate, rooms should be shared with other employees to reduce cost.
2. Reimbursement for meal expenses will be based on IRS guidelines

established for unreceipted per diem travel and payable without receipts.  Per diem rates are available at <http://www.gsa.gov/portal/content/104877>.

Breakdown of those rates by meal are available at:  <http://www.gsa.gov/portal/content/101518>.

1. A maximum authorized amount for all related room and meal expenses will be specified on the approved conference request form.  Any amounts expended above the approved maximum authorized by the district will need detailed reasoning and itemized receipts along with supervisor approval for the overage to be reimbursed.

**Registration**

The District may prepay expenses where appropriate and necessary and will accept billing or employee claims for reimbursement of expenses within procedures established by the Assistant Superintendent for Business. The employee should not be required to subsidize the cost of his or her attendance at the conference. Funds to approved conferences will be advanced by the district on submission of the Travel Conference Request form to the Assistant Superintendent at least **four weeks** prior to the conference.  The district will be responsible for registration fees for conferences and conventions as authorized on conference request form.

**Reimbursement for Conference Attendance and/or Travel**

1.    A Travel Conference Request Form must be authorized by the appropriate district office administrator prior to the conference, convention, or school visit in order to receive reimbursement.

2.  A Travel Reimbursement Form must be prepared for reimbursable expenses, (i.e. lodging invoices, ticket stubs, conference registration statements) and similar documents must be attached to the vouchers submitted.  In all cases the itemized breakdown of expenses must be carefully followed.

Regulation 4190

Page 3 of 3

3.  Expense vouchers must be forwarded to the appropriate district office administrator who approved the initial request for auditing prior to being sent to the Assistant Superintendent for Business for payment.

1. Full mileage allowance will be paid for the use of personal car even though the spouse or other persons accompany the claimant.  A google maps and or mapquest printout should be included when requesting mileage reimbursement.  Any fuel expenses incurred must include a dated receipt.
2. The school district is exempt from sales and/or use taxes for travel within New York State.  Tax exemption forms for use at hotels and exemption forms for New York State and County Sales Tax are available in the Business Office prior to departure.  Any such taxes included on a reimbursement claim will be deducted.  The school district is not exempt from sales or use taxes outside of New York State, so no deduction would be made in such instances.  Charges for room incidentals and alcohol are not reimbursable.
3. Dated thruway toll slip or EZpass statement (not a trip calculator) is acceptable for toll reimbursement.  Additionally, dated parking receipts are necessary for any parking costs incurred.  In major cities where parking is charged to the hotel room, a line item statement on the hotel bill will be sufficient.  Any taxi/livery/Uber receipts for transportation to and from a conference must be dated as well.
4. An itemized hotel statement showing balance zero must be turned in for reimbursement.
5. Any baggage fees incurred must also include a dated and itemized receipt.
6. In any instance where receipts have been lost or cannot be furnished, a dated itemized credit card receipt or copy of credit card statement showing charge or copy of check showing expense will be sufficient.
7. Any meals that are provided by the conference and are included in the registration cost must be detailed (a copy of the conference agenda usually outlines meals provided) and the meal allowance associated will be deducted from the IRS per diem allotment allocated to the attendee.

Updated April 2017

## 

Regulation 4321

Page 1 of 5

# 4321 -- Drug & alcohol testing/ school bus drivers And other safety-sensitive employees

The purpose of this Administrative Regulation is to comply with the Omnibus Transportation Employee Testing Act of 1991 (P.L. 102-143) (the “Act”), the associated Federal Highway Administration (the “FHWA”) regulations (the “Regulations”) and to implement Board of Education Policy No. 4190 dated December 5, 1995.

##### APPLICABILITY

The District will conduct required drug and alcohol testing on any/all employees who hold a commercial driver’s license and who operate or stand ready to operate a “commercial motor vehicle” (hereinafter referred to as “drivers”). A “Commercial motor vehicle” is defined as a motor vehicle or combination of motor vehicles used to transport passengers or property if the motor vehicle:

1. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating of 26,001 or more pounds, or
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

The District will also obtain written assurance once every six (6) months from its independent contractors that provide covered drivers for District work, the at such drivers are participating in an alcohol and drug testing program consistent with the Regulations.

**COMPLIANCE REQUIREMENTS**

The Regulations expressly prohibit drivers from:

1. Reporting for duty or remaining on duty requiring the performance of safety sensitive functions while the driver has an alcohol concentration of 0.04 or greater;
2. Possessing any amount of alcohol (including alcohol found in medications, food, or other alcohol-containing products) while on duty or operating a commercial motor vehicle, unless the alcohol is manifested and transported as part of a shipment;
3. Using alcohol at any time while performing any safety-sensitive function;

Regulation 4321

Page 2 of 5

1. Using alcohol within four (4) hours prior to performing any safety-sensitive function;
2. Using alcohol for eight(8) hours following an accident or until he/she undergoes a post-accident alcohol test, whichever occurs first;
3. Refusing to submit to an alcohol or controlled substances test. Refusal to submit means: a) failure to provide adequate breath for an alcohol test or failure to provide adequate urine for a specimen test without genuine “valid” medical excuse/explanation; or b) engages in conduct which clearly obstructs the testing process;
4. Reporting for duty, remaining on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver’s ability to safely operate a commercial motor vehicle.

Any violation of the Omnibus Act, the Regulations, the District’s Policy regarding Controlled Substance and Alcohol Testing, and/or this Administrative Regulation is also considered prohibited conduct.

**CONSEQUENCES FOR VIOLATING COMPLIANCE REQUIREMENTS**

Any driver found to have engaged in conduct prohibited by the Compliance Requirements of this Administrative Regulation shall be prohibited from performing any safety-sensitive functions. In addition, such drivers will be evaluated by a Substance Abuse Professional (“SAP”), who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol and/or controlled substance use.

Any driver found to have engaged in such conduct must satisfy any return-to-duty testing requirements and referral, evaluation and treatment program prescribed by a SAP as outlined in 49 CFR part 382, subpart F, before he/she may be permitted to perform safety-sensitive functions. Such drivers shall be advised by the District of the resources available to the driver in evaluating and resolving problems with alcohol and controlled substance use, including the names, addresses, and telephone numbers of SAPs and counseling and treatment programs.

Drivers who violate these prohibitions will also be subject to disciplinary action by the District, up to and including discharge, in a manner consistent with the FHWA regulations, the District’s policies, any applicable laws, and the collective bargaining agreement.

**REQUIRED TESTING**

Regulation 4321

Page 3 of 5

The District is required by FHWA to conduct tests under the following conditions or times:

1. Before a driver-applicant is hired or an existing employee seeking to become a driver performs safety-sensitive functions (drug test only) as described in 49 CFR 382.301;
2. Following certain accidents as described in 49 CFR 382.303;
3. On a random basis as described in 49 CFR 382.305;
4. For reasonable suspicion as described in 49 CFR 382.307;
5. Return-to-duty testing after engaging in prohibited conduct as outlined above in this Administrative Regulation and as described in 49 CFR 382.309; and
6. Follow-up testing as described in 49 CFR 382.311 for individuals in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances.

**METHODS OF TESTING**

To ensure the integrity and accuracy of each test, all specimen collection, analysis, and laboratory procedures shall be conducted in accordance with Department of Transportation’s procedural protocols and safeguards, as set forth in Part 40 of Title 49 of the Code of Federal Regulations. This includes, among other things: 1) procedures to ensure the correct identity of each driver at the time of testing, 2) a chain-of-custody procedure to ensure that the driver’s specimen is not tampered with, 3) the use of a trained breath alcohol technician (BAT) and DOT approved testing devices for conducting alcohol tests, 4) the use of a DHHS-certified laboratory, 5) the confirmation of an initial positive drug screen by a second analysis using gas chromatography/mass spectrometry (GCMS), 6) the confirmation of an initial positive alcohol screen by a second analysis, 7) the District’s appointment of a qualified Medical Review Officer (MRO) to review the drug test results before they are reported to the District’s designated representative.

**POSITIVE TEST RESULTS**

##### For Drug Tests

Before a driver’s test result will be confirmed positive for drugs, the driver will be given the opportunity to speak with the District’s Medical Review Office (“MRO”) and demonstrate that there was a legitimate medical explanation for the positive test result. If the MRO determines that a legitimate medical reason does exist, the test result will be reported to the District as “negative.” If the MRO determines that a legitimate medical reason does not exist, the test result will be reported to the District as a “confirmed positive.”

Regulation 4321

Page 4 of 5

In the event that the test result of a driver’s primary specimen is confirmed positive, the driver will be notified by the District and advised that he/she has 72 hours to request that the MRO send his/her secondary specimen to a second, DHHS-approved laboratory for analysis. Pending the outcome of this additional analysis, the driver will be prohibited from performing any safety-sensitive functions and, when appropriate, be given a temporary alternative assignment.

For Alcohol Tests

In the event that the driver provides an adequate breath specimen and the initial test registers an alcohol concentration level that is less than 0.02, the test result will be reported as a “negative,” and no additional test will be required at that time.

In the event that the driver provides an adequate breath specimen and the initial test registers an alcohol concentration level of 0.02 or greater, a second, confirmatory test will be performed. In the event that the driver provides an adequate breath specimen and the confirmatory test registers less than 0.02, the test result will be reported to the District as “negative.”

Any driver whose confirmatory test registers 0.02 or more but less than 0.04 will be prohibited from performing any safety-sensitive function until the driver’s next regularly scheduled duty period, but for not less than 24 hours after the test is given. Such a driver may also be subject to additional disciplinary action by the District, up to and including discharge, in a manner consistent with the District’s per-existing policies, practices, and any applicable laws and the collective bargaining agreement.

A driver who, after providing an adequate breath specimen, has a confirmatory test which registers 0.04 or greater will, at a minimum be suspended from performing safety-sensitive functions until the requirement of 49 CFR 382.605 are met, and will be subject to additional disciplinary action by the District, up to and including discharge, in a manner consistent with the District’s pre-existing policies, practices, and any applicable collective bargaining agreement.

**INFORMATION ON DRUGS AND ALCOHOL**

Each driver will be provided with educational material and information concerning: 1) the effects of drugs and alcohol on an individual’s health, work, and personal life, 2) the signs and symptoms of a drug or alcohol problem, and 3) the available methods of intervention and treatment when a problem does exist.

All questions concerning the educational materials provided by the District, or about the District’s Policy or Administrative Regulation, should be directed to the appropriate person designated by the superintendent as provided below.

Regulation 4321

Page 5 of 5

**CONFIDENTIALITY**

All records related to the administration of an alcohol test or a controlled substance test or other records required to be maintained under this law shall remain confidential unless otherwise allowed by law or unless the driver authorizes such a release. The driver may, by written request, receive all records related to his/her alcohol and/or controlled substance tests. (CFR 382.405)

**DESIGNATED INDIVIDUALS**

The Superintendent or his designee shall from time to time designate individuals to serve as the MRO, SAP and as the designated individual to answer the drivers’ questions regarding the drug and alcohol testing program (as required under 49 CFR 382.601).

Ref.: Omnibus Transportation Employee Testing Act of 1991 (P.L. 102-143) 49 CFR parts 40 and 382

Regulation 5011

Page 1 of 1

# 5011 -- Pupil Attendance and Ability to Receive Course Credit and/or Promotion to the Next Grade Level

Pupil Attendance and Ability to Receive Course Credit and/or Promotion to the Next Grade Level

An essential method for learning is regular, active participation in classroom instructional activities directed by a teacher. The Board of Education recognizes the importance of consistent class attendance and participation. It is necessary for student attainment of the New York State Learning Standards. The students are required to attend scheduled school classes each day. A minimum of 85% has been established. Should unavoidable circumstances prevent a student from meeting this standard of attendance, every effort will be made to assist the student to improve their attendance and advance in grade level.

**Absenteeism**

Absenteeism is classified as excused or unexcused.  Excused absences are those that are due to unavoidable circumstances or are related to the educational needs of the student, such as personal illness, religious observance, weather conditions, required legal appearance, approved college visits, military obligations, or other reasons as may be approved by the Commissioner of Education.  School principals or their designee will determine whether an absence is excused or unexcused.

**Coursework**

Students who have not met the 85% minimum attendance will be eligible for course credit if the work completed while in attendance meets the established course standards as determined by the State of New York and Webster Central School District. Eligibility to complete course work due to absence will be determined by the Principal or their designee.

Course or grade level requirements are equally applied to all students enrolled in the course or grade level. Any student at risk for non-promotion for inadequate achievement due to excessive absences will be offered an opportunity, along with his/her parents/guardians, to meet the principal or his/her designee to ascertain the status of the student’s progress toward earning course credit or promotion to the next grade level.

This attendance regulation is in accordance with the procedures under Section 3214 of Education Law, which pertains to suspension of a student from class participation.

Updated January 2013

# 5012 -- Academic Extra-Curricular Participation

Regulation 5012

Page 1 of 1

The Webster Central School District believes that the primary objective for all students is to achieve academic success. The district also recognizes that many students choose to participate in extra-curricular activities. While participating in extra-curricular activities is encouraged, it should also be understood that participation is a privilege and that a relationship between academic effort, performance and participation exists. All students must also be in compliance with the district’s attendance policy, which requires 85% attendance.

***Activation of this protocol will be under the direction and supervision of the student’s assistant principal and the coach/ supervisor of the activity. Additionally, interventions will remain in place until grades are remediated to the satisfaction of the student’s administrator.***

The following levels have been identified to help students understand the relationship between academic performance and extracurricular eligibility:

Level \_\_\_\_\_\_ I. **Failing one class**

Students do not need to meet with their AP. Student is eligible for practices and competitions. Coach/advisor will touch base with the student to make sure student is working on passing class.

Level\_\_\_\_\_\_ II. **Failing two classes**

Student must meet with AP. Student is ineligible until they meet with their AP and develop a remediation plan.

Level\_\_\_\_\_\_ III. **Failing more than two classes**

Student must meet with AP. Student is ineligible until they have at least reached level I through a remediation plan developed with AP.  At the middle school level, student growth will be an additional factor in determining eligibility.

***This regulation applies to all school activities regardless of monetary commitment. This regulation does not prohibit any student from trying out for a school activity.***

Updated September 2015

Regulation 5021

Page 1 of 1

# 5021 -- AGE OF ENTRANCE

Admittance to Kindergarten

Children who are five years of age on or before December 1 of the year they enter school will be admitted to kindergarten.

The guardian must submit proof of age and proof that the child has received all required medical immunizations.

Admittance to Grade One

Children who have successfully completed a public or a nonpublic registered kindergarten or who have turned six by December 1 will be admitted to grade one.

Children who have not attended Webster Central School kindergarten must submit proof of age, proof of required medical immunizations and a record verifying successful completion of a kindergarten program.

Children who have successfully completed a nonpublic non-registered kindergarten program and will not be six years of age by December 1 will, upon the request of the legal guardian, be tested for possible admission to grade one.

The testing program will be conducted by school personnel or school approved personnel. It shall include tests of intelligence, socialization, readiness and other tests which may be determined by the Pupil Services Administrator.

The legal guardian must supply the school with a verification that the child has successfully completed a kindergarten program, proof of age, and proof of the required medical immunizations, as applicable.

Regulation 5041

Page 1 of 1

# 5041 -- Redistricting Process

Review of Enrollment Patterns and Board Report. If redistricting is necessary.

Form Focus Group

Focus Group Report to Board

Redistricting Proposal Development

Public Feedback

Final Board Action

If data indicates approaching building or district capacity next year.

Administration will:

* Prepare reorganization history
* Provide benchmark data on other districts’ processes

Would include…

* Communication plan
* Impact analysis
* Potential areas that might be affected
* Areas exempt from movement at this time
* Presentation plan

This proposal must:

* Conform to District Policy 5117
* Develop a customer sensitive cost/benefit analysis
* Outline a suggested transition process for students

Implementation would occur the following September

December January June October – February November – February March

Regulation 5042

Page 1 of 1

# 5042 -- IN-DISTRICT ATTENDANCE AREAS

Board Policy 5040 allows the following attendance options:

* If during the school year, a student moves from one attendance zone to another, the student may be allowed to attend the designated school for either attendance zone for the remainder of that school year if agreed to by the principal and district administration. Any student that moves before the December break, must move to their new attendance zone. Any student who moves after January 1, will be allowed to complete the year at the school where they originally started.
* If after the start of the second semester, a 4th, 7th, or 11th grader moves from one attendance zone to another, the student may be allowed to attend the school designated for the first attendance zone until the end of the 5th, 8th, or 12th grade, as the case may be.

In either case, however, the parents/legal guardians will be responsible for providing transportation to and from any school outside of the attendance zone in which their legal residence is located.

Any continuation of attendance at a school will be subject to the following guidelines:

1. The parents or guardians must notify the principal of the school, which the child attends of the intended move and of their intentions to have their child remain at the original building.
2. The attendance options listed in the Policy will apply only to those students who attend at the given school prior to the change of residence and who are in the specific circumstances outlined in the Policy.
3. The attendance options do not apply to students whose school experience at a building is interrupted by a move outside the school district.
4. Existing transportation facilities may be used, but no alterations to existing transportation routes or stops will be made.
5. Attendance options listed in the Policy are available if continued attendance at the original school would not create an undue burden on the staff or facilities of the school.
6. Once the attendance option is waived and the student attends a new school, the option may not be rescinded.

Regulation 5051

Page 1 of 2

# 5051 -- NONRESIDENT PUPILS

Students residing outside the district will not be allowed to enroll in the school district except when evidence is submitted that demonstrates a need for such placement and that such placement will benefit the student who also demonstrates acceptable qualities of character and conduct herein designated as school citizenship. Final disposition in all cases is at the discretion of the Superintendent of Schools of the Webster Central School District.

Tuition will be charged in these cases according to the procedure recommended by the State Education Department. Transportation in these cases is the responsibility of the parents or legal guardians or the school district sending students.

Such students may be accepted into the regular day school program on an annual basis, provided:

1. They are acceptable to the school district and maintain acceptable school citizenship.
2. No increase in the size of the faculty or staff will be necessary to accommodate them, and
3. It appears to the appropriate school authority at the time of acceptance that no class on the elementary level and no section in the secondary school courses to which such students will be assigned will contain more than the desired number of students, and
4. Advance payment is made of a tuition charge arrived at according to the policy recommended by the State Education Department.
5. In cases where students from the Webster District are attending public schools outside of the district, that public school district may send tuition free students to Webster in the same number that they are educating tuition free students from the Webster District. Provisions A, B., and C of this section are applicable to acceptance of these students.

### Exceptions

1. Future Residents

In order to minimize the interruption of a student’s school year, nonresident students may be admitted to attendance in the Webster Central School District without tuition payment providing:

Regulation 5051

Page 2 of 2

1. The parent or legal guardian furnishes satisfactory proof that residence will be established within three months, and
2. Parents or legal guardians assume the responsibility of transportation.
3. Former Residents

Regularly enrolled children of families who move out of the district on or after midyear (February 1) may complete that school year provided the student demonstrates acceptable school citizenship. Such children who complete Grade 11 as residents may complete Grade 12 as nonresidents providing the parents or legal guardians assume the responsibility of transportation. Final disposition in all cases is at the discretion of the Superintendent of Schools of the Webster Central School District.

1. Exchange Students

Children who reside in our district under an agreement with a private institution or agency which places the host family in loco parentis (e.g., American Field Service, etc.) and have been accepted by the district as exchange students will not be charged tuition.

1. Boundary Error

If a non-resident student has mistakenly been enrolled as a District resident due to an error by the District in determining boundary location, the student will be permitted to remain in the student’s current level (elementary, middle or high school as the case may be) in the District without payment of tuition until the student has completed that school level providing the parents or legal guardians assume the responsibility of transportation.

Regulation 5081

Page 1 of 9

# 5081 – THE EDUCATION OF HOMELESS STUDENTS IDENTIFICATION OF STUDENTS IN TEMPORARY HOUSING

In order to ensure that children living in temporary housing residing in the Webster Central School District receive an appropriate education, the District will:

# 

# IDENTIFICATION OF STUDENTS IN TEMPORARY HOUSING

Under the federal McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act of 2015 (ESSA) and New York State Education Law Section §3209, as amended in 2017, all districts are obligated to affirmatively identify all students in temporary housing. Therefore, **WCSD**will determine whether there are students in temporary housing within the District by using a housing questionnaire to determine the nighttime residence of all newly enrolled students and all students whose address changes during the school year. This questionnaire asks for a description of the current living arrangements of the child or youth in order to determine whether the child or youth meets the definition of a homeless child under the McKinney-Vento Homeless Education Assistance Act. **WCSD** will also contact our local department of social services, as well as local shelters, to identify students in temporary housing, (42 § 11434A(2)) (“McKinney-Vento”) and Education Law § 3209(1)(a).

# DEFINITION OF HOMELESS CHILD AND UNACCOMPANIED YOUTH

Pursuant to McKinney-Vento 42 USC § 11434A(2), Education Law § 3209(1)(a), and 8 NYCRR

§ 100.2(x)(1)(iii) a homeless child is defined as:

* + - 1. a child or youth who lacks a fixed, regular, and adequate nighttime residence, including a child or youth who is:
         1. sharing the housing of other persons due to loss of housing, economic hardship or similar reason (sometimes referred to as “doubled-up”);
         2. living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
         3. abandoned in hospitals; or

(iv) a migratory child as defined in subsection two of section thirteen hundred nine of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act of 2015, who qualifies as homeless under any of the provisions of clauses (i) through (iii) of this subparagraph or subparagraph two of this paragraph;

(v)  an unaccompanied youth, as defined in section seven hundred twenty-five of subtitle B of title VII of the McKinney-Vento Homeless Assistance Act; or

* + - 1. a child or youth who has a primary nighttime location that is:
         1. a supervised publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth established pursuant to article nineteen-H of the executive law; or
         2. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar setting.

Regulation 5081

Page 2 of 9

An unaccompanied youth is defined as a homeless youth who is not in the physical custody of a parent or guardian due to longstanding, intense family conflict. *42 USC § 11434A(6); 8 NYCRR §100.2(x)(1)(iii)(6)*

# DUTIES OF THE MANDATED MCKINNEY-VENTO LIAISON

The McKinney-Vento liaison for **WCSD** serves as one of the primary contacts between families experiencing homelessness and school staff, district personnel, shelter workers, and other service providers. The McKinney-Vento liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed.  Additionally, the liaison will facilitate training for all school enrollment staff, secretaries in instructional buildings, school counselors, school social workers, and administrators. Other staff members including school nutrition staff, clerical staff, school registered professional nurses, teachers, and bus drivers will receive training on homelessness that is specific to their field.  *42 USC §11432(g)(6)(A)-(B); 8 NYCRR §100.2(x)(7)(iii)(a)*

# SCHOOL OF ORIGIN

School of origin is:

* The public school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool or a charter school;
* The designated receiving school at the next grade level for all feeder schools for a student in temporary housing who completes the final grade level served by the school of origin; and
* The public school or preschool in which such child would have been entitled or eligible to attend based on such child’s last residence before the circumstances arose which caused such child to become homeless if the child becomes homeless after such child is eligible to apply, register, or enroll in the public preschool or kindergarten or if the child is living with a school-age sibling who attends school in the school district of origin.*42 USC §11432(g)(3)(G); NY Education Law §3209(1)(i), NY Education Law §3209(1)(f), NY Education Law §3209(1)(h), NY Education Law §3209(1)(g)*

# SCHOOL AND SCHOOL DISTRICT DESIGNATIONS

The “designator” makes an initial decision about which school and school district a student in temporary housing will attend. A designator is:

* the parent or person in parental relation (guardian) to a student in temporary housing; or
* the student in temporary housing, together with the McKinney-Vento liaison, in the case of an unaccompanied youth; or
* the director of a residential program for runaway and homeless youth, in consultation with the student in temporary housing, where such student is living in such program.

*See, NY Education Law §3209(1)(b); 8 NYCRR §100.2(x)(1)(i)*

**WCSD** will ask the designator to designate one of the following as the school district of attendance:

* **School district of current location -** the public school district within the State of New York in which the hotel, motel, shelter or other temporary housing arrangement of a student in temporary housing or the residential program for runaway and homeless youth is located, which is different than the school district of origin.

Regulation 5081

Page 3 of 9

* **School district of origin** - the public school district within the State of New York in which the student in temporary housing was attending a public school on a tuition-free basis or was entitled to attend when circumstances arose that caused such child to become homeless which is different from the school district of current location. The school district of origin also includes the school district in the state of New York in which the child was residing when circumstances arose which caused such child to become homeless if such child was eligible to apply, register, or enroll in public preschool or kindergarten at the time such child became homeless, or the homeless child has a sibling who attends a school in the school district in which the child was residing when circumstances arose which caused such child to become homeless.

**WCSD** will also ask the designator to designate one of the following as the school where a student in temporary housing seeks to attend:

* the school of origin; or
* any school that permanently housed children and youth who live in the attendance area in which the child or youth is actually living are eligible to attend, including a preschool.

**Please note**: Students can maintain enrollment in the school of origin for the duration of homelessness and through the end of the school year in which the student becomes permanently housed. The student may be able to remain in the school of origin for one additional year, if the year constitutes the student’s terminal year in such school building.

*42 USC §11432(g)(3)(A); NY Education Law §§3209(1)-(2); 8 NYCRR §§100.2 (x)(1)-(2)*

# DESIGNATION/STAC 202 FORM

**WCSD** will identify all students in temporary housing, and a designation form will be completed by the designator for all such students and any other student who claims homelessness. Designations must be made on the STAC 202 form provided by the Commissioner.

*NY Education Law §3209(2)(e); 8 NYCRR §100.2(x)(3)*

# UPON RECEIPT OF THE DESIGNATION/STAC 202 FORM: IMMEDIATE ENROLLMENT AND BEST INTEREST DETERMINATIONS

Upon identification of a child who is in temporary housing and/or receipt of a completed designation form, **WCSD** will:

* immediately review the designation form to assure that it has been completed and admit the student in temporary housing even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, immunization records, proof of residency or other documentation and even if the child or youth has missed application deadlines;
* determine whether the designation made by the designator is consistent with the best interests of the student in temporary housing. In making best interests decisions **WCSD** will:

Regulation 5081

Page 4 of 9

* + presume that keeping the child in the school of origin is in the child’s best interest, except when doing so is contrary to the wishes of the parent or guardian (or youth in the case of an unaccompanied youth); and
  + consider student-centered factors such as the effect of mobility on student achievement, education, health, and safety of the child, giving priority to the wishes of the child’s parent or guardian (or the youth, if a homeless unaccompanied youth). If the **WCSD** determines that it is in the best interest of the student in temporary housing to attend a school other than the school of origin or the designated school, **WCSD** shall provide the parent or guardian (or youth, if an unaccompanied youth) with a written explanation of its determination, including information about the right to appeal. (*See Dispute Resolution Process)  42 USC §11432(g)(3)(B); NY Education  Law §3209(2)(f)(3); 8 NYCRR §100.2(x)(7)(ii).*
* provide the child with access to all of **WCSD**’s programs, activities and services to the same extent as they are provided to resident students;
* immediately contact the school district where the child’s records are located in order to obtain a copy of such records and coordinate the transmittal of records for students with disabilities pursuant to section 200.4(e)(8)(iii) of the Commissioner’s regulations;
* immediately refer the parent or guardian of the student in temporary housing to the McKinney-Vento liaison who must assist in obtaining necessary immunizations or immunization or medical records if the child or youth needs to obtain immunizations or immunization or medical records;
* forward the STAC 202 form to the Commissioner and the school district of origin, where applicable. In all cases, the **WCSD** will give a copy of the completed STAC 202 to the designator and keep a copy of the STAC 202 form.

*42 USC §§11432(g)(3)(C)&(g)(4); NY Education Law §3209(2); 8 NYCRR §100.2(x)(4)*

# UPON RECEIPT OF A REQUEST FOR RECORDS

Within five days of receipt of a request for school records from a new school, **WCSD** will forward, in a manner consistent with state and federal law, a complete copy of the student in temporary housing’s records, including, but not limited to, proof of age, academic records, evaluations,  immunization records, and guardianship papers, if applicable. NY Education Law §3209(2)(g)*; 8 NYCRR §100.2(x)(5)*

# TUITION REIMBURSEMENT

**WCSD** is eligible to request reimbursement from the State Education Department for the direct costs of educational services to students in temporary housing that are not otherwise reimbursed under special federal programs, when:

* the district is either the school district of current location or a school district participating in a regional placement plan,
* the district is designated as the school district of attendance, and

Regulation 5081

Page 5 of 9

* the school district of origin for the student in temporary housing is within New York State. All claims for reimbursement will be made on the STAC 202 form prescribed by the Commissioner of the State Education Department.  *NY Education Law §3209(3)(a)*

In addition, **WCSD** is eligible for reimbursement for the direct costs of educational services, including transportation costs for students who continue enrollment in **WCSD** schools after finding permanent housing midyear in a different school district within New York State. In such cases, **WCSD** will directly bill the new district where the student permanently resides for all direct costs of educational services, including transportation, that are not otherwise reimbursed under special federal programs.

*NY Education Law §3209(4)(i); NYS Field Memo, September 26, 2013*

# TRANSPORTATION RESPONSIBILITIES

* A social services district is responsible for providing transportation to students in temporary housing, including preschool students and students with disabilities who are eligible for benefits under Social Services Law §350-j and placed in temporary housing arrangements outside their designated districts. Where the social services district requests that **WCSD** provide or arrange for transportation for a student in temporary housing in the circumstances above, **WCSD** shall provide or arrange for the transportation and directly bill the social services district so that the district will be fully and promptly reimbursed for the cost of the transportation. *NY Education Law §3209(4)(a)*
* If **WCSD** is the designated school district of attendance, **WCSD** shall provide for the transportation of each student in temporary housing who is living in a residential program for runaway and homeless youth, including if such temporary housing is located outside the school district. The costs for transportation for each student in temporary housing who lives in a residential program for runaway youth and homeless youth located outside of the designated school district will be reimbursed by the State Education  Department, to the extent funds are provided for such purpose, with the submission of a Runaway and Homeless Youth Act Transportation Program Form. Where **WCSD** provides transportation for a student living in a Runaway and Homeless Youth (“RHY”) facility, the district will promptly request reimbursement. *NY Education Law §3209(4)(b)*
* **WCSD** will transport any student in temporary housing to their school of origin, including preschools and charter schools, where it is the designated district of attendance and the student in temporary housing is not entitled to receive transportation from the Department of Social Services. *NY Education Law §3209(4)(c); 8 NYCRR §100.2(x)(6)(iv)*
* When **WCSD** is designated as the school district of current location for a student in temporary housing and the student does not attend the school of origin, **WCSD** will provide transportation on the same basis as it is provided to resident students, unless the local transportation policy represents a barrier to the student’s attendance in school. *NY Education Law §§3209(4)(d) & (6)(b); 8 NYCRR §100.2(x)(6)(iii)*

Regulation 5081

Page 6 of 9

* If the student in temporary housing designates **WCSD** as the school district of attendance, transportation will not exceed 50 miles each way, unless the Commissioner of the State Education Department determines that it is in the best interest of the child. *NY Education Law §3209(4)(c); 8 NYCRR §100.2(x)(6)(ii)*
* Where **WCSD** is designated as the school district of attendance and it has recommended the student in temporary housing attend a summer educational program, such district of attendance will provide transportation services to students in temporary housing for summer educational programs if the lack of transportation poses a barrier to the student’s participation in the program. *NY Education Law §3209(4)(e)*; *8 NYCRR §100.2(x)(6)(v)*
* Where **WCSD** is designated as the school district of attendance, it will provide transportation services to students in temporary housing for extracurricular or academic activities when:
  + The student participates in or would like to participate in an extracurricular or academic activity, including an after-school activity, at the school; and
  + The student meets the eligibility criteria for the activity; and
  + The lack of transportation poses a barrier to the student’s participation in the activity. *NY Education Law §3209(4)(f); 8 NYCRR §100.2(x)(6)(vi)*
* Where **WCSD** is designated as the school district of attendance, it will provide transportation as described above for the duration of homelessness, unless the social services district is responsible for providing transportation. After the student becomes permanently housed, **WCSD** will provide transportation to the school of origin until the end of the school year and for one additional year if that year constitutes the child's terminal year in the school building. *NY Education Law §3209(4)(i); 8 NYCRR, §100.2(x)(6)(iv)*

# DISPUTE RESOLUTION PROCESS

**WCSD** has established the following procedures for the prompt resolution of disputes regarding school selection or enrollment of a homeless child or youth:

* **WCSD** will provide a written explanation, including a statement regarding the right to appeal, to the parent or guardian of a student in temporary housing, or to an unaccompanied youth if **WCSD** determines that **WCSD** is not required to either enroll and/or transport such child or youth to the school of origin or a school requested by the parent or guardian or unaccompanied youth, or if there is a disagreement about a child’s or youth’s status as a homeless child or unaccompanied youth. The written explanation will be in a manner and form understandable to such parent, guardian, or unaccompanied youth and will include a statement regarding the McKinney-Vento liaison’s availability to help the parent, guardian, or unaccompanied youth with any appeal and the contact information for the liaison.
* **WCSD** will immediately enroll the student in the school in which enrollment is sought by the parent or guardian or unaccompanied youth, provide transportation to the school, and will delay for 30 days the implementation of a final determination to decline to either enroll in and/or transport the student in temporary housing to the school of origin or a school requested by the parent or guardian or unaccompanied youth.

Regulation 5081

Page 7 of 9

* If the parent or guardian of a student in temporary housing or unaccompanied youth commences an appeal to the Commissioner within 30 days of such final determination, the student will be permitted to continue to attend the school he or she is enrolled in at the time of the appeal and/or receive transportation to that school pending the resolution of all available appeals.

*42 USC §*§*11432(g)(3)(B) & (E); NY Education Law §3209(5); 8 NYCRR §100.2(x)(7)(ii)*

# MCKINNEY-VENTO LIAISON’S DISPUTE RESOLUTION RESPONSIBILITIES

**WCSD**’s McKinney-Vento liaison must assist the student in temporary housing’s parent or guardian or unaccompanied youth in bringing an appeal to the Commissioner under Education Law §310 of a final school district decision regarding enrollment, school selection and/or transportation. In the event of a dispute regarding eligibility, enrollment, school selection, and/or transportation. *42 USC §11432(g)(3)(E)(iii); 8 NYCRR §100.2(x)(7)(iii)(c)*

# COORDINATION

* **WCSD** will coordinate the provision of services described above with local social services agencies, housing providers and other agencies or programs providing services to students in temporary housing and their families, including services and programs funded under the Runaway and Homeless Youth Act.
* **WCSD** will coordinate with other school districts on inter-district issues, such as transportation or transfer of school records.
* **WCSD** will coordinate implementation of the above provision of services with the requirements of the Individuals with Disabilities Education Act (IDEA) for students with disabilities.

*42 USC §11432(g)(5); 8 NYCRR §100.2(x)(7)(iv)*

# COORDINATION WITH TITLE I

**WCSD** acknowledges that students in temporary housing are eligible for services under Title I, Part A, whether or not they live in a Title I school attendance area or meet the academic requirements required of other children. **WCSD** will ensure that:

* Title I, Part A funds are set aside as are necessary to provide students in temporary housing, who may have unique needs that differ from their permanently housed peers, with educationally related support services;
* Our plan includes a description of how the plan is coordinated with McKinney-Vento;
* Our plan describes the services provided to students in temporary housing;
* This regulation describes the efforts it made to identify students in temporary housing, including unaccompanied youth.  If **WCSD** reports that there are no students in temporary housing enrolled in the District, we will contact the local department of social services or Office of Children and Family Services (OCFS) to verify that there are no students in temporary housing in the District;

Regulation 5081

Page 8 of 9

* Its housing questionnaire asks about the living arrangements of the child or unaccompanied youth, including asking if he or she is living in a shelter; with relatives or others due to loss of housing or economic hardship; in an abandoned apartment/building; in a motel/hotel, camping ground, car, train/bus station or other similar situation due to the lack of alternative, adequate housing. Documentation of the District’s efforts to identify students in temporary housing will be maintained on file and a copy of the housing questionnaire that asks the above questions will also be kept on file.   *20 USC §§6312(b)(6) & 6313(c)(3)*

# REPORTING

**WCSD** will collect and transmit to the Commissioner, at such time and in such manner as the Commissioner may require, reports containing such information as the Commissioner determines is necessary, including the numbers of homeless students, their grade, and their nighttime residence.

*NY Education Law §3209(6)(c); 8 NYCRR §100.2(x)(7)(v)*

**ACCESS TO FREE MEALS**

**WCSD** will provide free meals to all children identified as homeless. They do not have to complete a free or reduced-price meal application. When the McKinney-Vento liaison or a shelter director provides a child’s name to the **WCSD**’s school food service office, free school meals will commence immediately.

*42 USC §*§*1758(b)(5) & (b)(12)(A)*

# REMOVAL OF BARRIERS

**WCSD** will review and revise local policies that may act as barriers to the identification of students in temporary housing and their enrollment and retention in school, including barriers to enrollment and retention due to outstanding fees or fines, or absences.

*42 USC §§11432(g)(1)(I) & (g)(7)(A); NY Education Law §3209(6)(b)*

# COMPARABLE SERVICES

**WCSD**  will provide services to students in temporary housing comparable to those offered to other students in the district, including transportation services; educational services for which the child or youth meets the relevant eligibility criteria, such as services provided under Title I or similar State or local programs; educational programs for students with disabilities; educational programs for English learners; programs in career and technical education; programs for gifted and talented students; and school nutrition programs.

*42 USC §11432(g)(4); NY Education Law §3209(9)*

# PRIVACY OF STUDENT INFORMATION

Information about a student in temporary housing’s living situation shall be treated as a student education record and shall not be deemed to be directory information under the Family Educational Rights and Privacy Act (FERPA). A parent/guardian or homeless unaccompanied youth may consent to the release of a student’s address information in the same way they would for other student education records under FERPA.

Questions about this policy or the protections available to students in temporary housing can be directed to the McKinney-Vento Liaisons: **Jim Gindling or Brenda Roof at 585-670-0079**.

Regulation 5081

Page 9 of 9

Questions can also be directed to NYS-TEACHS at (800) 388-2014 or the State Education Department at (518) 473-0295.

Legal reference:  McKinney-Vento Homeless Assistance Act (Subtitle B – Education for Homeless Children and Youth), as amended April 20, 2017; New York State Education Law, § 3209, New York State Commissioner of Education Regulations 8 N.Y.C.R.R. §100.2(x).

Updated July 2019

Regulation 5101

Page 1 of 5

# 5101 -- GRADUATION REQUIREMENTS

**STUDENTS ENTERING 9TH GRADE IN 2007-08 SCHOOL YEAR (CLASS OF 2011)**

***Students are required to:***

* Take at least 5.5 credits per year unless exempted by the school principal

|  |  |  |  |
| --- | --- | --- | --- |
| ***Required Courses*** | ***Local Diploma*** | ***Regents Diploma*** | ***Regents Diploma with***  ***Advanced Designation2*** |
| English | 4 credits | 4 credits | 4 credits |
| Social Studies | 4 credits | 4 credits | 4 credits |
| Math | 3 credits | 3 credits | 3 credits |
| Science1 | 3 credits | 3 credits | 3credits |
| Languages Other Than English2 | 1 credit | 1 credit | 3 credits2 |
| Art/Music | 1 credit | 1 credit | 1 credit |
| Health | ½ credit | ½ credit | ½ credit |
| Physical Education | 2 credits | 2 credits | 2 credits |
| Electives | 3 ½ credits | 3 ½ credits | 1 ½ credits |
| **TOTAL** | **22 credits** | **22 credits** | **22 credits** |
|  |  |  |  |
|  | ***Required Exams3*** | ***Required Exams*** | ***Required Exams*** |
|  | (score 65 or above on 4 of the required Regents exams listed below and score 55 or above on 1 required Regents exam) | (passing score of 65 and above) | (passing score of 65 and above) |
|  | - Comprehensive English Exam | - Comprehensive English Exam | - Comprehensive English Exam |
|  | - Integrated Algebra 1 Regents Exam | -Integrated Algebra 1 Regents Exam | - Integrated Algebra, Geometry, and Algebra 2/Trigonometry Exams |
|  | - Regents Global History Exam | - Regents Global History Exam | - Regents Global History Exam |
|  | - Regents U.S. History Exam | - Regents U.S. History Exam | - Regents U.S. History Exam |
|  | - Regents Science Exam (Earth Science, Living Environment, Chemistry, or Physics | - Regents Science Exam (Earth Science, Living Environment, Chemistry, or Physics | - Two Regents Science Exams (Must pass Living Environment and either Earth Science, Chemistry, or Physics)3 |
|  |  |  | - Languages Other Than English Comprehensive2 |

1. All students must earn course credit in Living Environment.
2. Students acquiring a five-unit sequence in visual arts, business, technology, or career and technical education at EMCC will fulfill the languages other than English requirement for a Regents with Advanced Designation Diploma.
3. Competency tests are available for students with disabilities to earn a local diploma with a Regents

Regulation 5101

Page 2 of 5

attempt. Students must earn a passing score of 65% or above on the competency test to take advantage of this “safety net.” Special education students or students with 504 Plans (504 Plans must specifically state that the safety net applies) may utilize the “low-pass option” for a local

diploma by scoring between 55-64 on any of the required Regents examinations. These students may also utilize the “safety net” by passing Regents Competency Tests in lieu of required Regents exams.

**GRADUATION REQUIREMENTS**

**STUDENTS ENTERING 9TH GRADE IN 2008-09 SCHOOL YEAR (CLASS OF 2012)**

**STUDENTS ENTERING 9TH GRADE IN 2009-10 SCHOOL YEAR (CLASS OF 2013)**

**STUDENTS ENTERING 9TH GRADE IN 2010-11 SCHOOL YEAR (CLASS OF 2014)**

***Students are required to:***

* Take at least 5.5 credits per year unless exempted by the school principal

|  |  |  |  |
| --- | --- | --- | --- |
| ***Required Courses*** | ***Local Diploma\**** | ***Regents Diploma*** | ***Regents Diploma with***  ***Advanced Designation2*** |
| English | 4 credits | 4 credits | 4 credits |
| Social Studies | 4 credits | 4 credits | 4 credits |
| Math | 3 credits | 3 credits | 3 credits |
| Science1 | 3 credits | 3 credits | 3credits |
| Languages Other Than English2 | 1 credit | 1 credit | 3 credits2 |
| Art/Music | 1 credit | 1 credit | 1 credit |
| Health | ½ credit | ½ credit | ½ credit |
| Physical Education | 2 credits | 2 credits | 2 credits |
| Electives | 3 ½ credits | 3 ½ credits | 1 ½ credits |
| **TOTAL** | **22 credits** | **22 credits** | **22 credits** |
|  |  |  |  |
|  | ***Required Exams3*** | ***Required Exams*** | ***Required Exams*** |
|  | An IEP or 504 plan that includes a safety net | (passing score of 65 and above) | (passing score of 65 and above) |
|  | - Comprehensive English Exam | - Comprehensive English Exam | - Comprehensive English Exam |
|  | - Integrated Algebra 1 Regents Exam | - Integrated Algebra 1 Regents Exam | - Algebra2/Trigonometry or Integrated Algebra, Geometry, and Algebra 2/ Trigonometry Exams |
|  | - Regents Global History Exam | - Regents Global History Exam | - Regents Global History Exam |
|  | - Regents U.S. History Exam | - Regents U.S. History Exam | - Regents U.S. History Exam |
|  | - Regents Science Exam (Earth Science, Living Environment, Chemistry, or Physics | - Regents Science Exam (Earth Science, Living Environment, Chemistry, or Physics | - Two Regents Science Exams (Must pass Living Environment and either  Regulation 5101  Page 3 of 5  Earth Science, Chemistry, or Physics)3 |
|  | *\*This option is only available for students with disabilities* |  | - Languages Other Than English Comprehensive2 |

1. All students must earn course credit in Living Environment.
2. Students acquiring a five-unit sequence in visual arts, business, technology, or career and technical

education at EMCC will fulfill the languages other than English requirement for a Regents with Advanced Designation Diploma.

1. Competency tests are available for students with disabilities to earn a local diploma with a Regents attempt. Students must earn a passing score of 65% or above on the competency test to take advantage of this “safety net.” Special education students or students with 504 Plans (504 Plans must specifically state that the safety net applies) may utilize the “low-pass option” for a local diploma by scoring between 55-64 on any of the required Regents examinations. These students may also utilize the “safety net” by passing Regents Competency Tests in lieu of required Regents exams.

Regulation 5101

Page 4 of 5

**COURSES THAT MEET 3RD YEAR MATH OR SCIENCE CREDIT REQUIREMENT**

All students must complete three credits in both Math and Science. A student may substitute one of the courses listed below for a third credit in Math or Science, but not both.

|  |  |  |
| --- | --- | --- |
| **Mathematics** | **Science** | **Either** |
| Business Math and Financial Applications (1.0) | Crystalline Science and Engineering (.5) | Principles of Engineering (.5) |
|  | Polymer Science and Engineering (.5) | Energy Systems (.5) |
| Technical Mathematics (EMCC)   * Advanced Carpentry (1.0) * Advanced Culinary Arts (1.0) * Advanced Precision Manufacturing (1.0) * Advanced Welding (1.0) | Technical Science (EMCC)   * Basic Cosmetology (1.0) |  |

**SCIENCE REQUIREMENTS 3-2-1 RULE**

All students are required to earn three credits in science. Two of those credits will be awarded by earning credit in Regents level courses (one credit must be for Living Environment, and one credit for Earth Science, Chemistry or Physics). In addition, each student must pass at least one Regents exam in science.

**COURSES THAT MEET THE ONE CREDIT REQUIREMENT FOR LANGUAGE OTHER THAN ENGLISH (LOTE)**

All students, other than those deemed exempt by the Committee on Special Education, must complete a minimum of one credit in LOTE. This may be accomplished either by completing two years of study before the end of eighth grade AND passing the Second Language Proficiency Exam or by passing a high school course in LOTE.

High school courses that satisfy the one credit requirement for LOTE:

* Spanish 1
* Latin 1
* American Sign Language (Offered at Webster Thomas only in 2010-2011)

**Fine Arts Requirement**

All students must complete one credit in art and/or music. This requirement may be met by successfully completing the following courses:

|  |  |  |
| --- | --- | --- |
| **Music** | **Art** | **Technology** |
| Music Plugged in (1) | Studio in Art (1) | Design and Drawing for Production (1) |
| 9th Grade Band, Chorus or Orchestra (1) | Contemporary Crafts 1 (.5) | **Students who are pursuing a 5-credit sequence in Technology may substitute the following courses to meet the Fine Arts Requirement** |
| Concert Choir (1) | Contemporary Crafts 2 (.5) | Architectural Drawing (.5) |
| Concert Band (1) |  | Graphic Communications (.5) |
| Symphonic Band (1) |  |  |
| Wind Ensemble (1) |  |  |
| Orchestra (1) |  |  |
| Chorale (1) |  |  |
| Music Theory (1) |  |  |

Regulation 5101

Page 5 of 5

**“WITH Honors” designation**

The words "with honor" will be added to the Regents Diploma or the Regents Diploma with Advanced Distinction if a student has earned an average of at least 90.0% on all the Regents examinations required for the diploma he or she will earn. For the purpose of computing the average, each Regents examination score carries a weight of 1; it is not multiplied by the number of units. Averages below 90.0% may not be rounded up to 90.0%. School personnel will compute the averages in the spring of the student’s senior year to make the determination of the “with honor” designation.

IEP DIPLOMA

This certificate is designed for the student who meets all the goals and objectives as outlined on his/her IEP, but is unable to pass any/all New York State Assessments and has completed 12 years of school beyond Kindergarten, or has reached the age of 21. A student may receive an IEP diploma and continue to attend school to work towards a high school diploma or until reaching age 21.

Regulation 5111

Page 1 of 1

**5111 -- PASSING MARKS FOR MIDDLE SCHOOL & HIGH SCHOOL STUDENTS** -- **Grades 6-12**

1. The passing grade in all middle school and high school subjects is 65.

HIGH SCHOOL

The student must pass the course with a final grade of 65 or better to earn course credit, unless a modified assessment plan is specified in the student’s IEP.

For all courses not ending in a new Regents Exam:

* Each quarterly reported mark serves as 22.5% of the final grade for the course. The final assessment serves as 10% of the final grade for the course.

For courses that end in Regents Exams:

* The exam scores will stand alone on a student’s transcript as a graduation requirement and will not be used to compute the course average.  In this case, each quarterly reported mark will serve as 25% of the final grade for the course.

For semester courses:

* Each quarterly reported mark will serve as 45% of the final grade for the course and the final assessment serves as 10% of the final grade for the course.

MIDDLE SCHOOL

The student must pass the course with a final grade of 65 or better to earn course credit, unless a modified assessment plan is specified in the student’s IEP.

Each quarterly reported mark serves as 25% of the final grade for the course.

For courses that end in Regents Exams or a NYS LOTE Proficiency Exam:

* The exam scores will stand alone on a student’s transcript as a graduation requirement and will not be used to compute the course average.  In this case, each quarterly reported mark will serve as 25% of the final grade for the course.

For semester courses:

* Each quarterly report card mark will count as 50% of the final grade for the course

2. All Regents exam scoring will reflect the New York State Education Department’s staggered schedule for a 55-65 passing range.

3. Should an individual teacher or student request special consideration, it is up to the building principal to decide if further evidence is needed to determine mastery of the course content and skills

Updated August 2018

Regulation 5112

Page 1 of 1

**5112 -- ACADEMIC INTEGRITY**

Academic Integrity

Integrity is an essential skill and valued by the Webster Central School District.  Students are expected to demonstrate integrity across all settings. Any action intended to obtain or assist in obtaining credit for work that is not one’s own is considered a breach of one’s academic integrity and may be subject to disciplinary action.

Some Examples of Violation of Academic Integrity

1. Submitting another person’s work as one’s own work;
2. Obtaining or accepting a copy of any assessments, tests, or scoring devices;
3. Sharing or receiving test questions or answers to/from a member of any class;
4. Copying from another student’s tests or allowing another student to copy during a test;
5. Using materials which are not permitted during a test;
6. Plagiarizing (presenting as one’s own material copied without adequate documentation from a

published source);

1. Copying, sharing or having someone other than the student prepare the student’s homework, paper,

project, laboratory report, or take-home test;

1. Permitting another student to copy, or writing another student’s homework, project, report, paper, or

take-home test;

1. A consistent pattern of falsely claiming illness to avoid the date on which a paper, project, report, or

presentation is due, or a test is given;

1. In LOTE, using an on-line translator in writing assignments and projects and to prepare for oral

presentations (use of an on-line dictionary to look up isolated words is permitted);

1. Unlawful copying of computer software or data created by others;
2. Misusing district computer systems that are used for student, staff, or administrative purposes; and
3. Misusing handheld electronic devices to obtain or transmit any student class assignments,

assessments, tests, or scoring devices.

August 2018

Regulation 5131

Page 1 of 3

# 5131 -- RENTAL OF MUSICAL INSTRUMENTS

An instrumental music program is an integral part of a complete curriculum in any school. In order to have a good instrumental music program, there should be a balanced grouping of instruments in good repair. To this end it is the Policy of the Board of Education to provide those musical instruments necessary for the proper instrumentation of the various school musical organizations and which are too expensive for students to buy, and to rent those instruments that are used outside the school for practice purposes.

The following regulation establishes the procedure to implement the Policy of the Board of Education:

1. The instruments to be rented should be proposed by the school instrumental music faculty and approved by the administration.
2. Rental fees for musical instruments shall be determined annually by the Board of Education at the Reorganization Meeting.
3. For those students who have not used an instrument before, a trial period not exceeding three months duration may be given. At the end of the trial period, the instrumental teacher may decide if the student is to continue, he will be expected to pay the yearly rental fee. If the student does not continue, there will be no charge.
4. Students who are continuing an instrumental program begun at an earlier time are not subject to the trial period mentioned in “A”.
5. Any student beginning to use a school instrument after the first of January will be charged at the rate of one-tenth of the yearly rental for each month or major part thereof, from the beginning date to the last day of school.
6. There are some types of school-owned instruments such as bass drum, tympani, etc., which some students are encouraged to play during band and orchestra sessions but which are not used at other time. Skills used in playing such instruments are carried over from skills learned on instruments on which lessons are given. There will be no rental fee charged to students for school-owned instruments, which are played only on occasions requested by the instrumental teacher and on which no regular formal lessons are given.
7. A properly completed Webster Central School rental agreement will be forwarded by the instrumental teacher to the parents of the child involved for the purposes of this agreement. It is the prerogative of the instrumental teacher to determine the value of the instrument. It is his/her duty to collect rental fees and turn them over to the proper authorities (building principal or person authorized by him/her).

Regulation 5131

Page 2 of 3

1. It is not the intent that the rental fee keep any child from the opportunity of using an instrument. If an instrumental teacher is aware that this fee will work a hardship on the family involved, the teacher is requested to ask the building principal, in writing, that the fee be waived. A copy of this request, with indication of approval, shall be filed with the elementary or secondary supervisor.
2. An account of the fees that are delinquent for more than one month after a rental agreement has been sent home for signature should be turned over to the building principal for collection.
3. Return of Instrument and Charge for Damage
4. It is the duty of the instrumental teacher to see that all school instruments be returned at the end of the school year.
5. It is the duty of the instrumental teacher to keep each instrument in satisfactory playing condition at all times, within the limits imposed by budgetary considerations. The instrumental teacher is instructed to report immediately to the music supervisor damage or excessive wear to any school-owned instrument. The music supervisor shall then determine the extent and responsibility for such damage or wear and to seek reimbursement if such is in order.
6. Use of Instrument During the Summer Months
7. If the teacher feels that a student will greatly benefit from the use of an instrument during the summer months, the music supervisor may give permission for such use, attaching such stipulations, as s/he feels necessary.
8. Conditions for the use of school instruments during summer school classes will vary with the type of program being offered. It will be the prerogative of the music supervisor to set the regulations and fees (within the intent of the School Board Policy) for the use of school-owned instruments for these periods. This regulation and fee notice should be in writing and copies forwarded to the teacher involved before the first day of the summer session.
9. A refund of 1/10th of the school year rental cost will be made for each month or major portion thereof, when a student withdraws from the Instrumental Music Rental Program.

##### RENTAL AGREEMENT FOR MUSICAL INSTRUMENT

Regulation 5131

Page 3 of 3

Loaned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name School

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

Grade

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

Father’s Name Address

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

Mother’s Name Address

We agree, in consideration for the use of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

to pay a rental fee of $\_\_\_\_\_\_\_\_\_\_\_\_ to the Webster Central School District for the remainder of this school year. The value of said instrument and equipment is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We assume responsibility for repair of any excessive wear and/or damage to the instrument. We also agree to be responsible for said instrument and shall faithfully perform all the conditions for the use of the instrument such as attendance at rehearsals, necessary practice, care of the instrument, and other regulations.

It is further agreed that upon the withdrawal of said pupil from the Webster Central School District, or at the end of the school year, we will return said instrument to the proper school authorities. Pro-rated refunds to any person who is dropped or drops voluntarily will be allowed.

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

Parent’s Signature Date

Approved by:

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

Instrumental Teacher

Regulation 5141

Page 1 of 1

# 5141 -- STUDENT LIAISON TO THE BOARD OF EDUCATION

The principals of Webster Schroeder High School and Webster Thomas High School are responsible for the appointment of the Student Liaison to the Board of Education.

In the event of a vacancy in the position of Student Liaison, the position shall be filled by a new appointment within thirty days of the vacancy.

Regulation 5151

Page 1 of 3

# 5151 -- INFECTIOUS, CONTAGIOUS OR COMMUNICABLE DISEASES

##### Regulation for Students

##### SCHOOL RESPONSIBILITIES

1. Infectious, contagious and communicable diseases within the school subject all students to risk of contracting the disease. School nurses or district designated personnel are required under 10NYCRR2.12 to report communicable diseases to the Monroe County Health Department.
2. Schools are required to provide a safe environment for all students. The Occupational Safety and Health Administration (OSHA) requires the practice of universal precautions (treating all blood and body fluids as bio-hazardous material) as the standard for workplace safety in the control of blood-borne pathogens. Webster Central School District employees are trained in the proper procedure for disposal of bio-hazardous wastes within the schools, and infection control measures within their environment. Proper and timely hand-washing is emphasized for employees and students.

DEFINITIONS

1. District will mean the Superintendent or his/her designee.
2. Infectious, contagious or communicable disease will mean only those diseases listed under Public Health Law Section 2(1)(1). **Note** that Acquired Immune Deficiency Syndrome (AIDS) has not been defined in the regulations of the New York State Department of Health as a contagious, communicable or infectious disease and are therefore outside the purview of this regulation.
3. District Medical Officer is the physician designated by the school district and also known as the school physician.

IDENTIFICATION of a student who has an infectious, contagious or communicable disease:

1. A parent(s), guardian(s), or student of legal age informs a \*District employee of the student’s status OR,
2. The District has reasonable knowledge that a student has an infectious, contagious or communicable disease,
3. The Superintendent or his/her designee will initiate the following:

ACTIONS:

1. The district employee receiving the information will immediately notify the Superintendent of the situation, maintaining confidentiality of personal and medical information.
2. The District will privately contact the parent(s), guardian(s), or student of legal age to state the District’s concerns.

Regulation 5151

Page 2 of 3

1. The District will require the parent(s), guardian(s), or student of legal age to provide a report of the student’s medical condition OR submit to an exam by the district medical officer (3NYCRR §906).
2. The medical report must be current and signed by the student’s private physician.
3. If the parent(s), guardian(s), or student of legal age choose not to provide a medical report, the district medical officer will examine the student at no cost to the parent or responsible party. **Note**: if laboratory services or other tests or procedures are required or deemed necessary by the district medical officer for diagnosis and disposition, the parent or other responsible party will bear the cost of those services, tests, or procedures.
4. The District must exclude a student from school and district activities until the infectious, contagious or communicable disease no longer poses a risk to other students. In order for the student to return to school, the student must present a certificate from the private physician, Health Department official or be examined by the district medical officer.
5. The District will maintain confidentiality of personal and medical information and keep records in accordance with applicable laws and regulations.
6. The Superintendent or his/her designee may convene an Advisory Committee.

NOTIFICATION:

1. District medical officer diagnosing an infectious, contagious or communicable disease will immediately contact the parent(s), guardian(s), or student of legal age and report the findings to the Monroe County Health Department as required by law.
2. The District will comply with all applicable laws and regulations including those relating to the student’s rights to privacy and/or confidentiality and those relating to necessary safety precautions. The District may take additional actions permitted by law or regulation and under the guidance from the Monroe County Health Department. If any provision of these regulations and District policies is contrary to any applicable law or regulation, the applicable law will govern.
3. The parent(s), guardian(s), or student of legal age of an identified student with an infection, contagious or communicable disease will provide the District with all relevant information relating to the student and his/her medical condition. This will assist the District in providing the appropriate educational program for the student.

ADVISORY COMMITTEE:

1. Members:
   1. District Medical Officer
   2. Monroe County Health Department Representative (at District’s discretion)
   3. Two District representatives/administrators designated by the Superintendent
2. Purpose: The Advisory Committee may be convened by the Superintendent or his/her designee on a case-by-case basis to collect information and make recommendations relating to the type and setting of educational program appropriate for the student. In forming recommendations, the District will consider:

Regulation 5151

Page 3 of 3

* 1. Health risks to the student
  2. Risk of transmission to other students and staff
  3. District’s commitment to provide the identified student with an appropriate environment for social, intellectual and physical development
  4. Steps which the District must take to ensure that the proper equipment for handling bio-hazardous wastes is available in the school buildings
  5. Necessary training for employees who will have regular contact with the identified student.
  6. Eligibility for Committee on Special Education for chronic or long-term infectious diseases.

1. Process
   1. The parent(s), guardian(s), or student of legal age and the student’s primary care physician will be invited to present information to the Advisory Committee regarding the student’s illness and needs. The parent(s), guardian(s), or student of legal age is invited to bring others to attend this meeting. Such persons may be helpful in presenting the information and providing support during the meeting.
   2. The Advisory Committee will review all information presented during the meeting, collect information about, and consider the student’s medical condition, and review the student’s performance in his/her educational program (to the extent relevant). The Committee will prepare recommendations relating to the type and setting of educational program appropriate for the student for the Superintendent.
   3. No student will be excluded from attending District related programs and activities once proper documentation of the medical condition is received (Paragraph 4.d.) unless required or permitted by law or regulation.
   4. Following a final decision by the Superintendent, the student’s parent(s), guardian(s), or student of legal age will be personally contacted for the purpose of discussing the decision and the basis for this decision. A written letter will follow this discussion to the parent(s), guardian(s), or student of legal age restating the decision and its basis. This letter will include an explanation of the appeal process.
   5. If the identified student is handicapped, or suspected that he/she may be handicapped, an appropriate referral will be made to the Committee on Special Education (CSE). CSE will evaluate the student and, when necessary, recommend an appropriate educational program and placement to the Board of Education. The Board of Education will render a decision.

Regulation 5181

Page 1 of 4

**5181 -- Child abuse and maltreatment**

Rationale:

Section 412 of the Social Service Law and Section 1012 of the Family Court Act address the identification and reporting of child abuse and neglect. In addition, Section 3209-a of the Education Law requires the District to 1) develop, maintain, and disseminate written policies and procedure pursuant to Social Service Law and Family Court Act regarding the mandatory reporting of child abuse and neglect, reporting procedures and obligations of persons required to report, provisions for taking a child into protective custody, mandatory reporting of deaths, immunity from liability, penalties for failure to report and obligations for the provision of services and procedure necessary to safeguard the life or health of the child; and 2) establish and implement, on an ongoing basis, a training program for all current and new school officials regarding these policies and procedures.

Mandated Reporters

Within the educational setting, the following persons are mandated to report: (a) school officials, (b) mental health professionals to include school psychologist, social workers, (c) medical personnel to include physicians and registered nurses. All school staff members are required to notify the person in charge of their school (principal) if they suspect child abuse or maltreatment. The principal or his/her designee also becomes responsible for reporting or causing a report to be made to the State Central Registry (SCR). Should the principal or designee fail to report the suspected child abuse of maltreatment, a staff member still has a legal obligation to report this information to the Central Registry. The law does not require more than one report from any school on any one individual of suspected abuse or maltreatment.

Mandated reporters are those individuals who must report, or cause a report to be made (1) whenever they have reasonable cause to suspect that a child coming before them in their professional or official capacity is abused or maltreated, (2) whenever they have reasonable cause to suspect that a child is an abused or maltreated child when the parent, guardian, custodian, or person legally responsible for the child comes before them in their professional or official capacity and states from personal knowledge facts, conditions, or circumstances which, if correct, would render the child an abused or maltreated child.

1. REPORTING PROCEDURES
2. Any staff member, who has “reasonable” cause to suspect that a child coming before him/her (in his/her professional or official capacity) is an abused or maltreated child, shall notify the principal or his/her designee immediately.

The building principal has the primary responsibility for reporting or causing a report to be made to the State Central Registry. He/she shall, in accordance

with Section 3028-b and 3209-a of the Education Law, review procedures with all building staff members to report cases of suspected child abuse or maltreatment.

Regulation 5181

Page 2 of 4

B. When the principal, or his/her designee, has received information on a suspected abused or maltreated child, he/she will contact the State Central Registry in this order:

1. Monroe County:
2. Statewide toll free State Central Registry
3. Facsimile line:

C. The following information when making an oral report should be provided:

\*the name and addresses of the child and his parents or other person responsible for his care; family composition; the name and address of the residential care facility or program in which the child resides or is receiving care;

\*the child’s age, sex, and race;

\*the nature and extent of the child’s injuries, abuse, or maltreatment, including any evidence of prior injuries, abuse, or maltreatment to the child or his siblings;

\*the name of the person or persons responsible for causing the injury, abuse, or maltreatment;

\*the source of the report;

\*the actions taken by the reporting source, including the taking of photographs or x-rays, removal, or keeping of the child, or notifying the medical examiner or coroner; and

\*any additional information which may be helpful.

A signed written report (DSS -\_\_\_\_\_) must be filed within 48 hours after the initial oral report. It will be sent to Children’s Protective Services, Monroe County Department of Social Services, 11 Westfall Road, Rochester, New York, 14620. Copies of the written report and notice of phoned reports will be sent to the Director of Pupil Services at the Webster Central School District Office.

D. The Director of Pupil Services will routinely inform the Superintendent of Schools of all cases of reported child abuse.

E. Following reporting of suspected cases of abuse or neglect, the person responsible for filing the report will notify the Principal/designee or Director of Pupil Services and has the responsibility of the disposition of written reports.

1. REQUIRED TO REPORT

Regulation 5181

Page 3 of 4

1. Any school official, mental health professional, registered nurse, teacher, or other staff member having reasonable cause to suspect child abuse or maltreatment is required to report this information. This may occur when a child comes before mandated reporters in their professional capacity or when the parent, guardian, custodian, or person legally responsible for the child states from personal knowledge, facts, conditions, or circumstances, which, if correct, would render the child an abused or maltreated child.
2. Any person or official required to report cases of suspected child abuse and maltreatment may cause to be taken at public expense colored photographs of the area of trauma visible on a child who is the subject of the report. The Department of Social Services Child Protective worker may also be asked to take photographs when appropriate.
3. If medically indicated, the reporting person may have a radiological examination made of the child.
4. Any photographs or x-rays taken shall be sent to the Child Protective Service at the time the written report is sent, or as soon thereafter as possible.
5. The school physician or other medical personnel may be used to verify child abuse.
6. REPORTABLE CONDITIONS: The following conditions are defined by law.

An abused child is one who is under 18 years of age whose parent or other person legally responsible for his care inflicts or allows to be inflicted upon the child or creates or allows to be created a physical injury or a substantial risk thereof by other than accidental means which causes or creates a substantial risk of death, serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the functions of a bodily organ.

An abused child also is one whose parents or other person legally responsible for his care commits or allows to be committed a sex offense as defined in Article 130 of the Penal Law; commits incest; allows, permits or encourages such child to engage in prostitution; or allows such child to engage in acts or conduct which constitute a sexual performance.

A maltreated child is one who is under 18 years of age whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of the parent or other person legally responsible

for his care to exercise a minimum degree of care: (1) in supplying the child with food, clothing, shelter or compulsory education, or medical, dental, optometric, or surgical care though financially able to do so or offered financial or other reasonable means to do so; or (2) in providing the child with proper supervision or guardianship by unreasonably inflicting or allowing to be inflicted harm or a substantial risk thereof, including the use of excessive corporal punishment, or my misusing drugs or alcohol to the extent that he or she loses self-control of his actions, or by abandoning the child.

Regulation 5181

Page 4 of 4

1. INTERVIEWING STUDENTS

Under the law, Child Protective Service staff members can interview students who have been reported as suspected abuse cases. The principal or designee shall be present at such an interview.

The principal or designee will provide Child Protective Services with access to the affected student’s records.

The affected student may be released to police or other agencies with responsibility for placing children in protective custody by the principal or designee after notifying the Superintendent of Schools or his/her designee. The principal or his/her designee will apprise the Pupil Services Administrator of the action taken.

1. DISCUSSION WITH PARENTS

Schools and school personnel shall not discuss concerns about suspected child abuse with parents prior to Social Services contacting the parents. A caseworker from Child Protective Services shall make contact with the parents/legal guardian.

1. STATUTORY IMMUNITY FROM LIABILITY

Any person, official, or institution participating in good faith in the making of a report, the taking of photographs, or the removal or keeping of a child pursuant to the Child Protective Services Act of 1973 shall have immunity from any liability, civil or criminal, that might otherwise result by reason of such actions.

1. statutory penalties for failure to report abuse or maltreatment

Under Section 420 of Social Services Law, any person, official, or institution required to report child abuse or maltreatment, who willfully fails to do so, shall be guilty of Class A misdemeanor.

Any person, official or institution required to report a case of suspected child abuse or maltreatment and who knowingly and willfully fails to do so shall be civilly liable for the damages approximately caused by such failure

# 5191 -- Harassment of Students Regulation

Regulation 5191

Page 1 of 6

**DEFINITIONS**

For the purposes of this regulation and its implementation the following **definitions** will be used:

**“Harassment”** is inappropriate conduct or speech, including but not limited to, verbal threats, intimidation or abuse that can interfere with a student’s educational performance and/or deny or limit a student's ability to participate in or to receive benefits, services or opportunities in the school’s programs. It includes such inappropriate conduct or speech that is based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or gender expression, as well as any other characteristic protected by applicable federal, state and/or local law.

Specifically, harassment can include any verbal, written or physical conduct which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to derogatory remarks, jokes, demeaning comments or behaviors, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, etc.

**Sexual Harassment** specifically means sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

(A) Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education.

(B) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

(C) The conduct, on the basis of sex, could interfere with a student‘s educational performance and/or deny or limit a student's ability to participate in or to receive benefits, services or opportunities in the school’s programs.

This applies whether the harassment is between people of the same or different gender. Sexual harassment can include, but is not limited to, verbal, written or physical conduct, directed at or related to a person’s gender or gender expression, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, touching, pinching, grabbing, kissing or hugging or restraining someone’s movement in a sexual way. It also includes sexual violence which is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence as defined by New York Penal Law includes but is not limited to acts such as:

(A) Rape;

Regulation 5191

Page 2 of 6

(B) Sexual assault;

(C) Sexual battery;

(D) Sexual coercion.

For purposes of this regulation, sexual harassment includes all verbal or physical conduct of a sexual nature between a District employee, officer, volunteer, vendor or visitor and a student. With respect to sexual harassment between students, the verbal or physical conduct of a sexual nature must be unwelcome to constitute harassment.

**“Bullying”** is a form of harassment that consists of aggressive behavior that is intentional and involves an imbalance of power or strength including threats of intimidation of others, habitual put-downs, treating others cruelly, terrorizing, coercing, stalking, or and/or badgering of others, whether done directly, indirectly, face-to-face or remotely through electronic or other forms of communication.

**Bullying can include:**

**Physical:** Physical bullying involves harmful actions against another person’s body. Examples include, but are not limited to: biting, kicking, pushing, pinching, hitting, tripping, pulling hair, and any form of violence or intimidation. Physical bullying may also involve the interference with another person’s property. Examples include, but are not limited to: causing another student to drop items s/he is carrying (such as books, cafeteria trays, etc.); damaging, hiding, withholding or stealing another student’s property.

**Verbal:** Verbal bullying involves speaking to a person or about a person in an unkind or hurtful way. Examples include, but are not limited to: sarcasm, teasing, put-downs, name calling, phone calls, spreading rumors or hurtful gossip.

**Emotional:** Emotional bullying involves behaviors that upset, exclude, or embarrass a person. Examples include, but are not limited to: nasty notes, saying mean things, tormenting, threatening, humiliating, or socially embarrassing another.

**Cyber-bullying** isonline social cruelty or electronic bullying. Cyber-bullyingincludes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which either has or could have the effect of:

Regulation 5191

Page 3 of 6

* Physically, emotionally or mentally harming a student;
* Placing a student in reasonable fear of physical, emotional or mental harm;
* Placing a student in reasonable fear of damage to or loss of personal property; or
* Interfering with a student’s educational performance and/or denying or limiting a student's ability to participate in or to receive benefits, services or opportunities in the school’s programs.

**“Staff”** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and/or paraprofessionals.

**“Retaliation”** is a separate and distinct violation of this policy in which any member of the school community retaliates against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

**Reporting and Investigating Harassing and Bullying Conduct**

The School District will act to promptly investigate all complaints, verbal or written, formal or informal, of allegations of harassing based on any of the characteristics described above, bullying conduct and/or retaliation; and will promptly take appropriate action to protect individuals from further harassment, bullying and/or retaliation. The District will designate, at a minimum, two (2) Complaint Officers, one of each gender. The Complaint Officers are:

NAMES CONTACT INFORMATION

Janine Sanger – CAP Coordinator 216-0026

Neil Flood – Director of Security 265-6585

In order to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of harassing, bullying or retaliatory conduct in the school environment, as well as any individual who is aware of and/or who has knowledge of, or witnesses any such occurrence, immediately report same. Such reports should be made to the District's designated Complaint Officer(s). All complaints of alleged harassing, bullying and/or retaliatory conduct will be promptly investigated in accordance with the terms of this policy. In the event that the Complaint Officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of a complaint (even an anonymous complaint), or if a District official otherwise learns of any occurrence of harassing, bullying and/or retaliatory conduct, the District will conduct a prompt and thorough investigation of the charges/occurrence. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure to individuals with a need to know may be necessary to complete a thorough investigation and/or to notify law enforcement officials as warranted.

Regulation 5191

Page 4 of 6

Based upon the results of this investigation, if the District determines that a District official, employee, volunteer, vendor, visitor and/or student has violated the terms of this regulation, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied in accordance with applicable laws and/or regulations, District policy and regulation, and the District’s Code of Conduct. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy/regulation, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations and/or the Code of Conduct, will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the District does not preclude the filing of civil and/or criminal charges against offenders.

**Prohibition of Retaliatory Behavior**

The District prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of harassment/bullying/retaliation. All witnesses involved in the investigation will be instructed to immediately report any perceived retaliation as a result of their participation in the process. Following the completion of the investigation, the Complaint Officer(s) or other Superintendent designee will make a follow-up inquiry as to whether the harassing and/or bullying conduct has stopped and that those involved in the investigation have not suffered retaliation.

**Finding That Harassment Did Not Occur**

At any level/stage of investigation of alleged harassing, bullying or retaliatory conduct, if a determination is made that the alleged conduct did not occur; the Complaint Officer will so notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from pursuing other legal avenues of recourse.

However, even if a determination is made that harassing, bullying or retaliatory conduct did not occur, the Superintendent/designee reserves the right to initiate staff and/or student awareness and training, as applicable, to help see to it that the school community is not conducive to fostering a harassing/bullying/retaliatory environment.

**Knowingly Makes False Accusations**

Students who *knowingly* make false accusations against another individual as to allegations of harassment, bullying or retaliation will face appropriate disciplinary action in accordance with applicable laws and/or regulations, District policy and regulation, the District’s Code of Conduct.

**Privacy Rights**

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

**Civil Rights Implications**

Regulation 5191

Page 5 of 6

If harassment, bullying (including cyber-bullying) or retaliation behavior contains conduct based on a student’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, gender expression, or any other legally protected status and creates a hostile environment, a federal or state civil rights statute has likely been implicated. The following actions should take place if the conduct falls into this category:

1. Separate the accused harasser and the victim. However, it is important that the school takes care that the victim of the harassment is not penalized. Any separation of the victim from an alleged harasser should be designed to minimize the burden of the victim’s educational program. It is generally not a solution to require the victim to change his or her class schedule.
2. Provide counseling for the victim and/or harasser.
3. Take disciplinary action against the harasser in line with District Policy and Code of Conduct.
4. Provide training or other interventions for the perpetrators and the entire school community to seem to it that students, families, and school staff recognize harassment and know how to respond.
5. Provide additional services as may be needed to the victim in order to address the effects of the harassment/bullying/retaliation.
6. Prevent any further harassment or retaliation against the person who made the complaint or against the victim of the harassment by ensuring that the harassed students and their families know how to report any subsequent problems, conduct follow-up inquiries, and respond promptly and appropriately to address and resolve any continuing or new problems.

**Prevention and Intervention**

At the beginning of each school year, the District will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policy/regulation for reporting acts of harassment, bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the Complaint Officers, principal, assistant principal, or other Superintendent designees, will be incorporated in student and staff handbooks, placed on the district website, and included in written information sent home to parents or guardians at the beginning of the school year.

Curriculum and professional development will support the implementation of this policy/regulation and develop early proactive interventions involving civility and character training for the bully/harasser, victim, and the entire school community. Administrative guidelines and procedures for all forms of bullying and/or peer harassment will apply as outlined in the student Code of Conduct.

***Prevention***

Prevention strategies across the District may include, but are not limited to:

1. Training for administrators, staff, and students to increase awareness of the prevalence, causes, and consequences of harassment and bullying, as well as strategies for preventing such behavior.

Regulation 5191

Page 6 of 6

1. Collaboration with families and the community to inform parents about the prevalence, causes, and consequences of harassment/bullying, and strategies to prevent it.
2. School climate improvement efforts in order to promote student involvement in anti-bullying efforts, peer support, mutual respect, civility, and a culture which encourages students to report incidents of bullying to adults will be implemented.
3. Surveys of students to assess the nature and extent of bullying behavior and attitudes toward bullying.
4. Development of consistent rules against harassment/bullying.
5. Review and enhancement of the District's Code of Conduct related to harassing/bullying behavior.
6. Classroom activities to discuss issues related to harassment/bullying.
7. Integration of harassment/bullying prevention themes across the curriculum.
8. Individual and group work with children who have been harassed or bullied.
9. Individual work with children who have harassed or bullied their peers.
10. Designate at least (1) staff member at every school building to be thoroughly trained to handle human relations in the area of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, gender expression and other characteristics protected by applicable federal, state and local laws.

***Intervention***

Intervention strategies across the District may include, but are not limited to:

1. Training for school staff on how to respond appropriately to students who harass, bully, are bullied, or are bystanders who report harassment and bullying.
2. Education/Intervention for the students displaying harassment/bullying behaviors would include teaching replacement behaviors, empathy, tolerance and sensitivity to diversity.
3. Corrective measures designed to right the harassment/ bullying behavior, prevent another occurrence, and protect the victim.

The Superintendent or designee(s) shall affirmatively discuss the topic of harassment and/or bullying with all students and employees, express the District’s disapproval of such conduct and explain the sanctions for harassment and/or bullying. All students and employees of the District shall be informed of the policy on harassment and bullying. The District’s Code of Conduct will include an age-appropriate, plain language version of this policy and the consequences of exhibiting harassment and/or bullying behaviors. This policy shall be available to students, parents and employees upon request and an age-appropriate summary of this policy shall also be published in student, parent and employee handbooks, on the District website, and other appropriate school publications.

**5201** -- **Alcohol and Other Drug**

Regulation 5201

Page 1 of 7

**General:**

The Board of education is committed to the prevention of alcohol and any other drug use.  It is the policy of the Webster Central School District that an alcohol and other drug-free environment be maintained.    No person may consume, be under the influence of, use, possess, sell, manufacture, distribute, or share drugs, alcohol, illicit substances or associated paraphernalia on school grounds, in school vehicles, or at school functions.  The following guidelines reflect the range of District responses to incidents and issues related to drugs, alcohol, and other illicit substances.  District policies and programs are aimed at prevention, intervention and support.

The term "drugs, alcohol or other illicit substances" in this policy refers to the use of all substances including, but not limited to, alcohol, tobacco (smoke and smokeless), e-cigarettes, vaping products, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, lookalikes, synthetics, any substances referred to as "designer drugs", and prescription and over-the-counter medication used without the required authorization documentation or used for other than its intended purpose.

**To support policy 5200, the district will:**

1. **Provide age-appropriate, developmentally based alcohol and other drug education and prevention program for all students.  Such programs will address the legal, social, and health consequences of alcohol and other drug use and provide information about effective techniques for resisting pressure to use alcohol and other drugs.**
2. **Require an active prevention/intervention and disciplinary program which shall promote a safe and responsive learning climate for students, is responsive to the sensitive nature of the problems related to alcohol and other drug use, abuse and dependency with respect to individuals and families.**

**Prevention**

A prevention program will be implemented and modified as needed to prevent or delay the onset of alcohol, tobacco and other substance use by students and to encourage healthy lifestyles.  The program includes but is not limited to the following:

1. Prevention education that is incorporated across the instructional program.  This education will address the legal, social and health consequences of alcohol, tobacco and other drug use.
2. Information will be provided and training made available for each school’s faculty, staff and parents/guardians to reinforce the policy in the home, school, and community.

Regulation 5201

Page 2 of 7

1. The District will assist students to develop appropriate life skills and decision-making skills to help them develop effective techniques for resisting pressure to use alcohol and other drugs.
2. The District will require an active prevention/intervention and disciplinary program which will promote a safe and responsive learning climate for students.

**Intervention**

An intervention program will be implemented and modified as needed to address any existing use/abuse of/dependency upon drugs, alcohol, tobacco and other substances and to identify and provide supportive services to students in kindergarten through 12th grade who are at high risk for using substances.  This program includes, but is not limited to, the following:

1. Confidential identification, assessment, and referral process
2. Support for students who are in the recovery process
3. Support for high risk students
4. Education for parents/guardians on accessing the District’s intervention

     services

**Should a student violate this policy, the following procedures may be utilized.**

**Programs of Support and Disciplinary Consequences**

Pursuant to the Board of Education Policy 5200, firm disciplinary consequences will apply to any student who comes to school or to a school related activity, functions, or during club meetings or activities under the influence of drugs, alcohol, or other illicit substances or in possession of them or of paraphernalia for their use.

Once a school official has determined that a student appears to be under the influence of, and/or in possession of drugs or alcohol or an illicit substance or associated paraphernalia, or sharing, giving, distributing, selling, consuming, or manufacturing, the matter will be reported to building administration.  Building personnel will complete the Alcohol and Other Drug Testing Protocol and an Alco-Sensor or oral fluid drug detection device may be administered.  In the event that a student refuses to undergo the alco-sensor/oral fluid detection device screening, it will be assumed that he or she is under the influence of alcohol/other drugs and all consequences, including school consequences and those impacting involvement in extracurricular activities, will apply.

Students arriving to a school related activity who appear to be under the influence of drugs, alcohol, or an illicit substance will be denied admission to the activity.  Students will be required to remain on premises until parent/guardian can pick them up.  In the event that the parent/guardian cannot be reached/pick student up in a timely manner, the police will be notified. In all cases, parents will be notified as soon as practical.

Regulation 5201

Page 3 of 7

For drug/alcohol related offenses, students will be subject to a short term suspension (up to 5 days), and will be referred to the Superintendent’s office to consider long term suspension options.  For offenses involving the use/possession of tobacco products (not including electronic cigarettes/vaping products), students will be suspended for one day and will undergo a Chemical Abuse Prevention (CAP) evaluation.  Results and recommendations including community-based smoking cessation programs will be shared with student and parents.

Where an incident related to illicit substances, including alcohol and/or paraphernalia includes the possibility of criminal activity, the Supervisor of Safety and Security will be notified. Police may then be contacted and appropriate legal action taken.

Should a student be found guilty of charges at a Superintendent’s hearing the period of suspension will be: twenty (20) weeks for a first offense for High School students, and fifteen (15) weeks for a Middle School student, unless otherwise determined by the Superintendent of Schools.

At the discretion of the Superintendent, students who voluntarily commit to and follow through with recommended support may have the period of suspension reduced.  The Chemical Abuse Prevention (CAP) Counselor and Building Team will recommend support, which may include at least the following components:

1. At least (1) meeting/contact per week with the School Counselor, School Social Worker or School Psychologist.
2. Evaluation by an outside drug/alcohol agency and involvement with an agency-sponsored support program (student/parent will be required to sign an exchange of information document which permits communication between the outside agency and the Webster Staff member).
3. Student may be required to undergo a drug test.
4. Student will be required to attend all tutoring sessions, complete assignments, and adhere to the Webster Central School District Code of Conduct.

The Webster School Counselor, School Social Worker or School Psychologist and treatment agency personnel will monitor the student’s commitment and engagement in support and will make recommendations to the Superintendent with respect to reductions in the period of suspension.  If it is determined, at any point, that the student is not engaged in the recommended support, he/she will not be granted a reduction of the suspension period.

Regulation 5201

Page 4 of 7

Incidents at the elementary level will be considered on a case by case basis.

**Sale or Distribution**

Students found guilty of the sale, sharing, and/ or distribution of alcohol, illegaldrugs, prescription or over-the-counter medications will be suspended for 40 weeks and will not have the opportunity for a reduced suspension, unless otherwise determined by the Superintendent of Schools.  Students will be afforded support that will include the following:

1. At least (1) meeting/contact per week with the School Counselor, School Social Worker or School Psychologist;
2. Evaluation by an outside drug/alcohol agency and involvement with an agency-sponsored support program (student/parent will be required to sign an exchange of information document which permits communication between the outside agency and the School Counselor, Social Worker or Psychologist);
3. Student will be required to attend all tutoring, complete assignments,

and adhere to the Webster Central School District Code of Conduct.

**Use, Distribution or Possession of Alcohol and Other Drugs Off School Grounds**

A student who is a member of any extracurricular club, team, athletic team, organization, who uses, distributes, possesses, consumes, is under the influence of, sells, shares, gives alcohol or other drugs off school grounds and when not engaged in a school-related activity, will be subject to following consequences:

1. Subject to due process, student will be suspended from all extracurricular activities for one calendar year pending investigation and satisfactory completion of the Agreement in Lieu of Suspension from Extracurricular Activities form.
2. Parents/guardians will be contacted and a conference will be arranged to include the student, parents/guardians, principal or his or her designee, and Chemical Abuse Prevention (CAP) counselor
3. Parents and student will be offered the opportunity to sign the “Agreement in Lieu of a Suspension from Extracurricular Activities” form.  Signing this agreement will reduce the suspension from extracurricular activities to two calendar weeks
4. Week 1:  Student will attend practice but not participate.

Week 2:  Student will participate in practice but NOT in contests/performances.

1. The agreement will include at least the following:
   1. Student will undergo a chemical use assessment by the CAP counselor or approved community agency
   2. Student may be required to undergo a drug test

Regulation 5201

Page 5 of 7

1. Student will be expected to follow through with recommended treatment plan. Subject to due process, failure to do so will result in a disciplinary review and the student will be subject to further suspension from all extracurricular activities.
2. Students and parents will sign a consent form giving the agency or CAP counselor permission to release the result of the assessment and drug test to the school whether the assessment is pursued at school or at an agency.

**Use of Alcohol Sensors**

A pocket-sized breath alcohol tester (known as Alco-Sensor) offers a simple, accurate and economical method of determining breath alcohol levels. In the interest of safeguarding the health and safety of all students and staff, the Webster Central School District may utilize a breath alcohol sensor as an adjunct to district Alcohol and Other Drug policies and procedures. The protocol for administering the Alco-Sensor test is as follows:

1. The breath alcohol sensor may be used during the normal school day or at any time students are involved in a school-related activity. The sensor is limited to determining alcohol levels and cannot measure the presence of other drugs or substances. It is not meant to be a substitute for a staff member’s judgment based upon the observation of student behavior. Thus, regardless of whether or not the test is administered, and the results that are obtained, staff is expected to consider all factors in making a determination as to appropriate actions, including medical intervention.
2. The District may administer the breath alcohol sensor test when reasonable suspicion exists that a student is under the influence of alcohol. Symptoms suggesting possible alcohol ingestion include, but are not limited to, slurring of words, staggering, stumbling, glassy or bloodshot eyes, unusual lack of coordination or the smell of alcohol. The identified student will be referred to an authorized district representative (such as, the Building Administrator, or designee) who will determine whether the use of the sensor is warranted.
3. Should such concerns arise, parents will be immediately notified.
4. The test will be administered in a private location in the presence of at least two staff members (such as, the building level administrator, nurse, etc.).
5. In the event of a positive reading, the student will be subject to the District’s Alcohol and Other Drug Procedures and will be referred to the Building-level Administrator who will institute the disciplinary process.

Regulation 5201

Page 6 of 7

1. In the event of a negative reading and the student continues to display impairment, school personnel will take steps to ensure the safety of the student. Under no circumstances will any student who exhibits impairment be permitted to drive home. Disciplinary consequences may still be warranted where the student is under the influence of a substance other than alcohol.
2. Building personnel will complete the Alcohol and Other Drug Testing Protocol and an Alco-Sensor or oral fluid drug detection device may be administered.  In the event that student refuses to undergo the Alco-Sensor screening, the assumption that he or she is under the influence of alcohol and all consequences, including disciplinary action and a proposed suspension will be initiated and those impacting involvement in extracurricular activities, will apply.

# Administration Procedures for the Use of the Oral Fluid Drug Detection Device

An oral fluid drug detection device is a reliable and cost-effective oral fluid substance screening device.  In the interest of safeguarding the health and safety of all students and staff, the Webster Central School District may utilize an oral fluid drug detection device as an adjunct to district Alcohol and Other Drug policies and procedures.

The protocol for administering the oral fluid drug detection device test is as follows:

1. An oral fluid drug detection device may be used during the normal school day or at any time students are involved in a school-related activity.  An oral fluid drug detection device is limited to determining the presence of six categories of substances (amphetamines, cocaine, marijuana, methamphetamine, opiates and phencyclidine).  It is not meant to be a substitute for a staff member’s judgment based upon the observation of student behavior.  Thus, regardless of whether or not the test is administered, and the results that are obtained, staff is expected to consider all factors in making a determination as to appropriate actions, including medical intervention.
2. The District may administer an oral fluid drug detection device test when it has reasonable suspicion that a student is under the influence of drugs.  Symptoms suggesting possible drug use can be, but are not limited to, atypical behavior, slurring of words, staggering, stumbling, glassy or bloodshot eyes, unusual lack of coordination, etc.  The identified student will be referred to an authorized district representative (such as, the Building Administrator, or designee) who will determine whether the use of an oral fluid drug detection device is warranted.
3. Should such concerns arise, parents will be immediately notified.

Regulation 5201

Page 7 of 7

1. The test will be will be administered in a private location in the presence of at least two staff members (such as, the building level administrator, nurse, etc.).
2. In the event of a positive reading, the student will be subject to the District’s Alcohol and Other Drug Procedures and will be referred to the Building-level Administrator who will institute the disciplinary process.
3. In the event of a negative reading and the student continues to display impairment, school personnel will take steps to ensure the safety of the student.  Under no circumstances will any student who exhibits impairment be permitted to drive home.
4. Building personnel will complete the Alcohol and Other Drug Testing Protocol and an Alco-Sensor or oral fluid drug detection device may be administered.  In the event that the student refuses to undergo the oral fluid drug detection device screening, the assumption that he or she is under the influence of a substance and all consequences, including disciplinary action and a proposed suspension will be initiated and those impacting involvement in extracurricular activities will apply.

**Communication**

This regulation is to be distributed to and reviewed at least annually with all District faculty, staff, students and parents/guardians and disseminated to the community through its organizations.

Revised 10/16

Regulation 5202

Page 1 of 3

**5202 -- MANAGEMENT OF LIFE-THREATENING HEALTH CONDITIONS**

This regulation encompasses an array of potentially life-threatening health conditions which includes but is not limited to anaphylaxis, diabetes, seizure disorders, severe asthma and acute medical conditions such as substance overdose, and is applicable to all individuals who are on school grounds within Webster Central School District

**A. Life-Threatening Conditions:**

For those students with chronic life-threatening health conditions, the District should work cooperatively with parents/guardians and healthcare providers to:

1. Obtain specific medical documents in accordance with New York State law, which include  appropriate written healthcare provider authorization addressing the diagnosis, symptoms, treatment frequency, and conditions for testing or treatment associated with the health problem and directions for emergencies.
2. Obtain written parent permission and discuss parental responsibility, which includes providing the medical documentation, necessary equipment and participation in the education and co-management of the students as they progresses toward self-management.
3. Allow independent students to carry life-saving rescue medication in accordance with relevant laws, regulations, and procedures.  The District encourages parents and students to provide duplicate life-saving rescue medication to be maintained in the Health Office in the event independent students misplace, lose or forget the medication.
4. Notify appropriate personnel of the students’ health concerns.
5. Develop age appropriate Emergency Action Plan/ Individual Health Plan or other educational instrument that includes necessary treatment, medication, training and educational accommodation.
6. Provide training to supervisory personnel facilitated by school registered nurses to assist in recognition of and emergency management of the specific medical condition.
7. Ensure appropriate and reasonable building accommodations are in place.

Additional District Responsibilities as appropriate and allowed under federal and New York State laws and regulations:

1. Provide training for personnel in recognition of anaphylactic reaction and opioid overdose utilizing the available NYSDOH certified programs
2. Provide standing emergency protocols for personnel.
3. Request standing orders from the school physician for non-patient specific anaphylaxis treatment agents and other appropriate life-saving medication for registered nurses and other designated staff to administer in the event of an emergency.

Regulation 5202

Page 2 of 3

1. Maintain a copy of the standing orders and protocols authorizing administration of these agents.
2. Maintain stock supplies of rapid acting rescue medication such as epinephrine auto-injector and naloxone.
3. Allow the school nurse to train unlicensed school personnel to administer epinephrine auto-injector or glucagon to specific student with both written provider order and parent/guardian consent during the school day, on school property and at school functions. Such training will be completed in accordance with specifications outlined in the Commissioner’s regulations.
4. Ensure building-level and district-wide school safety plans, including appropriate accommodations for students with life-threatening health conditions.
5. Encourage families to obtain medical alert bracelets/necklaces for high risk students.
6. Educate students regarding the importance of immediately reporting warning symptoms related to their life-threatening condition.

**B. Rapid Acting Rescue Medication Management**

**Student Medication Self-Management**

The District and parents will collaborate to assist students in the self management of their chronic health condition based upon the student’s knowledge and skill level by:

1. Providing ongoing student education.
2. Developing written plans for student as needed.
3. Training staff involved in the care of the student.
4. Assuring the availability of necessary equipment or medications.
5. Providing trained licensed persons as required by law.

**Non- Patient Specific Emergency Medication**

Epinephrine Auto-Injectors (EAIs)

The District will provide and maintain on-site in each instructional school facility epinephrine auto-injectors for use during on-site emergencies in accordance with applicable laws and regulations.  The District will work with the district physician to determine the appropriate quantity and placement of epinephrine auto-injectors in its facility. This is not intended to replace parent responsibility in providing medication for known life-threatening allergies.

Naloxone Nasal Spray

The district will provide and maintain on-site in each instructional school facility naloxone nasal spray for use during on-site emergencies in accordance with applicable laws and regulations.  The District will work with its district physician to determine the appropriate quantity and placement of naloxone nasal spray in its facilities.

Regulation 5202

Page 3 of 3

**C.  Creating an Allergen Reduced (food and other) School Environment**

Allergen management (ie food, insect, latex and other) within the school environment requires a multidisciplinary approach involving the coordinated efforts of parents, students, healthcare providers, school nurses, principals, teachers, cafeteria staff, and other district departments. This protocol pertains to life-threatening allergies as determined by a physician. (Public Health Law §2500-h).

1. Life Threatening Allergies requiring reasonable accommodations for the student in the school environment must be documented in writing by a physician.  An Individual Health Plan is initiated in these instances for elementary school students, and as needed for secondary students with special needs.
2. Students are expected to progress to a point of self advocacy and independence as they advance through the educational system.  As such, allergy protocol for elementary schools is more structured than secondary schools. Students with special needs at the secondary level will be managed individually.
3. The District reserves the right to remove items that are not in compliance with Allergen-Reduced goals, i.e. latex balls or balloons, scented diffusers, offending foods, etc.

**D.  Public Access Defibrillators**

The District will provide and maintain on-site in each instructional school facility functional cardiac automated external defibrillator equipment for use during emergencies. Each such facility shall have sufficient automated external defibrillator equipment available to ensure ready and appropriate access for use during emergencies.

1. Whenever an instructional school facility is used for a school-sponsored or school-approved curricular or extracurricular event or activity, the public school officials and administrators responsible for such facility shall ensure the presence of at least one staff person who is trained, pursuant to Public Health Law section 3000-b(3)(a), in the operation and use of an automated external defibrillator.
2. During any school-sponsored athletic contest or school-sponsored competitive athletic event held at any location, public school officials and administrators responsible for such contest or event shall ensure that automated external defibrillator equipment is provided on-site and that at least one staff person who is trained, pursuant to Public Health Law section 3000-b(3)(a), in its use is present during such contest or event.

**E.  Governing Legislation:**

Americans with Disabilities act, 42 USC §12101 et seq. Individuals with Disabilities Education Act (IDEA), 20 USC§1400-1485

Rehabilitation Act of 1973, Section 504,  29 USC§794 et seq. 34 CFR Part 300

Education law §6527 and 6908

Public Health Law §2500-h (Anaphylactic policy for school districts) and 3000-a

Education law Article 19 §916-a, §916-b,§902a-b, §922

Public Health Law §3000-b

**NALOXONE & EPINEPHRINE AUTO-INJECTOR (EAI) PROTOCOL**

**Naloxone Nasal Spray (Intranasal) Facts**

* Brand name is Narcan
* Use for known or suspected opioid overdose in adults and children, safe for pregnant women
* Has no effect on someone who has not taken opioid drugs
* Side effects are minimal and rare
* Works in 3-5 minutes
* Lasts 30-90 minutes, therefore may need another dose
* Is light and heat sensitive: store in a cool, dry, protected location

**Epinephrine Auto-Injector Facts**

* Brand name is EpiPen, Auvi Q, Adrenaclick, Twinject
* Use for known or suspected anaphylactic  in adults and children
* Side effects may include rapid heart rate, nervousness, anxiety, restlessness
* Works immediately -15 minutes
* Lasts 10-20 minutes, therefore may need another dose
* Is light and extreme heat and cold sensitive: store 59-86 degrees, in its protected carrier

**Placement & Storage**

* Readily accessible during school hours and on-site school sponsored activities
* District-based AEDs: inside the flap of each wall mounted building AED case in school buildings:
  + Naloxone: 1 kit
  + Epinephrine:  1 adult EAI
* Health Office: locked in the nurse’s medication cabinet for replenishment
  + Naloxone Nasal Spray kits: 2
  + Epinephrine Auto-injector: 1 adult 2 pack EAI. In addition, the ES will also stock 1 child 2 pack EAI

**Inventory & Ordering**

* Building nurse will maintain Naloxone/EAI Inventory Log of all kits/EAI within their respective school.
  + Lot number, Date of receipt, Expiration date, Building location
  + Log to be stored in Health Office locked medication cabinet
  + Document on district Inventory Logs
* Kits/EAI will be accounted for weekly and be documented on the AED/Naloxone/EAI checklist
  + Nurses: Check kits/EAIs in the Health Office and the AED outside the Health Office door
  + Security staff: Check kits/EAI in the remaining secondary buildings’ AEDs
* Nurse coordinator will order more Naloxone kits/EAIs that have been used or are near expiration date

**Training & Requirements**

* Staff to be trained: Nurses, Health Office Aides, Security, Administrators, Personnel who complete district CPR certification and other district personnel who desire to be trained.
* Current NYSDOH Naloxone training & NYSDOH Epinephrine Auto-Injector training
  + Naloxone - complete online or community training and submit certificate to CPR instructor or Supervisor of District Safety, Security & Planning.
  + Epinephrine (EAI) - complete online training, submit certificate to building nurse, who will complete skills checklist and forward documentation to Supervisor of District Safety, Security & Planning.
* Training documentation will be maintained by Supervisor of District Safety, Security & Planning
* Personnel should be recertified every 2 years.
* CPR/AED Certification
  + Nurses: BLS for Healthcare Provider
  + Security staff and other district personnel: HeartSaver

**NALOXONE ADMINISTRATION PROTOCOL**

If you encounter an unresponsive victim, make sure scene is safe and maintain Universal Precautions at all times.

**CHECK**

1. Stimulate: Shake shoulders, Yell the victim’s name, Pinch skin on upper arms, Rub knuckles up and down sternum

2. Recognize signs of opioid overdose:

* Unresponsive, limp body
* Pinpoint pupils
* Breathing: slow or shallow, gasping, gasping, snoring, irregular or none
* Skin: very pale or clammy
* Heart rate: slow, erratic or none
* Blue lips and fingertips (cyanosis)

**CALL**

1. Call 911 – state person is unresponsive and is a suspected overdose
2. Activate school emergency response protocol and obtain AED

**CARE**

1.    Assess breathing

* If not breathing, initiate CPR/AED
* If breathing is adequate (>8 per minute, color pink) and no signs of trauma, place in the recovery position
* If breathing is decreased or skin color is blue/ashen and overdose is suspected, administer Naloxone

2.   Assemble Naloxone kit

* Pull yellow caps off both ends of needle-free syringe
* Pull red cap off of glass Naloxone vial
* Grip clear plastic wings on white cone atomizer and screw onto syringe
* Screw glass Naloxone vial into other end of syringe

3.   Administer Naloxone

* Insert white cone into nostril
* Give short vigorous push on end of capsule to spray Naloxone into the nose
* Administer half of the solution in each nostril

Initiate rescue breathing until breathing rate increases

If no response after 3-5 minutes and a second dose of Naloxone is available, repeat administration in each nostril

If breathing increases and there is no evidence of trauma, place in the recovery position

Monitor until EMS arrives

* Provide CPR/AED/Rescue breathing as needed if breathing (or pulse) diminishes below acceptable rate
* Rapid withdrawal may cause vomiting: to reduce choking risk, keep on side in recovery position

**COMMUNICATION**

1. Give full report to EMS when they arrive
2. Notify parent/guardian if victim is a student
3. Notify District Opioid Overdose Administrator: 1) Director of Safety & Security x0300  2) Nurse Coordinator x5217
4. Complete forms:
   * *NYS DOH Opioid OD Reporting Form* and *WCSD Naloxone Inventory Log*
   * Submit to Director of Safety & Security or Nurse Coordinator

**EPINEPHRINE AUTOINJECTOR ADMINISTRATION PROTOCOL**

If you encounter a person with suspected severe allergic reaction (anaphylaxis), make sure scene is safe and maintain Universal Precautions at all times.

**CHECK**

1. Identify yourself to the person

2. Recognize signs of anaphylaxis:

|  |  |  |
| --- | --- | --- |
| **F**ace | Mouth | Itching and swelling of lips, tongue or mouth |
| Throat\* | Itching and/or a sense of tightness in throat, hoarseness, cough |
| **A**irway | Lungs\* | Trouble breathing, repetitive coughing and/or wheezing |
| **S**tomach | Gut\* | Nausea, abdominal cramps, vomiting and/or diarrhea |
| **T**otal Body | Heart\*  Skin | Thready pulse”, fainting, dizziness, sense of doom  Hives, itchy rash, and/or swelling of face or extremities |

**\*These symptoms can potentially progress to a life-threatening situation**

**CARE:**Obtain AED/EAI and administer Epinephrine Immediately.

1. Remove the safety cap being careful not touch the administration end
2. Place the tip or end of the unit against the upper, outer thigh (through clothing if needed)
3. Press the EAI hard into the victim’s thigh until EAI clicks or emits a verbal prompt and hold in place as directed by the manufacturer of the EAI (generally 3-10 seconds), check with your school for guidance
4. Remove EAI and massage the injection area for 10 seconds or as instructed, and record the time of the injection
5. For units with exposed needles, carefully place the unit into the protective case, needle end first
6. Monitor and assist the victim to lie down and elevate feet and If symptoms get worse or return, give a 2nd EAI
7. Notify parents/guardians and administration
8. Document time, suspected allergen if known and response steps taken to activate EMS
9. Give the used EAI to EMS.

**CALL**

1. Activate school emergency response protocol
2. Call 911 – state person has had a suspected anaphylactic reaction and you have administered  Epinephrine

**COMMUNICATION**

1. Give full report to EMS when they arrive

2. Notify parent/guardian if victim is a student

3. Notify 1) Director of Safety & Security (216) x0300  2) Nurse Coordinator (670) x5217

4. Complete forms:

* + *Epinephrine Administration Reporting Form*and *WCSD Naloxone/EAI Inventory Log*
  + Submit to Director of Safety & Security or Nurse Coordinator

Regulation 5221

Page 1 of 5

**5221 – Internet, Electronic Mail and Computer Usage**

**Staff Acceptable Use Regulation**

Recognizing that the Internet represents an important resource that allows access to ideas, information and commentary from around the world, the WCSD provides Internet access to staff, students, volunteers and community education members (users) as an aid to research, teaching and learning. Access to the Internet, electronic mail, computers and other technologies, will be governed by this regulation and the District’s administrative procedures. In addition to this Acceptable Use Regulation, users shall also be guided by the District’s Code of Conduct and policies, regulations, practices and procedures concerning the acquisition and use of textbooks, library books, and other instructional media.

Staff members should remember that they are role models for students at all times, whether on or off school property, both during and outside of school hours, and when using publicly accessible electronic and social media.  What is inappropriate in your office or classroom is also inappropriate online.

Due to the evolving nature of social web sites, District staff should use appropriate judgment regarding the usage of a personal social media site, or other means of electronic communication (e.g., text messaging, messaging apps, etc.) to create or maintain communication with students.  For purposes of these guidelines, “personal relationships with students” shall mean any behavior or conduct that is unrelated to course work or official school matters. Such behavior may erode the professional authority and traditional roles of teacher/staff and student within the District and may violate District policies and/or regulations. It is too easy for genuinely-intentioned and innocent comments and situations to be misinterpreted, resulting in potentially damaging consequences for everyone involved.  Staff must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety or offering an unfair advantage to any individual student.

**Members of the staff and community** may be authorized to use the District technologies, Internet facilities and connections for instruction, professional development, training, research, and communications related to assigned responsibilities, approved co-curricular activities, community education activities, appropriate lifelong learning opportunities and other purposes as approved. However, District technologies and Internet facilities may not be used by any staff member or member of the community to endorse any specific political party or candidate or to campaign for any partisan/political cause.

**School Board Property**

The WCSD encourages the business use of the district computer network and instructional and business systems. All software and equipment configurations (as installed on staff, student, and office desks) are owned by the Webster Central School District. All files stored on district equipment and back-up copies are considered to be the property of the district.

The technology configurations are not to be changed without specific permission from the District’s Technology Services Department. Any intentional damage to the configuration of equipment may result in disciplinary action.

Regulation 5221

Page 2 of 5

**Monitoring of WCSD Internet, Electronic Mail and Computer Users**

The WCSD provides access to the Internet for authorized instructional, personnel, business,

and administrative purposes only. The Internet and other networks are public places. Personal privacy in the use of the District’s Internet facilities and connections will not be guaranteed by WCSD. The district reserves the right to monitor all traffic on the network and review all

files stored on or transmitted through its computer systems. Message sent over District’s internal electronic mail systems are not subject to the privacy provisions of the Electronic and Communications Privacy Act of 1986 (which prohibits wiretapping), and therefore may be read by district management and system administrators. Technical support personnel are not authorized to review the content of an individual employee’s communications out of personal curiosity. Access to personal files or e-mails must be approved by the Superintendent or their designee.

In an attempt to assure that the District’s Internet facilities and connections are being used only for authorized purposes, the WCSD may:

--Examine all personal electronic files stored on the District’s or BOCES equipment.

--Limit usage of facilities and connections to assigned times and/or locations.

--Require users to sign a log or to execute log-in procedures to create a record of their usage.

--Use software or other electronic means to monitor individual usage.

**Copyright Infringement**

Unless it is otherwise stated, assume that all materials on the Internet – including Web sites and graphics – are copyrighted, and that existing copyright guidelines, such as those involving photocopying, multimedia, and fair use apply. Staff and students using computers and the Internet should be aware of what is and is not allowed as it pertains to software, multimedia productions, and World Wide Web publishing. Staff and students may not copy software on any district computer and may not bring software from outside sources for use on district equipment without prior approval of the Technology Services department.

**Unauthorized and Illegal uses**

Any use, whether onsite or offsite, of the WCSD Internet facilities and connections, which is not authorized by, or conducted strictly in compliance with the WCSD regulations, practices and procedures, and user agreements, is prohibited. Use of the Internet to commit a crime is prohibited. In addition, users are advised of the following specific unauthorized and illegal uses.

**Obscene materials**

There are various State and Federal laws prohibiting the making and distributing of obscene materials. Use of the WCSD Internet facilities to make, transmit, or to request and receive obscene materials is prohibited and may result in disciplinary or legal action against the violator.

**Viruses and Sabotage**

No person may communicate any electronic virus through the Internet or engage in any activity intended to disrupt or damage hardware or software or disable the infrastructure.

Regulation 5221

Page 3 of 5

**Miscellaneous Acts**

Individual users are responsible for refraining from acts that waste resources. These acts may include, but are not limited to, engaging and maintaining personal social networks (such as facebook, twitter), commercial or personal advertising, mass mailing for other than educational purposes, political or personal fundraising, lobbying and other activities that detract from the educational mission of the WCSD. These actions may result in denial of access.

**Security of the System**

The Internet is a voluntary network with no central administration to maintain the security and integrity of the system. Each user is responsible for helping to maintain that security and

integrity. Any user who encounters a security problem must report it immediately to the building principal or supervisor or their designee. Do not attempt to repeat the problem or to identify the source. The district has implemented technology protection measures that filter Internet access to block visual displays that are obscene, pornographic or harmful to minors, but this technology is not 100% effective. No software can filter out all of the materials that are unacceptable for academic purposes and it should be clearly understood by all staff and all students and their parents/guardians that intentional access to such material, in any form, is strictly forbidden. If a staff member or student unintentionally accesses such information while doing legitimate research, he/she should contact the teacher or the person responsible for technology at his/her site for appropriate action.

**Loss of Internet and Computer Use Privileges** Any person who violates the District’s Internet, Electronic Mail and Computer Regulation, practices and procedures, or the terms of the user agreement may have his/her Internet, electronic mail and computer privileges revoked, suspended, or modified.

**Web Pages**

The WCSD may provide staff members or organizations with the ability to create, maintain and host web pages. All web pages and information residing on the WCSD web server shall be in support of the District’s mission *(“…to provide an environment in which all students can achieve success and become productive citizens*.”) All web page account users must agree to abide by the terms and conditions of this regulation. Any legal costs or damages resulting from the violation of this regulation are the responsibility of the subscribing organization or staff member. The WCSD retains the right to restrict or remove web page content, use and access as it deems necessary in order to maintain the intent of the District’s mission and this regulation.

**Employees and Community members**

An employee’s or community member’s privileges may be revoked, suspended, or modified by the District. Any user’s conduct on the Internet, with electronic mail or computer usage which would warrant disciplinary action in addition to a revocation, suspension, or modification of Internet, electronic mail and computer privileges, must be taken in accordance with the applicable due process of law and the WCSD policies, practices and procedures.

Regulation 5221

Page 4 of 5

**Student Notification**

Each September, staff will review the Acceptable Use Regulation with the students. Students will be given an agreement (as seen on next page). Each student is expected to sign the agreement prior to accessing the Internet. These signed agreements will be kept on file in the building as determined by the building principal.

**Staff Notification**

Each September, the building administration will review the Acceptable Use Regulation with the staff, prior to the staff reviewing the regulation with the students.

**5189 – Internet, Electronic Mail and Computer Usage**

**Student Acceptable Use Regulation**

**Students** may be authorized to use the District technologies, Internet facilities and connections for study, research, and communication related to their assigned course work, approved co-curricular activities and appropriate lifelong learning opportunities.

Any on-site or off-site use of the WCSD Internet facilities and connections, which is not authorized or conducted strictly in compliance with this regulation or the District’s policies, procedures and regulations, is prohibited. Users who engage in unauthorized use of the Internet, or who violate any of the terms and conditions of Internet use as prescribed by the District may have their user privileges suspended or revoked. Users granted access to the Internet facilities and connections through the District assume personal responsibility and liability, both civil and criminal, for their unauthorized or improper use.

**Expectations**

Students may be authorized to use the WCSD technology equipment and Internet facilities and connections for study, research, and communications related to their assigned course work, approved co-curricular activities and appropriate lifelong learning opportunities.

The instructional use of the Internet is governed by the District’s policies, regulations, practices and procedures concerning the acquisition and use of textbooks, library books, and non-print media.

Any use of the Internet facilities, connections and computer equipment should always reflect academic honesty, high ethical standards and moral responsibility.

Users of the Internet and e-mail are expected to treat others with respect.

This means:

* ***Use only the same polite and respectful language to communicate on the Internet and electronic mail as would be appropriate in face-to-face communications in school.***
* ***Accessing or disseminating information that is illegal, defamatory, abusive, racially offensive, and/or adult-oriented will be deemed a violation of this regulation which could result in disciplinary and/or legal action against the violator.***
* ***Students must respect their own privacy and the privacy of others by not revealing their or anyone else’s personal address, telephone number, or password without authorization from a teacher or administrator.***
* ***Treat the communications, information, and data bases you may gain access to through the Internet as private property. Use them only in ways for which you are sure that you have permission.***

Regulation 5221

Page 5 of 5

**Acceptable Uses**

**Acceptable** use of technology and all related resources requires users to:

--Protect private information such as addresses, phone numbers, or passwords

--Use appropriate language. This applies to public messages, private messages, and material

posted on Web pages

--Respect all copyright laws

--Respect network limitations when sending or receiving information

--Use the computers for their intended educational purposes only

--Understand that use of the computer or the network for illegal activities is strictly prohibited

--Shut down all computers at the end of each day

**Unacceptable Use**

Examples of **Unacceptable** use of technology and all related resources include, but are

not limited to:

--Damaging computers, peripherals, computer systems, or computer networks

--Gaining access to or trespassing in unauthorized files, folders, or computers

--Using the network for commercial purposes

--Accessing inappropriate Internet web sites or files

--Annoyance or harassment of others

--Using the network for any illegal activity, including violation of copyright or other licenses

or contracts

--Accessing chat rooms, instant messaging or blogging which are not a part of a class

activity directly under the supervision of a teacher or educationally inappropriate.

--Mass e-mailings for non-educational or non-professional purposes

--Degrading or disrupting equipment or system performance

--Using abusive or otherwise objectionable language in either public or private messages

--Threatening, harassing, insulting or attacking others

--Posting anonymous messages

--Causing undue congestion of the network through lengthy downloads of files, or by

engaging in idle activities i.e. wasting resources

--Vandalizing the data of another user

--Identifying one’s self with another person’s name

--Using an account or password of another user without authorization

--Theft of data, equipment, or intellectual property

*A student’s privileges may be revoked, suspended, or modified by the building principal. The building principal shall promptly notify the student and parents as necessary. The student and parents shall have the right to an informal conference with the building principal to discuss the basis of the action taken. The decision of the building principal may be appealed to the Superintendent. A student’s conduct on the Internet which would be a violation of the WCSD student discipline code may result in disciplinary action in addition to a revocation, suspension, or modification of Internet privileges. Any such disciplinary action must be taken in accordance with the applicable due process of law and WCSD policies, practices and procedures.*

Updated June 2018

Regulation 5222

Page 1 of 2

# 5222 -- Electronic Use

# For High School Use

The Webster Central School District recognizes that we live in a global society where modern technology makes many forms of electronic devices available for communication and computation. Examples of electronic devices include, but are not limited to; cell phones, calculators, personal laptops/computers, smart watches, tablets, laser pointers, music/media players, digital cameras, camera phones, recording devices of any kind, hand held devices, etc. The safekeeping of electronic devices are the sole responsibility of the student who brings them into school.

The Webster Central School District recognizes that responsible use of electronic devices can have a positive impact on student learning and allows students to use acceptable electronic devices in:

- Within the school cafeterias and hallways during passing time.

- Within study halls and library media center (with headphones)

**Personal electronic devices (ie: cell phones, smart watches), are not allowed during instructional time. Classrooms are equipped with cell phone holders to safely hold student devices, or students may opt to keep their personal electronic devices in their hall locker during instructional times.**

Further, personal electronic devices may not be used in a manner that will jeopardize the privacy of either staff or students. Students may not record or take pictures of other students or staff without their permission. The use of recording devices in restrooms or locker rooms is strictly prohibited.

Students who use electronic devices in inappropriate manners involving the following is strictly prohibited:

· the production, possession, transmission and/or distribution, by any means, or

· the transmission of materials as text, including but not limited to,

o sexually suggestive images,

o nude or partially nude images or

o sexually explicit text in any media

Students violating this regulation (i.e., invade someone’s privacy, cyberbully others, etc.) and/or disrupts the academic setting (as determined by the district) may be subject to disciplinary action that include:

· confiscation of devices,

· turning in devices to the classroom teacher prior to the start of class,

· turning in devices to administrators for a period or multiple periods,

· banning of devices from school property,

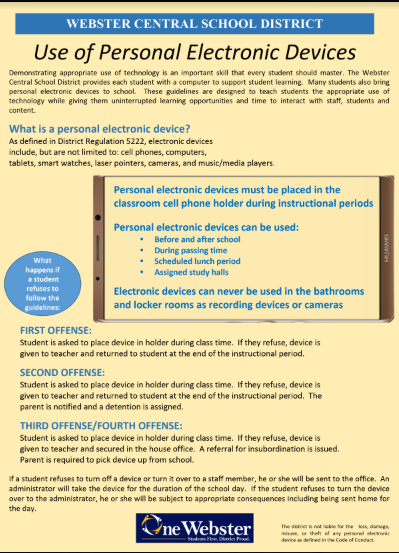
· suspension from school,

· Police involvement/arrest

· and/or other disciplinary penalties as defined in the District Code of Conduct.

Students who have been banned from using electronic devices on school property and at school functions are also banned from using other students’ devices. These devices will be confiscated. Students sharing devices with other students are subject to disciplinary action and may be subjected to further discipline if their device is used to disrupt the academic setting and/or to invade someone’s privacy, cyberbully others, etc. (as determined by the district).

Additionally, electronic devices (audio and visual) are not to be used in any manner that will jeopardize the integrity of any testing or assessment situation. Any violation of this provision will be subject to appropriate disciplinary action.

Updated August 2019

# 5331 -- USE OF PESTICIDES

Regulation 5331

Page 1 of 5

1. DEFINITIONS
   1. “Student occupied” means the condition of a school building or grounds during regular school hours on a school day and shall also include one (1) hour before the beginning of the school day and one (1) hour following the end of the school day. For example, if a school day is from 8:30 a.m. to 2:30 p.m., the school building or grounds is student occupied from 7:30 a.m. to 3:30 p.m.
   2. Applicator:

1. An “appropriate outside contractor” means a person or business providing services of commercial application of pesticides for hire, either entirely or as part of the business, and who is registered with the Department of Environmental Conservation (DEC).

2. “Certified District Employee” shall be one who has DEC certification in the appropriate category for the handling and application of specified pesticide.

C) “Pest” means:

1. Any insect, rodent, fungus, weed; or

2. Any other form of terrestrial or aquatic plant or animal life or virus, bacteria or other microorganism that the DEC declares to be a pest.

D) “Pesticide” means:

1. Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest; and

2. Any substance or mixture of substance intended for use as a plant regulator, defoliant, or desiccant.

1. “Pesticide” shall include, but not be limited to, insecticides, rodenticides, fungicides, and herbicides, but shall not include commercial fertilizer unless a pesticide shall have been mixed with a commercial fertilizer.
2. “Commercial fertilizer” means any substance containing one or more recognized plant nutrients which is used for plant nutrient content, and which is designed for use or claimed to have a value in promoting plant growth.
3. Integrated Pest Management (IPM): IPM is a process consisting of the balanced use of cultural, organic, biological, and chemical procedures that are environmentally compatible, economically feasible, and socially acceptable to reduce pest populations to tolerable levels.

All of the components of an IPM approach can be grouped into four (4) major steps. The first step is taking preventative measures to prevent pest buildup. The second is monitoring. The third step is assessing the pest situation, and the fourth is determining the best action to take.

Regulation 5331

Page 2 of 5

1. EXTERIOR APPLICATIONS NOT IN A COURTYARD AND MORE THAN FIFTY (50) FEET FROM A BUILDING
   1. When the proposed application is not in a courtyard and is more than fifty (50) feet from a building, wet or dry spray, mist, or dusting applications of pesticides shall be done on District property with a school building thereon only during times when the school building is not student occupied and will not be within 24 hours of such application.
   2. Prior to any application, the building principal, athletic director(s), and director of parks and recreation shall be notified three (3) days in advance of the planned application. This notification will include a Material Safety Data Sheet. Final verification of the planned application will be made 24 hours in advance. Following the application of any pesticide, the building principal, athletic director(s), and the director of parks and recreation will be notified

that the application occurred. The building principal, athletic director(s), and director of parks and recreation shall notify staff, parents, and other agencies who have a need to know about the planned application of any pesticide.

* 1. No outdoor school activities will be allowed during the time defined as “student occupied” for a period of 48 hours following application.
  2. Wet or dry spray, mist, or dusting applications of pesticides performed by certified district personnel will be in accordance with the district’s Turf Management Guidelines developed by the Health, Safety, and Risk Management Coordinator.
  3. When the services of an appropriate outside contractor are desired, it shall be stated on the purchase order that such application shall take place only during approved hours as stated in item II.A. and that a district employee must be present and approve the time of such application. Coordination of these services will be through the office of the Manager of Buildings and Grounds.
  4. Prior to the application of the pesticides, the outside contractor shall submit to the district:

1. Certificates of insurance, as specified in the Public Works contract.

2. Copies of all licenses and certification required by federal, state, and municipal laws, regulations and ordinances, including, but not limited to, the Environmental Protection Agency and the DEC.

3. Material Safety Data Sheets for all materials to be utilized.

* 1. At no time shall any use of pesticides take place in the immediate presence of a group of students or other unauthorized persons.

EXTERIOR APPLICATIONS IN COURTYARD OR WITHIN FIFTY (50) FEET OF THE BUILDING

Regulation 5331

Page 3 of 5

* 1. In a courtyard or within fifty (50) feet of the building perimeter, no wet or dry spray, mist or dusting or pesticides shall be applied except on a Saturday, Sunday, or holiday, or period when no internal building use activities are scheduled. The procedures for scheduling the application shall be consistent with paragraphs II.A-G. above.
  2. The Manager of Buildings and Grounds, along with the building principal, shall approve the pesticide application day and time and verify no internal building use activities for the period(s) of application.
  3. The building principal shall schedule the building head custodian to shut down all ventilation equipment for the period of application, for at least thirty (30) minutes prior to the application and four (4) hours following the application.

1. EXTERIOR/INTERIOR APPLICATIONS OF PESTICIDES
   1. Pesticides for planned or emergency applications for insects, rodents, and fungi control inside district facilities shall be:

1. Applied by certified district employees, in accordance with all federal, state, and local regulations; or applied by an appropriate outside contractor pursuant to the provisions of paragraphs II.E. and II.F.; and

2. Applied only when the room(s) and all rooms served by the same ventilation system are unoccupied and continuously ventilated for no less than eight (8) hours prior to the start of the next school day or period of room occupancy.

3. The building principal shall coordinate with his/her head custodian the necessary ventilation requirements pursuant to paragraph IV.A.2.

1. RECORD KEEPING AND REPORTING
   1. The Manager of Buildings and Grounds shall keep a record of all pesticide applications for a period of at least three (3) years. Such records will include:

1. Reason for application

2. Date of application

3. Name of contractor or employee performing services

4. Chemical/product used

5. EPA registration number

6. Rate applied

1. Location
   1. The more detailed record keeping and reporting procedures required by 6 NYCRR Sec. 325.25(a) and (b) shall be carried out by the outside contractors.

Regulation 5331

Page 4 of 5

1. STORAGE AND DISPOSAL

All storage or disposal of pesticides will be regulated by the buildings and grounds department through the coordination of the Health, Safety, and Risk Management Coordinator.

Regulation 5331

Page 5 of 5

**NOTIFICATION OF AN INTENDED PESTICIDE APPLICATION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **School**

Dear Parents/Staff:

The district’s maintenance person will be applying a pesticide to our property in accordance with Policy/Regulation 3523. The school property identified for application will be posted with the appropriate signs. Please assist us by not allowing your children to play in the identified areas where pesticides were applied, until after the recommended time our fields may be reused.

Information regarding the application is listed below. If you have any additional questions, please contact the Manager of Buildings and Grounds or your building principal.

Intended time frame of the application: Date: \_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_

Recommended time to reuse fields: Date: \_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_

Location of the application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Method of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pesticide to be used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Target pests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

For information, contact Manager of Buildings and Grounds at 265-6585.

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

Manager of Buildings and Grounds Principal

Code of Conduct

Regulation 5340

Page 1 of 1

# 5340 -- CORPORAL PUNISHMENT

It is the Policy of the Webster Central Schools to prohibit any form of corporal punishment. Therefore, no student will be subject to the infliction of corporal punishment by any teacher, other student, administrator, or other school personnel.

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to discipline, maintain obedience, modify the behavior, thoughts, or attitudes of a student.

This Regulation prohibits only the use of physical force in such an attempt to discipline, maintain obedience, modify the behavior, thoughts, or attitudes of a student. If alternative procedures and methods which do not involve physical force cannot reasonably be used, reasonable physical force may be used by staff members when necessary to: 1) Protect themselves, another student, teacher, or other person, 2) to protect property, or 3) to restrain or remove a student when behavior is interfering with the orderly exercises and performances of school district functions, powers or duties and when the student has refused to comply with a request to refrain from further disruptive acts.

Code of Conduct

Regulation 5341

Page 1 of 1

# 5341 -- REPORT OF SUSPENSION OF PUPIL

Pupil Suspended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_

Reason for Suspension: (Please give a concise but specific description of the event(s) leading to the action.)

Was this suspension related to a possible violation of law (i.e. drug possession, assault, theft, or weapon possession)? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, has a police report been filed? \_\_\_\_\_Yes \_\_\_\_\_No

This incident qualifies for reporting under UVIR? Please check category on reverse side.

(See Reg. 5341 Addendum, Glossary of Terms)

Is a Superintendent Hearing requested? \_\_\_\_\_Yes \_\_\_\_\_No

Has an opportunity for an informed conference prior to actual suspension been offered to the

parent/guardian? \_\_\_\_\_Yes \_\_\_\_No

Length of Suspension: \_\_\_\_\_\_\_\_\_\_ Suspension Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of parent/guardian notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal

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

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

Pupil Readmitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FOR DISTRICT OFFICE USE:

Conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed by Superintendent of Schools

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

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

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

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

Initials Date

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

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

Code of Conduct

Regulation 5341

Page 2

CATEGORY OF INCIDENT - If the incident involves multiple categories, one category choice is determined by the building official(s)/police handling the matter. **The bold characters to the right of each item indicate the sections for annual reporting on the *Summary of Violent and Disruptive Incidents* *Report* where tallies of the corresponding incidents will be entered. (Check (√ ) all columns that apply.) Category definitions are summarized in this document and detailed in the *Glossary of Terms.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **With Weapon** | **Without Weapon** | **Involving Alcohol or Drugs** | **On School Transpor-tation** |
| 1. Homicide (1a): **conduct that results in the death of another person.** |  |  |  |  |
| 2. Forcible Sexual Offense (2.1a): **involving forcible compulsion.** |  |  |  |  |
| 2.2 Other Sexual Offense (2.2a):**involving inappropriate sexual contact (no forcible compulsion.)** |  |  |  |  |
| 3. Robbery (3a): **forcible stealing of property from a person by threatening the immediate use of physical force.** |  |  |  |  |
| 4. Assault with Serious Physical Injury (4a): **intentionally or recklessly causing physical injury which creates substantial risk of death or serious or protracted disfigurement or protracted impairment of health or protracted loss or impairment of the function of any bodily organ.** |  |  |  |  |
| 5. Arson (5a): **deliberately starting a fire with intent to damage or destroy property.** |  |  |  |  |
| 6. Kidnapping (6a): **to abduct a person or restrain a person with intent to prevent his or her liberation.** |  |  |  |  |
| 7. Assault with Physical Injury (7a): **intentional or reckless act causing impairment of physical condition or substantial pain. (In violation of the school district code of conduct).** |  |  |  |  |
| 8. Reckless Endangerment (8a): **subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious injury but no actual physical injury.** |  |  |  |  |
| 9. Minor Altercations (Assaults) (9a): **involving physical contact and no physical injury.** |  |  |  |  |
| 10. Intimidation, Harassment, Menacing or Bullying (10a**): no physical contact - intentionally placing another person in fear of imminent physical injury. Incidents that do not result in a consequence (j-o) are reported in Item 2 page 3.** |  |  |  |  |
| 11. Burglary (11a): **entering or remaining unlawfully on school property with intent to commit a crime.** |  |  |  |  |
| 12. Criminal Mischief (12a): **Intentional or reckless damaging of school property or the property of another person, including but not limited to vandalism and the defacing of property with graffiti.** |  |  |  |  |
| 13. Larceny, or Other Theft Offense (13a): **unlawful taking and carrying away of personal property with intent to deprive the rightful owner of property. Permanently or unlawfully withholding property from another.** |  |  |  |  |
| 14. Bomb Threat (14a): **a telephoned, written or electronic message that a bomb, explosive or chemical or biological weapon has been or will be place on school property.** |  |  |  |  |
| 15. False Alarm (15a**): falsely activating a fire alarm or other disaster alarm.** |  |  |  |  |
| 16. Riot (16a): **four or more persons simultaneously engaging in tumultuous and violent conduct and thereby intentionally or recklessly causing or creating a grave risk of physical injury or substantial property damage or causing public alarm.** |  |  |  |  |
| 17. Weapons Possession Only (17a) |  |  |  |  |
| 18. Use, Possession, or Sale of Drugs Only (18a) |  |  |  |  |
| 19. Use, Possession, or Sale of Alcohol Only (19a) |  |  |  |  |
| 20. Other Disruptive Incidents (20a): **incidents involving disruption to the educational process serious enough to lead to consequence listed in (j-o).** |  |  |  |  |

**Glossary of Terms Used in Reporting**

Code of Conduct

Regulation 5341

Addendum Pg 1 of 6

**Violent and Disruptive Incidents**

**Revised October 11, 2006**

For additional information refer to the “Questions and Answers” document available at: http://www.emsc.nysed.gov/sss/SDFSCA/uvirpage.htm. (Scroll down to the “Questions and Answers” item and click on one of the links on the right side of the screen.)

**Incident Categories**

1. ***Homicide:*** Any conduct that results in the death of another person.
2. ***Sexual Offenses:*** 
   1. **Forcible Sex Offenses:** Involving forcible compulsion and completed or attempted sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact with or without a weapon including but not limited to, rape and sodomy. Pursuant to Penal Law §130.00(8), "**forcible compulsion**" means "to compel by either: (a) use of force; or (b) a threat, express or implied, which places a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped." Pursuant to Penal Law §130.00(11), "**aggravated sexual contact**"means "inserting, other than for a valid medical purpose, a foreign object in the vagina, urethra, penis or rectum of a child, thereby causing physical injury to such child." "**Oral sexual conduct" and "anal sexual conduct"** mean oral or anal sex**.**
   2. **Other Sex Offenses:** involving inappropriate sexual contact but no forcible compulsion. Other sex offenses, includes, but is not limited to, conduct that may be consensual or involve a child who is incapable of consent by reason of disability or because he or she is under 17 years of age. However, it does not include consensual conduct involving students and/or non-students 18 years of age or under, unless at least one of the individuals participating in the conduct is at least 4 years older than the youngest participant.

Inappropriate **sexual contact** but no forcible compulsion includes, but is not limited to, the following:

1. touching or grabbing another student on a part of the body that is generally regarded as private, such as buttocks, breast, genitalia etc.
2. removing a student’s clothing to reveal underwear or private body parts
3. brushing or rubbing against another person in a sexual or provocative manner

d) a student first rubbing their own genitalia and then touching another person’s body

***Note:* Verbal sexual harassment should be reported in category 10 (Intimidation, Harassment, Menacing or Bullying.)**

1. ***Robbery:*** Forcible stealing of property from a person by using or threatening the immediate use of physical force upon that person, with or without the use of a weapon.
2. ***Assault with Serious Physical Injury:*** Intentionally or recklessly causing serious physical injury to another person, with or without a weapon, in violation of the school district code of conduct. Pursuant to Penal Law §10.00(10), **"serious physical injury"** means physical injury, which

Code of Conduct

Regulation 5341

Addendum Page 2 of 6

creates a substantial risk of death, or serious and protracted disfigurement or protracted impairment of health or protracted loss or impairment of the function of any bodily organ. Serious physical injury requires hospitalization or treatment in an emergency room and includes but is not limited to, a bullet wound, a serious stab or puncture wound, fractured or broken bones or teeth, concussions, cuts requiring stitches and any other injury involving risk of death or disfigurement.

1. ***Arson:***Deliberately starting a fire with intent to damage or destroy property by using matches, lighters or other devices capable of producing sufficient heat (i.e. magnifying glass) to ignite other combustible items, including, but are not limited to, paper, linens, clothing, and aerosol cans. Property includes any object belonging to the school, students, school staff or visitors to the school, including personal items of the arsonist.
2. ***Kidnapping:*** To abduct, as defined in section 135.00 of the Penal Law, a person, so as to restrain such person with intent to prevent his or her liberation, by either (a) secreting or holding him or her in a place where he or she is not likely to be found, or (b) using or threatening to use deadly physical force with or without a weapon.
3. ***Assault with Physical Injury:*** Intentionally or recklessly causing physical injury (not serious) to another person, with or without a weapon, in violation of the school district code of conduct. Physical injury means impairment of physical condition or substantial pain. Physical injury includes, but is not limited to, black eyes, welts, abrasions, bruises, black and blue marks, cuts not requiring stitches, and swelling. Substantial pain includes, but is not limited to, severe headaches, joint, or muscle pain.
4. ***Reckless Endangerment:*** Subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious physical injury, but no actual physical injury.The following are examples of incidents that did not result in physical injury but should be reported as reckless endangerment:
5. Throwing an object at another student. The object thrown must be capable of causing a grave risk of death or serious physical injury. A serious physical injury requires hospitalization or treatment in an emergency room and includes, but is not limited to, a bullet wound, a serious stab or puncture wound, fractured or broken bones or teeth, concussions, cuts requiring stitches and any other injury involving risk of death or disfigurement.
6. Incidents involving a person choking another individual, including, but not limited to incidents where a student offender refuses to obey staff directives or interventions to stop choking his or her victim.
7. Brandishing a weapon on a school bus threatening other students, bus driver and/or bus monitor with harm or injury.
8. Driving a car erratically and recklessly in a school parking lot while other student(s), staff, or individuals are present.
9. ***Minor Altercations:*** involving physical contact and no physical injury. Striking, shoving, or kicking another person or subjecting another person to unwanted physical contact with intent to harass, alarm or seriously annoy another person, but no physical injury results. Fights that do not result in serious physical injury or physical injury are reported in this category.

Code of Conduct

Regulation 5341

Addendum – Page 3 of 6

creates a substantial risk of death, or serious and protracted disfigurement or protracted impairment of health or protracted loss or impairment of the function of any bodily organ. Serious physical injury requires hospitalization or treatment in an emergency room and includes but is not limited to, a bullet wound, a serious stab or puncture wound, fractured or broken bones or teeth, concussions, cuts requiring stitches and any other injury involving risk of death or disfigurement.

1. ***Arson:***Deliberately starting a fire with intent to damage or destroy property by using matches, lighters or other devices capable of producing sufficient heat (i.e. magnifying glass) to ignite other combustible items, including, but are not limited to, paper, linens, clothing, and aerosol cans. Property includes any object belonging to the school, students, school staff or visitors to the school, including personal items of the arsonist.
2. ***Kidnapping:*** To abduct, as defined in section 135.00 of the Penal Law, a person, so as to restrain such person with intent to prevent his or her liberation, by either (a) secreting or holding him or her in a place where he or she is not likely to be found, or (b) using or threatening to use deadly physical force with or without a weapon.
3. ***Assault with Physical Injury:*** Intentionally or recklessly causing physical injury (not serious) to another person, with or without a weapon, in violation of the school district code of conduct. Physical injury means impairment of physical condition or substantial pain. Physical injury includes, but is not limited to, black eyes, welts, abrasions, bruises, black and blue marks, cuts not requiring stitches, and swelling. Substantial pain includes, but is not limited to, severe headaches, joint, or muscle pain.
4. ***Reckless Endangerment:*** Subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious physical injury, but no actual physical injury.The following are examples of incidents that did not result in physical injury but should be reported as reckless endangerment:
5. Throwing an object at another student. The object thrown must be capable of causing a grave risk of death or serious physical injury. A serious physical injury requires hospitalization or treatment in an emergency room and includes, but is not limited to, a bullet wound, a serious stab or puncture wound, fractured or broken bones or teeth, concussions, cuts requiring stitches and any other injury involving risk of death or disfigurement.
6. Incidents involving a person choking another individual, including, but not limited to incidents where a student offender refuses to obey staff directives or interventions to stop choking his or her victim.
7. Brandishing a weapon on a school bus threatening other students, bus driver and/or bus monitor with harm or injury.
8. Driving a car erratically and recklessly in a school parking lot while other student(s), staff, or individuals are present.
9. ***Minor Altercations:*** involving physical contact and no physical injury. Striking, shoving, or kicking another person or subjecting another person to unwanted physical contact with intent to harass, alarm or seriously annoy another person, but no physical injury results. Fights that do not result in serious physical injury or physical injury are reported in this category.

Code of Conduct

Regulation 5341

Addendum

Page 4 of 6

1. ***Intimidation, Harassment, Menacing, or Bullying Behavior and No Physical Contact:***

Threatening, stalking, or seeking to coerce or compel a person to do something; intentionally placing or attempting to place another person in fear of imminent physical injury; or engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age, or disability that substantially disrupts the educational process. Incidents **not** resulting in a disciplinary or referral action are reported in Item 2 of the *Summary Form*. Incidents of harassment involving physical contact are reported in the Category 9 (Minor Altercations).

1. ***Burglary:***Entering or remaining unlawfully on school property with intent to commit a crime.
2. ***Criminal Mischief:*** Intentional or reckless damaging of the property of the school or of another person, including, but not limited to, vandalism and the defacing of property with graffiti.
3. ***Larceny or Other Theft Offenses:*** Unlawful taking and carrying away of personal property with intent to deprive the rightful owner of property. Permanently or unlawfully withholding property from another.
4. ***Bomb Threat:*** A telephoned, written, or electronic message that a bomb, explosive, chemical, or biological weapon has been or will be placed on school property.
5. ***False Alarm:*** Falsely activating a fire alarm or other disaster alarm.
6. ***Riot:*** Four or more persons simultaneously engaging in tumultuous and violent conduct and thereby intentionally or recklessly causing or creating a grave risk of physical injury or substantial property damage or causing public alarm.
7. ***Weapons Possession Only:*** Possession of one or more of the weapons listed below, except possession in a classroom or laboratory as part of an instructional program or in a school-related activity under the supervision of a teacher or other school personnel as authorized by school officials. Possession includes bringing a weapon to or possessing a weapon at school.

***Weapons:***

1. a firearm, including, but not limited to, a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun, or spring gun;
2. a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife;
3. a billy club, blackjack, bludgeon, chukka stick, or metal knuckles;
4. a sandbag or sandclub;
5. a sling shot or slingshot;
6. a martial arts instrument, including, but not limited to, a kung fu star, ninja star, num-chuck, or shirken; an explosive, including but not limited to, a firecracker or other fireworks;
7. a deadly or dangerous chemical, including, but not limited to, a strong acid or base, mace, or pepper spray;

Code of Conduct

Regulation 5341

Addendum Pg 5 of 6

1. an imitation gun;
2. loaded or blank cartridges or other ammunition; or
3. any other deadly or dangerous instrument.

**17.2 Weapons Confiscated (Security Screening) (Effective for the 2006-07 data collection period)**. As of July 1, 2006, weapons that are detected and confiscated as a result of a security screening process (scanners, metal detectors, and other devices) upon entry into the school building should be recorded in this category. The phrase "upon entry" into the school building means that the weapon(s) is detected as a result of students, staff or visitors passing through these devices in order to get into the school building proper. This category is to be used only for weapons possession incidents that are discovered as a result of scanning devices at entrances, not within the school building or as a result of random searches of individuals or lockers, etc.

1. ***Use, Possession, or Sale of Drugs Only.*** Illegally using or possessing a controlled substance, such as marijuana, on school property, including having such substance on a person or in a locker, vehicle, or other personal space; selling or distributing a controlled substance such as marijuana on school property; finding a controlled substance, such as marijuana, on school property that is not in the possession of any person; provided that nothing herein shall be construed to apply to the lawful administration of a prescription drug on school property. Tobacco and tobacco products are not to be considered as drugs for the purposes of incident reporting. **Incidents should only be reported in this category if they were not associated with an offense reportable in Categories 1–16.**
2. ***Use, Possession, or Sale of Alcohol Only.*** Using or possessing alcohol on school property, including having such substance on a person or in a locker, vehicle, or other personal space; selling or distributing alcohol on school property; or finding alcohol on school property that is not in the possession of any person; provided that nothing herein shall be construed to apply to the lawful administration of a prescription drug on school property. **Incidents should only be reported in this category if they were not associated with an offense reportable in Categories 1–16.**
3. ***Other Disruptive Incidents:*** Other incidents involving disruption of the educational process and rise to the level of a consequence listed in the *Summary Report* (columns j-0). Reportable incidents are limited to those resulting in disciplinary action or referral.

**Other Definitions**

***Disciplinary or Referral Action:*** For purposes of reporting, a disciplinary or referral action includes a referral to: Counseling or Treatment Programs, Teacher Removal, Suspension from Class or Activities, Out-of-School

Suspension, Involuntary Transfer to Alternative Education Program or Law Enforcement/Juvenile Justice. (Refer to definitions below.)

***Counseling or Treatment Programs:*** For purposes of reporting, referrals to counseling or treatment programs are formal multi-session interventions, provided by certified or licensed professionals, aimed at reducing risk factors and increasing protective factors linked to the identified problem area(s) (i.e., drug/alcohol rehabilitation programs, anger management programs, etc.). Note: Routine referrals of a student to a principal or assistant principal for possible disciplinary action should not be counted as a referral to counseling or treatment program.

Code of Conduct

Regulation 5341

Addendum

Page 6 of 6

***Teacher Removal:*** For purposes of reporting, a "teacher removal" means the removal of a disruptive pupil from the teacher's classroom pursuant to the provisions of Education Law §3214(3-a). Routine referrals of a student to a principal or assistant principal for possible disciplinary action should not be counted as a teacher removal.

***Suspension from Class or Activities:*** For purposes of reporting, suspension from class or activities includes in-school suspension and/or suspensions from school transportation or school/ extracurricular activities, such as band, choir, or athletics. Report incidents that result in an in-school suspension that lasts for at least the equivalent of one school day. Report suspensions from activities or transportation that exclude the student from the activity for at least five consecutive school days.

***Out-of-School Suspension****:* The student is suspended from attending school for at least one day.

***Transfer to Alternative Education Program:*** For purposes of reporting, a "transfer to an alternative education program" means any transfer to an educational program in a setting outside of the student's home school to which the student is referred as part of or in lieu of disciplinary action, i.e., as a consequence of the child's misconduct. This includes, but is not limited to, involuntary transfers pursuant to Education Law §3214(5) and placement of students with disabilities in interim alternative educational settings as a result of violations of the school district code of conduct.

***Transfer to Law Enforcement/Juvenile Justice:*** For purposes of reporting, referrals to law enforcement or juvenile justice include each incident whereby the perpetrator is referred to the police, law enforcement officers, or criminal justice.

**Gang Related:** An incident is gang related if it is gang motivated or if gang membership caused the incident or contributed to actions that occurred during the incident. For example, an incident of vandalism or robbery might be part of an initiation into a gang, or a fight might be caused by gang rivalry. Report an incident as gang-related only if certain that gang membership contributed to the incident. A gang is an organized group characterized by turf concerns, symbols, special dress, and/or colors that engages in delinquent or illegal activity. This definition is from the National Center for Education Statistics.

**Bias Related:** An incidentis bias related if it is motivated by hate due to some characteristics or perceived characteristics of the victim, including race, gender, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. Any act, or attempted act, is bias-related if it is designed to cause physical injury, emotional suffering, or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, or the threat of force, motivated all or in part by hostility to some real or perceived characteristic of the victim. This definition is from the National Center for Education Statistics.

# 5342 -- STUDENT & COMMUNITY PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Regulation 5342

Page 1 of 2

Co-curricular activities are provided by the District for the primary purpose of furthering the growth and learning of students. These activities will be organized and administered in a fashion that will allow as many interested students as possible to participate. Individuals who are not students in the Webster schools would not participate in such activities, with the exception of 4, 5, and 6 below. To insure maximum participation in co-curricular activities, the following practices are to be followed:

1. In order to participate in co-curricular activities students must be in “good standing” as defined by the “Code of Conduct.”
2. All co-curricular activities are to be open to the students on a non-discriminatory basis. However, ability to perform can be a criterion when selections are necessary.
3. Selection of materials and activities should take into consideration the talents and abilities of the students who are available and interested in participating.
4. In large musical productions where it may be necessary to augment the orchestra, faculty members and additional community volunteers may be used with the prior approval of the Building Principal where the activity is held and by the Assistant Superintendents for Instruction.
5. Members of the community may be used on a voluntary basis to assist in providing instruction or technical advice to a co-curricular activity. Such voluntary service must have the prior approval of the Building Principal or curriculum supervisor charged with the overall supervision of the co-curricular activity and must subsequently be supervised by the coach or advisor of the specific co-curricular activity where the service is rendered.
6. Activities which are basically planned as community and school activities, involving students and non-students on an equal basis, should be specifically designated as a “school-community” activity and would not be governed by this Policy or its companion Regulation.

Marching Band and Color Guard

1. The Webster Central School District Marching Band and its Color Guard are co-curricular activities open to students in grades 7 through 12.
2. Any student in grades 7 through 11 who is a member of the Marching Band will also be required to be an active member in a “for credit” band or orchestra. Students in twelfth grade who are members of Marching Band may be excused from participation in a “for credit” band or orchestra only if their schedule of courses required for graduation and/or completion of a major sequence unavoidably conflicts with the scheduled band or orchestra period. Final approval for excusing a senior from the required band or orchestra requirement can only be authorized by the high school principal.

Regulation 5342

Page 2 of 2

1. Performance standards for participation in the marching band and color guard will be established. The performance standards will be developed by the Marching Band Director and approved by the Curriculum Supervisor for Music and Fine Arts. A student who actively competes for a position and subsequently is not afforded the opportunity to be in the band or color guard will be advised in person by the Marching Band Director.

Interscholastic Athletics

1. The Webster Central School District interscholastic sports program is a co-curricular activity open to students in grades 7 through 12.
2. Performance standards for participation in each sport will be developed. These performance standards will be developed by the team’s coach and approved by the Curriculum Supervisor for Health, Physical Education and Athletics. A student who actively competes for a position and is not afforded the opportunity to be on the team will be advised in person by the team’s coach.

Academic Decathlon, Honor Societies, and Other Co-curricular Activities Where Membership May Be Otherwise Restricted (and are not addressed above)

1. Such activities will establish and make available to students and parents the minimum requirements for participation and/or membership.
2. A student who actively seeks to participate in a competitive co-curricular activity will be advised personally if he/she is not afforded an opportunity to participate.

# 5344 -- GUIDELINES FOR SCHOOL SPONSORED TRIPS

School sponsored trips are trips which involve an approved school organization or class and exceed a one way distance of 100 miles or an overnight stay. No school sponsored trip shall be scheduled without specific approval in writing by the Assistant Superintendents for Instruction. School sponsored trips must be directly related to the educational program.

**School District Communications**

1. Any proposed school sponsored trip must be jointly considered by the activity advisor(s) and the building principal. Where there is more than one advisor, the principal shall designate the advisor-in-charge.
2. An Application for Overnight Trip must be presented to the Assistant Superintendents for Instruction at least three months prior to the proposed trip, including itinerary, plans for funding and trip arrangements.
3. The Assistant Superintendents for Instruction must be notified of any changes or alterations in the plans or itinerary immediately, but no later than one month prior to the date of the trip.
4. Notification of the approval or denial of the trip will be sent to the advisor(s) and principal. Approval of international trips will be forwarded to the Superintendent for inclusion in Board of Education updates.

**Parental Communications**

1. Parents must have the opportunity to attend at least one meeting or confer with the advisors who are planning the trip for the purpose of gaining specific information as well as to ask questions. Written information will be distributed to all parents in attendance.
2. Parental approval in writing must be submitted before a student participates.
3. All written communications to parents and students about the trip require the principal’s approval.

**Funding**

1. Fund raising activities must follow district policies, regulations, and administrative guidelines and cannot take place until preliminary approval is obtained. (See Policy 4080 and accompanying regulation.)
2. The building principal will be responsible for maintaining budget control of expenditures.
3. Upon completion of the trip the advisor(s) will complete a statement of expenditures for the Assistant Superintendents for Instruction.

Supervision

Regulation 5344

Page **2 of 4**

1. Minimum acceptable supervision for overnight trips shall be one adult for each ten students. Permission may be granted by the building principal for parents and other qualified volunteers to act as chaperones and supervisors.
2. Supervisors will be properly instructed about the nature of the trip and their specific responsibilities by the building principal and the advisor-in-charge.
3. Any requests to use substitute teachers for staff members serving as advisors or chaperones must be noted and submitted at the time of initial request is made, thus procuring the approval of the Assistant Superintendents for Instruction.

Students

1. All participating students shall meet with the advisor(s) and be instructed about their responsibilities as students verbally and in writing.
2. Consequences for inappropriate behavior will follow the Webster Code of Conduct and be consistent with the Extra Curricular Eligibility Regulation.

Miscellaneous Information

1. The advisor(s) assumes the responsibility for notification of all parents regarding medical and insurance arrangements. Information regarding these two matters must be included in the initial request to the Assistant Superintendents for Instruction.
2. The Manager of Transportation must be involved in arrangements for transportation.
3. Final approval for all school sponsored trips is the prerogative of the Assistant Superintendents for Instruction.
4. The advisor-in-charge must report promptly to the building principal any incidents occurring on a school sponsored trip which endanger the safety or educational well-being of any student or discredits the image of the Webster Central School District.
5. Trips must be conducted between the first day of school in September and the last day of school in June.
6. Insofar as possible trips should be planned for times that schools are not in session so as not to interfere with the education of those taking the trip or with those whose teacher(s) might be acting as chaperone(s).
7. No student who is a member of the organization sponsoring the trip shall be denied the right to take the trip because of the lack of personal funds.
8. No staff member shall act as an agent of a profit-making organization or receive compensation of any form from such organization for planning or conducting an extended field trip.
9. The advisor(s) in conjunction with the building principal shall consider the Homeland Security threat level for national and international travel and shall consider State Department travel advisories for international travel. This information will be shared with parents and with the Assistant Superintendents for Instruction.

# 5344 -- OVERNIGHT TRIP APPLICATION (updated September 2023)

Regulation 5344

Page 3 of 4

**SEE NEXT PAGE**

**WCSD OVERNIGHT TRIP APPLICATION**

**Must Be Submitted for Approval 90 Days in Advance of Trip**

**(International Trips Require BOE Approval)**

Sport, Club or Class Name: Date of Application:

Teacher or Coach: Trip Destination:

Purpose of Trip:

Departure Date: Departure Time:

Return Date: Return Time:

Persons Going: Number of Students: Number of Chaperones:

Does this trip require students to miss instructional school days? \_\_\_\_\_\_\_\_\_\_\_

If yes, indicate how many days: \_\_\_\_\_\_\_\_\_\_

**Funding Sources**: Indicate level of funding to be contributed per source to cover the trip’s full costs:

Your Dept or Bldg \_\_\_\_\_\_\_\_\_\_\_

WCSD \_\_\_\_\_\_\_\_\_\_\_ (must have pre-approval)

Booster Club \_\_\_\_\_\_\_\_\_\_\_

Competition Host \_\_\_\_\_\_\_\_\_\_\_

Fund Raising \_\_\_\_\_\_\_\_\_\_\_

Students’ own funds \_\_\_\_\_\_\_\_\_\_\_

**Total:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Finances**

|  |  |  |
| --- | --- | --- |
|  | Total Cost | Cost Per Person |
| Accommodations |  |  |
| Meals |  |  |
| Lodging |  |  |
| Transportation |  |  |
| Entry Fees |  |  |

*Remember to add the cost of a room for the bus driver.*

**Signatures**

(all signature required prior to approval)

Teacher/ Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Supervisor, Athletic Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Transportation Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

All signatures above required prior to submitting to the

Instruction Office:

Assistant Superintendent

of Instruction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Bus Transportation Arrangements**

This Will Be Facilitated by Manager of Transportation

Type of Vehicle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#Vehicles: \_\_\_\_\_\_\_\_\_

Contracted Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As advisor I have been working with a professional travel company;

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of Students**

(List names here or attach list to packet)

Name Gender

**List of Chaperones**

(Minimum of one chaperone per 10 students)

List names here or attach list to packet

Name Gender Title

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergencies**

1.In the case of an emergency, my contact in the school district will be:

Name:

Phone #:

2.I agree to collect emergency medical forms (see attached) from all participating students and chaperones, and will take the forms with me on the trip. I will supply a copy of these medical information sheets to this contact person.

ske

**Parent Meeting**

Date Time Place

**Lodging Arrangements**

Hotel name: Dates needed:

Address: Number of rooms reserved:

Telephone: Number of people per room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trip Itinerary**

Date Time Place

Regulation 5344

Page 4 of 4

Regulation 5350

Page 1 of 4

# 5350 -- TUTORING SERVICES

Tutoring services for WCSD students may be deemed necessary by the Building Principal for a variety of reasons, to support or replace classroom instruction.  These instructional services may be delivered by employees of the district, or by tutors employed through BOCES.  Whenever possible, it is expected that tutoring be short-term in nature, and that students resume their regular instructional program.  However, under circumstances such as illness or long term suspension, it may be necessary for a student to remain on tutoring for the duration of the school year.

This document addresses the roles and responsibilities of the administration, classroom teacher, and tutor related to provision of instructional materials, communication of student progress and grading of student work while a student is on tutoring.

Please note:  As per New York State Law, any student that is referred to tutoring remains the responsibility of the school district that they reside in, and subsequently, the teachers that are assigned to the student.

1. **For students tutored by WCSD staff:**
2. Students returning to the classroom**:**

* Tutors will initiate communication with the classroom teacher and devise a mutually agreeable plan regarding the exchange of instructional materials (textbooks, lab materials, assessments etc).
* Teachers will continue to grade all student work for the first two weeks of student absence.  Completed work will be returned to the teachers at the end of each of these two weeks.  If student absence continues past two weeks, it will be at each teacher’s discretion whether he/she will continue to grade student work, or whether the responsibility will be transferred to the tutor in whole, or in part.
* Tutors will provide students with direct instruction and assistance with all tasks assigned.
* Ongoing communication regarding curriculum and pacing will be maintained by the teacher and tutor, to allow the student a seamless transition back to the classroom.

Regulation 5350

Page 2 of 4

**Tutoring Services**

* The tutor will report student progress to the teacher at a minimum of five week intervals.  It is the teacher’s responsibility to enter grades into the student management system (IC).
* When possible, the teacher of record will be offered the opportunity to provide the necessary tutoring services after school hours, in accordance with Article 7040 of the Collective Bargaining Agreement. The counselor will have to note this on the referral if the student's teacher is interested in tutoring them. They can offer this service when emailing the teachers letting them know that the student will be out.

B.  Students on tutoring the remainder of the year:

* Tutors will initiate communication with the classroom teacher to determine the student’s academic progress to date, within the course curriculum.
* Tutors will initiate communication with the classroom teacher and devise a mutually agreeable plan regarding the exchange of instructional materials (textbooks, lab materials, assessments etc).
* The tutor will then assume responsibility for developing instructional materials and assessments.
* Dependent upon the availability of resources in the tutoring center, the tutor may request assistance from the teacher in obtaining instructional materials.
* The tutor will report student progress to the teacher at a minimum of five week intervals.  It is the teacher’s responsibility to enter grades into the student management system (IC).

**II.    For students tutored through BOCES:**

Students can receive tutoring from BOCES either through:

* Administrative recommendation or
* Student is placed in a treatment facility (i.e. hospital, drug rehab) that utilizes BOCES tutoring.

**When a student is referred for BOCES tutoring, the student’s teachers will provide work for the duration of the tutoring.**

Regulation 5350

Page 3 of 4

**Tutoring Services**

**BOCES Tutoring Process**

1. The building principal has to approve BOCES tutoring.
   1. Then a BOCES referral is completed by the student's counselor and is sent to Tutoring Coordinator.
   2. Vivian will submit the BOCES tutoring referral. The Building Principal, Assistant Principal, school counselor and Assistant Superintendent for Pupil Services will be copied in on the email.
   3. Assigned BOCES tutors will notify WCSD Tutoring Office.

2.  The Assistant Principal coordinates the communication within the building:

* 1. AP contacts the student’s teachers and/or appropriate support staff.
  2. A student folder should be kept in the student’s house office where work

will be collected by Why teachers.

* 1. AP requests work from the student’s teachers.
  2. Teachers will put work in the assigned student folder, or (if printed copies

of particular assignments are not being provided to students in the classroom) will make the assignments available through electronic means such as links to the teacher’s website, Google documents, or other electronic domain where the work is being posted.

* 1. The teacher needs to complete the assignment tracking sheet which will be

in the student's folder.

* 1. Teachers drop off or send student assignments on a **weekly basis** to the

designated office, or similarly make the work available as described in item d above, and provide notification to the office as necessary.

* 1. AP contacts the BOCES tutor and coordinates the collection process for

student work.

    3.   BOCES tutor receives the student work from the AP (or at the identified location).

1. BOCES tutor must complete the tracking sheet when picking up

assignments and when returning assignments.

  4.   BOCES tutor returns student work on **a weekly basis** (and picks up new work, as needed).

a. Teachers will receive the student work and have the ability to review.

b. A grade for the student work will not be required but a teacher may elect to

provide a grade.

1. If the student is unable to complete the work, the BOCES tutor will

communicate this information to the AP.

1. The AP will share with teachers.
2. The teachers will continue to provide work for the student, unless directed

otherwise.

Regulation 5350

Page 4 of 4

**Tutoring Services**

At the end of the tutoring period (or prior to the end of the quarter), the BOCES tutor will communicate the student’s attendance and engagement during tutoring to the AP.

1. The student will receive a score of Incomplete (“I”) on the report card

unless the teacher has determined a grade.

1. Upon the student’s return to school, or the school year is complete, the

student’s grade will be determined by building administration in

consultation with teachers.

1. The determined grade will be recorded on the student’s report card.

Revised October 25, 2016

Regulation 5531

Page 1 of 2

# 5531 -- Selection of Instructional Materials and Resources

##### Exclusive of Library Media Centers

Instructional materials and resources in the Webster School District are selected to implement, enrich, and support the educational program for the student. Materials and resources must serve both the breadth of the curriculum and the needs and interests of individual students. It is the obligation of the district to provide for a wide range of abilities and to respect the diversity of many differing points of view. To this end, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

The purpose of this regulation is to present the general and specific criteria to be considered in the selection of instructional materials and resources.

This regulation does not cover the selection and handling of materials for the Library Media Centers, which are addressed in separate regulations and procedures.

General Selection Criteria

Instructional materials/resources will be selected according to the following criteria as they apply:

1. Learning resources will support and be consistent with the general educational goals of the state and district and the aims and objectives of individual schools and specific courses.
2. Learning resources will meet high standards of quality in factual content and presentation.
3. Learning resources will be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.
4. Physical format and appearance of learning resources will be suitable for their intended use.
5. Learning resources will be designed to help students gain an awareness of our diverse society.
6. Learning resources will be designed to motivate students and staff to examine their own attitudes and behaviors and to comprehend their own duties, responsibilities, rights and privileges as participating citizens in our society.
7. Learning resources will be selected for their strengths, rather than rejected for their weaknesses.
8. The selection of learning resources on controversial issues will be directed toward maintaining a balanced collection representing various views.

Regulation 5531

Page 2 of 2

1. Learning resources will clarify historical and contemporary forces by presenting and analyzing inter-group tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

Specific Selection Criteria

Instructional materials and resources will be selected according to the following criteria as they apply:

1. Contribution the subject matter makes to the intellectual and social development of the students.
2. Relationship to the objectives of the course or unit.
3. Educational significance as determined by:
4. Favorable reviews found in standard selection sources.
5. Favorable recommendations based on preview and examination of materials by staff most directly involved.
6. Reputation and significance of the author, producer, or publisher.
7. Accuracy and up-to-dateness of the material.
8. Age-appropriateness of the material for the students for whom it is selected.
9. Contribution the material makes to the breadth of representative viewpoints.
10. High artistic or technical quality and/or literary style.
11. Timeliness of permanence.
12. Clarity of presentation.

If a staff member determines that a new instructional material is potentially controversial, the teacher will review this with the curriculum supervisor of principal prior to use.

Regulation 5532

Page 1 of 5

# 5532 -- Handling of Controversial Materials or Practices

Controversial issues are defined as those problems, subjects, or questions about which there are significant differences of opinion, for which there are no easy resolutions, and discussions of which generally create strong feelings among people. Although there may be disagreement over what the facts are and what they mean, subjects usually become controversial because of the different values people use in applying the facts as known.

Controversy is inherent in the democratic way of life. It is essential therefore, for students to have the opportunity, under competent guidance and instruction, to study issues appropriate to their interests, experience, and ability. They must have access to relevant information, and have the obligation to examine carefully all sides of an issue. Students have the right to form and express their own points of view and opinions without jeopardizing their positions in the classroom or in the school. This regulation will delineate the process and procedures to be followed when a request for reconsideration of controversial materials has been made.

Procedure for a Request for Reconsideration of Instructional Materials

Students, parents, teachers, curriculum supervisors, building administrators, district administrators, board of education and members of the community all have the right to raise questions regarding the use of materials which they may believe to be controversial and to request reconsideration of those materials. All parties will examine a request responsibly in an atmosphere of reason, guided by the District’s general and specific selection criteria. This study will use procedures outline below.

It is understood that the mere filing of a request for reconsideration shall not be grounds by itself to remove or limit the presentation of that particular material nor shall it be deemed to constitute proof that the material is controversial in nature or inappropriately selected under the guidelines presented above. The instructional material in a district-approved curriculum shall remain in use pending a formal and final determination under the procedures outlined below. Supplementary materials may continue to be used only with the approval of the principal. Any instructional material challenged will be evaluated as it IS OR HAS BEEN USED in class. This may involve Core Materials which are identified in curriculum guides approved by the Board of Education and are guides used by all teachers of that particular course or supplemental.

Materials that are selected by an individual teacher(s) to enhance the presentation of core curriculum objectives are considered curriculum instructional resources. To limit or remove materials merely because a request for reconsideration has been filed would constitute prior constraint, violation of due process and censorship without proof.

A student, if one is involved in the matter, will not be required to study the material in question but will be provided with an alternative assignment/materials if requested.

Once a formal request for reconsideration has been made, the following procedures will be instituted to carry out that review. The goal of this process is to resolve an inquiry at the EARLIEST POSSIBLE STEP.

Regulation 5532

Page 2 of 5

##### Procedural Steps for Handling a Request for Reconsideration

##### Of Instructional Materials

1. Any individual who wishes to request a reconsideration of an instructional material shall first obtain a copy of the “Request for Reconsideration of Instructional Materials” form that shall be available in the office of the school building.
2. The individual shall fully complete the Request for Reconsideration form and submit it to the building principal of the school at which the material is being used.
3. Within three school days of receipt of the completed Request for Reconsideration form, the principal or designee shall meet with the individual who filed the Request for Reconsideration to discuss in more detail the nature of the concern and the specific contents of the Request for Reconsideration. The principal will be informed as to what the material is and how it is used.
4. Within five school days, the building principal or designee shall meet with the individual who filed the Request for Reconsideration to discuss in more detail the nature of the concern and the specific contents of the Request for Reconsideration. The principal shall endeavor whenever possible, to resolve the concern at this level. Any party can appeal the principal’s decision.
5. If a resolution of the matter is not possible at this level, the principal shall arrange within five school days a meeting with the individual(s) raising the concern and the teacher(s) involved, the curriculum supervisor and the principal. The purpose of the meeting shall be to fully explore the basis of concern and the basis for the material’s inclusion in the classroom. Whenever possible, the teacher(s), curriculum supervisor and principal shall attempt to resolve the concern at this level.
6. If a resolution of the matter is not possible at this level, the principal shall, within three school days, inform the Assistant Superintendents for Instruction who shall coordinate any further appeals regarding the materials or practices in question.
7. Within three school days, the Superintendent shall designate the appropriate staff to consider appeals brought to the Assistant Superintendents for Instruction level.
8. Within five school days, the Assistant Superintendents for Instruction shall arrange and coordinate a meeting of all parties concerned including appropriate staff designated by the Superintendent to consider the appeal. The purpose of this meeting shall be to review the basis for the concerns and the rationale for the use of the materials in question.
9. The Assistant Superintendents for Instruction shall review the committee’s findings and make a recommendation to the Superintendent within three school days. The Superintendent shall review the findings and shall propose a resolution within four school days. The Superintendent shall endeavor, whenever possible, to resolve the concern at this level. Any party can appeal the Superintendent’s decision.

Regulation 5532

Page 3 of 5

1. If a resolution is not possible at this level, the Superintendent shall report to the Board of Education within three school days. This report shall include the recommendation of the Superintendent.

**The regulation DOES NOT intend:**

1. To handicap teachers, to minimize academic freedom or in any way increase authoritarian control over classroom activities.
2. To apply to materials and practices accepted in the schools and community in the past.
3. To apply to Board and State approved curricula, e.g., existing sex education courses and units.

**Request for Reconsideration of Instructional Materials**

Regulation 5532

Page 4 of 5

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publisher (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Material: Art Works Audio-Visual Material  Book  Pictures

Software  Supplementary Reading Outside Speaker(s)

Request initiated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complainant Represents:  Self  Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions: On a separate page(s), answer the following questions as they relate to the instructional materials you want reconsidered. Be specific in identifying and explaining areas of concern. If the instructional material is a book or reading, list the page number(s) which form the basis for your concerns. If the instructional material is audio-visual, describe the pictures, scenes, action or dialogue.

1. Did you see or read all the material?
2. Are you aware whether the material is presented in complete or edited versions?
3. Are you aware of the judgment of this material or book by professional critics?
4. What do you believe is the theme of this material or book?
5. What do you feel might be the result of viewing, reading or listening to this material?
6. To what in the material do you object? (Please be specific; cite pages if a book).
7. Please explain your objection in terms of the selection criteria (enclosed), which are used to choose instructional materials.

Regulation 5532

Page 5 of 5

1. What would you like your school to do about this material or book?  Do not assign it to my child  Send it back to the proper department for re-evaluation
2. In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of the topic or issue?

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

Signature

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

Date

Regulation 5541

Page 1 of 6

# 5541 -- Selection and Handling of Library Materials

The purpose of this regulation is to provide a fair, efficient and organized process for the selection and, where appropriate, re-evaluation of library materials. If any material comes under question or protest, it will be re-evaluated for its educational value and relevancy. This regulation is designed to provide students with materials of educational value and to protect student rights and freedom of access to materials even though they may be controversial.

For the purpose of this regulation, the term “library materials” or “materials” includes print, non-print and computer related resources.

Therefore, the Webster Central School Board of Education supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the American Library Association’s School Library Bill of Rights (Appendix C).

The District recognizes the importance of providing a wide range of library materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view. The Board also recognizes that the review of allegedly inappropriate materials through established procedures may be necessary.

In order to assure that the school media program is an integral part of the educational program of the school, the following selection criteria are adopted:

Criteria For Selection of Materials

1. Library materials will provide sources of information and activities that relate to the objectives of the curriculum and the goals of the district.
2. Physical format and appearance of materials shall be of high quality and be appropriate for their intended use.
3. Materials should be appropriate to the maturity of the student.
4. Materials should present a reasonable balance of opposing sides of controversial issues so students may develop the practice of critical reading, viewing and thinking.
5. Materials shall be selected for their strengths rather than rejected for their weaknesses.
6. The value and impact of any library material(s) will be judged as a whole.
7. Materials shall present the varied aspects of our society and others.
8. Materials should accurately and thoroughly reflect the contributions and the role of minorities in our society.
9. Materials should accurately reflect the contributions and the role of women in our society.

Regulation 5541

Page 2 of 6

1. Materials will not automatically be disqualified because they may contain potentially controversial materials. This decision will be made on the basis of whether the materials realistically deal with life and life’s circumstances whether the materials are of value and are age appropriate for the population of a particular school. Materials about all major religions and religious philosophies will be included in the library collection.

Responsibility For Selection of Library Materials

Professionally trained and certified library media specialists are employed by the Webster Central School District. While selection of materials involves many people, the responsibility for coordinating the selection of library materials rests with certified library media personnel.

Procedure For Selection of Library Materials

1. In selecting materials for purchase, the library media specialist will evaluate the existing collection and the curriculum needs and will consult reputable, unbiased, professionally prepared selection aids and will consult with professional staff.
2. Recommendations for purchase will be solicited from faculty, administrators and students.
3. Gift materials shall be judged by the criteria in Section A and shall be accepted or rejected in light of those criteria.
4. Selection is an ongoing process and includes the removal of materials no longer appropriate and the replacement of lost or worn materials of educational value.

Regulation 5541

Page 3 of 6

##### Procedures for Handling Complaints About Library Materials

It is recognized that differences of opinion may exist about certain library materials. In the event of a complaint about any library material, the following procedure should be followed when the selection has not been subject to previous review:

1. The complainant and the library media specialist and/or the principal will try to resolve the matter informally.
2. If the complaint cannot be resolved informally, the complainant will be given a copy of this Regulation and the District’s “Statement of Concern” form. (See Appendix A)
3. If the formal request for reconsideration has not been received by the principal within two (2) weeks, the issue will be considered closed.
4. If the request is returned, it will be forwarded to the Superintendent who will appoint a district committee to consider the complaint. The committee will consist of a principal, the Assistant Superintendents for Instruction, a teacher, a PTSA representative, a librarian, and a citizen from the community. The committee will be selected within ten (10) working days of the receipt of the complaint.
5. Access to challenged material shall not be restricted during the reconsideration process.
6. The committee will meet to discuss the material and follow the guidelines set forth in Instructions to Evaluation Committee (See Appendix B) and will prepare a written report on the materials containing recommendations on disposition of the matter within four (4) weeks.
7. Within four (4) weeks after receiving the committee’s recommendations, the Superintendent will make a decision and inform the person(s) filing the complaint and the committee of her/his decision.
8. If the complainant is still not satisfied, he/she may ask the Superintendent to present an appeal to the Board of Education, which shall make a final determination on the issue.

Regulation 5541

Page 4 of 6

##### Appendix A: Statement of Concern About Library Media Resources

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

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resource about which there is a concern:

\_\_\_\_\_\_ Book \_\_\_\_\_\_ Audiovisual Resource

\_\_\_\_\_\_ Magazine \_\_\_\_\_\_ Other (Please specify)

\_\_\_\_\_\_ Newspaper

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author/Producer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please comment on the following: (use additional sheets if needed)

1. What brought this title to your attention?
2. Have you examined the material in its entirety?
3. What do you feel might be the result of viewing or reading this material?
4. For what age group would you recommend this material, if at all?
5. To what in the material do you object? (please be specific; cite pages, if a book)
6. What would you like the school to do about this material?

Regulation 5541

Page 5 of 6

##### Appendix B: Instructions to Evaluating Committee\*

1. In making your decision about individual materials, bear in mind the principles of the freedom to learn, to read, and to view and base your decision on these broad principles. Freedom of inquiry is vital to education in a democracy.
2. Study thoroughly all materials referred to you and read available reviews. The general acceptability of the materials should be determined by consulting standard evaluation aids and local holdings of other schools.
3. Don’t evaluate a work by extracting passages or parts out of context. The values and faults should be weighed against each other and the opinions should be based on the materials as a whole.
4. Your report, presenting both majority and minority opinions, if any, will be presented by the Superintendent to the complainant at the conclusion of the discussion of the questioned materials.

\*Quoted and adapted from *Censorship and Selection: Issues and Answers for Schools*, by Henry Reichman. American Library Association and American Association of School Administrators, 1988.

Regulation 5541

Page 6 of 6

##### Appendix C: School Library Bill of Rights for School Library Media Center Programs

The American Association of School Librarians reaffirms its belief in the Library Bill of Rights of the American Library Association. Media personnel are concerned with generating understanding of American freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians asserts that the responsibility of the school library media center is:

1. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles and to provide maximum accessibility to these materials.
2. To provide materials that will support the curriculum, taking into consideration the individuals’ needs and the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the students served.
3. To provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural and aesthetic appreciation, and ethical standards.
4. To provide materials which reflect the ideas and beliefs of religious, social, political, historical and ethnic groups, and their contribution to the American and World heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
5. To provide a written statement, approved by the local Board of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers.
6. To provide qualified professional personnel to serve teachers and students.

American Association of School Librarians, 1969-May 14, 1982.

Regulation 5551

Page 1 of 2

**REGULATION FOR THE USE OF THERAPY DOGS IN SCHOOL**

**The Webster Central School District supports the use of therapy dogs for the academic, social, and emotional benefit of its students.**

Therapy dogs have been used successfully in schools for a variety of purposes, including helping calm students, being a “reading buddy” to help improve literacy, and providing emotional comfort after disruptive events.

The most important characteristic of a therapy dog is its temperament. A good therapy dog must be friendly, patient, confident, at ease in all situations, and gentle. Therapy dogs must enjoy human contact and be content to be petted and handled, sometimes clumsily. A therapy dog’s primary job is to allow unfamiliar people to make physical contact with it and to enjoy that contact. A therapy dog is a dog trained to provide affection and comfort to students.

The use of a therapy dog requires that permission be obtained from the Building Principal before the dog (other than service animals) is brought to the school or classrooms. It is the building principal’s responsibility to confirm that there is an appropriate educational purpose for the therapy dog.

The following minimum standards shall be in effect for all therapy dogs approved to serve in the Webster Central School District.

A therapy dog:

* Must be clean, well groomed, and not have an offensive order.
* Must always be under the handler’s control.
* Must have appropriate identification clearly indicating its status as a therapy dog.
* Must not urinate or defecate in inappropriate locations.
* Does not disrupt any member of the student body or school personnel by seeking attention.
* Does not vocalize unnecessarily.
* Shows no aggression towards people or other animals.
* Does not solicit or steal food or other items from any member of the student body or school personnel.
* Does not in any way interfere with the educational process of any student.
* Does not pose a health or safety threat to any member of the student body or school staff.

Therapy dogs are independently owned by school employees and must meet standards of health as prescribed by veterinarians at the owner’s expense. The school district bears no financial responsibility for the care or feeding of the animal.

All therapy dogs and owners shall be tested and accredited by Therapy Dogs International (TDI) or comparable organization as described by the American Kennel Club. With a valid certification and while “working” at the school under the owner’s supervision, the District’s liability insurance shall serve as a secondary coverage.

The Building Principal shall notify parents on an annual basis regarding the presence of therapy dogs in the school building.

Therapy Dog owners are solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the dog.  If a therapy dog bites a person or another animal, the dog will not be allowed back on district property.  The building principal will document the incident, withdraw approval of the application and send a letter to the owner.

Prior to final approval, owners shall provide:

* Proof of therapy dog accreditation
* Proof of current inoculations
* Proof of health, such as a current health certification from a veterinarian
* Visible cleanliness of dog with no sign of fleas/ticks
* A copy of the owner’s current homeowner’s insurance policy

These same requirements must be met on an annual basis, prior to the start of any school year. The therapy dog application form must be completed annually.

# 5701 -- TRANSPORTATION REGULATION

Regulation 5701

Page 1 of 6

Introduction

These regulations have been established to define certain aspects of Transportation Policy **5320**.

A. Eligibility for Transportation

1. Eligibility for Transportation limits will be adhered to in respect to the distance between the student’s residence and school, and between the residence and the bus stop.

2. Elementary school students whose residence is .25 miles or more from the school they legally attend shall be eligible to receive transportation. Middle and high school students whose residence is .7 miles or more from the school they legally attend shall be eligible to receive transportation. In addition, transportation will be provided for students with disabilities who require special transportation, as approved by the Board of Education, after recommendation of the Committee on Special Education.

3. The Transportation Department shall use the odometer of a district owned vehicle for measurement of distances.

4. Distance will be measured from the end of the driveway of the student’s residence to the center of the bus loop of the school they legally attend.

B. Bus Scheduling, Stops, and Routes

1. Buses will enter subdivisions only when:

a.) the subdivision exceeds the Eligibility for Transportation limits and there is sufficient egress or turnaround;

b.) the residence of the student(s) on the subdivision street exceeds the Eligibility for Transportation limits;

c.) entering the subdivision expedites picking up children, such as a through street or access road;

d.) the subdivision provides a turnaround or other particular advantage.

Regulation 5701

Page 2 of 6

2. The number of students scheduled at one stop will not exceed 15 students except at the discretion of the Manager of Transportation.

3. Buses will only travel on dedicated roads. Those roads not dedicated to the appropriate town or county highway departments, but which meet their standards of construction, may be approved for bus travel by the Chief Financial Officer.

4. All buses shall carry a full load as often as can be scheduled. A full loadwill be determined by the Manager of Transportation. No bus shall exceed the bus manufacturer’s stated seated capacity**.**

5. Elementary, middle, and high school students will be bused in the most economical and practical way possible.

6. At midday, kindergarten students will be bused as close to their home as **practical**.

C. Child Care Transportation

1. Child Care Transportation will be provided in accordance with Education Law 3635. Applications for Child Care Transportation must be submitted in writing by the parent/guardian by April 1 preceding the next school year. A parent/guardian of a child not residing in the District on April 1 shall submit a written application within 30 days after establishing legal residence in the District.

2. Requests for changes in Child Care Transportation, made after the deadlines established by Education Law 3635 or exceptions to existing regulations, must be submitted in writing to the Transportation Office. Such requests will be accommodated, provided there is no additional cost, there is room on the bus, and there is an existing bus route serving the child care location.

3. Eligibility for Transportation regulations (A above) will be adhered to, using the child care location rather than the student’s residence.

4. Child Care Transportation will be provided for those eligible students, on a regular weekly basis only. (i.e. same schedule each week)

**5.** Students who attend Day Care Centers or School Age Child Care programs that are licensed or registered with the Department of Social Services, will be transported to the home school of the student’s residence.

Regulation 5701

Page 3 of 6

6.Students who attend a Group Family Day Care home or a Family Day Care home will be transported to the home school of the daycare residence.

D. Extra-Curricular Activity Transportation

1. Field trip bus transportation shall be furnished when:

a. The purpose of the trip is educational and the trip meets the requirements of Webster Central School District Regulation.

b. Requests detailing the educational purposes of the trip are approved by the principal of the school sponsoring the field trip.

c. Requests for field trips are scheduled with the Manager of Transportation at least 12 days preceding the trip.

2. Activity buses, outside the school day, will be provided as follows:

a. Bus transportation shall be scheduled according to the needs of the schools and availability of buses.

b. Eligibility for Transportation regulations will be adhered to.

3. Transportation for performing arts will be provided as follows:

a. Requests for buses are scheduled with the Manager of Transportation at least 12 days preceding the trip.

b. Requests are approved by the Curriculum Supervisor of Music or Building Principal.

c. Buses will be permitted only to scheduled events.

d. Spectators shall not ride on buses.

4. Team buses for secondary school interscholastic events will be provided as follows:

a. Requests for team buses are scheduled with the Manager of Transportation at least 12 days preceding the trip.

b. Requests are approved by one of the Supervisors of Athletics or Building Principal.

Regulation 5701

Page 4 of 6

c. Team buses will be permitted only to scheduled events.

d. Spectators shall not ride on team buses.

5. Transportation of spectators will be provided as follows:

a. Spectator buses shall be provided only when fully supported by donations.

b. Buses will be provided only to athletic events scheduled outside of the District.

c. The number of buses permitted will be governed by the availability of buses and spectator space at the athletic event. Bus seating will be on a sign-up basis with the upper grades given preference.

E. Out-of-District Transportation

1. Transportation shall be provided to resident students, to and from out-of-district schools, to the extent required by Education Law 3635. Applications for out-of-district transportation must be submitted in writing by the parent/guardian by April 1 preceding the next school year. A parent/guardian of a child not residing in the District on April 1 shall submit a written application within 30 days after establishing legal residence in the District.

2. Eligibility for Transportation regulations will be adhered to.

3. If one student is legally eligible for and requests transportation to a given school, all students living within the School District and legally attending and requesting transportation to that same school will be so transported from a central bus stop established by the Manager of Transportation.

4. An annual survey shall be undertaken by the Manager of Transportation to determine whether transportation to any or all out-of-district schools shall be provided by the District bus fleet or by contract, in order to arrive at the most effective and efficient arrangement possible.

5. The Manager of Transportation shall annually review the possibilities of interdistrict cooperation in overlapping routes and encouraging Non-Webster Central School District schools to establish such opening and closing hours as will assist in a more efficient scheduling of buses.

F. Emergency Transportation

Regulation 5701

Page 5 of 6

The Superintendent of Schools or his/her designee, is authorized to determine the existence of a temporary “emergency situation”, taking into account any or all factors, including the age of the children involved, that in his/her judgment constitute a threat to the safety of those children who are not normally eligible for transportation. Such an “emergency situation” need not be District-wide in scope. The basis for judging the existence of an “emergency situation” may include but not limited to such criteria as:

1. Driving conditions, as reported by such individual/agencies as: Manager of Transportation, School Principals, Town/Village Police, County Sheriff’s Office, etc.

2. Walking conditions in the areas where students normally walk.

3. Poor visibility for drivers and/or walkers under severe weather conditions.

4. Significant snow accumulation and/or icy conditions.

5. Extreme wind conditions.

6. Declaration of a disaster by federal, state, and/or local governmental authority.

G. Other Transportation

From time to time students may request transportation to or from school, home or other locations in situations not otherwise described in this regulation. Examples include resident or nonresident friends visiting or staying overnight with another student, attendance at an after school event such as scout meetings or after school instruction by another institution, travel to a job location for older students, and other individual circumstances. Transportation will be provided in such circumstances where it can be accomplished at no additional cost on existing routes with available seating, provided that appropriate parental notification has been given to the appropriate school district personnel.

H. Additional Considerations

1. Carrying articles and pets on buses:

a. Pets or other animals will not be transported on buses.

Regulation 5701

Page 6 of 6

b. Glass jars or similar breakable objects will not be transported on buses.

c. Objects carried on the bus, including musical instruments, may be transported only if the object is small enough to be carried on the student’s lap or straddled between the knees.

d. No objects, including musical instruments, can be where they will block the aisles, emergency exits, or impede the driver’s vision.

2. Petition for change:

Webster Central School District residents may petition for a change or deviation in regulations, procedures, routes, and stops as follows:

a. Petitions shall be made, in writing, and addressed to the Board of Education.

b. The Board of Education shall not rule in favor of such petition without first having determined the validity of said petition and having considered the effect of the change or deviation on effectiveness and efficiency.

I. Policy Review

The Transportation Policy will be reviewed annually by the Manager of Transportation to make recommended changes to the Board.