

HERRICKS PUBLIC SCHOOLS

STAFF HANDBOOK



MISSION STATEMENT

The Herricks School District, a Community of Learners, through its educational programs, promotes intellectual curiosity and creative expression, values diversity, and measures success by one's personal development and contribution to society.

GENERAL DISCLAIMER

Herricks Public Schools reserves the right to change, amend, or terminate the content or application of its policies, programs, or benefits that are described in this handbook. These changes may be implemented even if they have not been first communicated, reprinted, or substituted in this handbook.

TABLE OF CONTENTS

DIRECTORY **6**

GENERAL INFORMATION **7**

DISTRICT POLICY OF NONDISCRIMINATION	7
SMOKING	7
SURVEYS & QUESTIONNAIRES	7
SOLICITATIONS	7
DRUGS & ALCOHOL	7
PROPERTY, CONFISCATION OF NON-EDUCATIONAL AND/OR DANGEROUS & ILLEGAL MATERIALS	8
COLLECTION OF FUNDS BY PUPILS	8
PRIVATE PROPERTY & MONEY COLLECTIONS	8
ALARM SYSTEM	8
PUBLICATIONS	8
RELEASE OF INFORMATION TO THE MEDIA	9
ASBESTOS MANAGEMENT PLAN	9
CORPORAL PUNISHMENT	9
SNOW (EMERGENCY MAKE-UP) DAYS	9
DELAYED SCHOOL OPENINGS	9
TESTING ACTIVITIES DURING RELIGIOUS OBSERVANCES	9

STAFF **9**

ABSENCE FROM BUILDINGS	9
ASSIGNMENT OF WAGES, GARNISHES, ETC.	9
GRIEVANCE & EMPLOYEE COUNSELING PROCEDURES	10
MEETINGS	10
PORTAL	10
REPORT CARDS & MID-QUARTER APPRAISALS	10
TUTORING, FEES, & ROYALTIES	10
RESIGNATIONS	10
TEACHER'S LENGTH OF DAY	11
STAFF DEVELOPMENT	11
CERTIFICATION	11
OBSERVATION & EVALUATION PROCEDURES	11
JURY DUTY	12
PURCHASING	12
CLASSROOM SECURITY & SAFETY	12
SICK LEAVE	12
PERSONAL DAYS	12
LEAVES OF ABSENCE	12
EXTENDED ABSENCES	13
FAMILY AND MEDIAL LEAVE ACT	13
MILITARY FAMILY LEAVE ENTITLEMENTS	13
BENEFITS AND PROTECTIONS	13
DEFINITIONS OF SEROUS HEALTH CONDITION	13
EMPLOYEE RESPONSIBILITIES	14
STAFF SIGN IN/SIGN OUT	14

DISTRICT TECHNOLOGY **14**

COMPUTER AND INTERNET USAGE	14
E- MAIL AND THE COMPUTER NETWORK	14
WIRELESS INTERNET ACCESS	16
CLASSROOM AND COMPUTER LAB USAGE	16
USE OF COPYRIGHTED MATERIAL	16

PAYROLL & BENEFITS **16**

CHANGE IN STATUS NOTIFICATION	16
PAYROLL SCHEDULE	16
EXTRA-COMPENSATORY ACTIVITIES	16
PAYROLL DEDUCTIONS	16
PAYROLL DEDUCTIONS FOR REPAYMENTS/INVESTMENTS	17
CHANGE OF SALARY CLASSIFICATION PROCEDURES	17
TAX-SHELTERED ANNUITY PLAN	18
HEALTH INSURANCE	17
DENTAL PLAN	18
LIFE INSURANCE	18

ESSENTIAL POLICIES – Q & A **19**

STUDENT HEALTH SERVICES	19
THE COMPUTER NETWORK	21
FIELD TRIPS AND EXCURSIONS	22
SEXUAL HARASSMENT	22
CHILD ABUSE	25
STUDENT ATTENDANCE	26

APPENDIX A **28**

BOARD POLICIES & SUPERINTENDENT’S REGULATIONS ESSENTIAL FOR FACULTY_____	28
--	----

APPENDIX B **29**

CHILD ABUSE_____	29
------------------	----

APPENDIX C **31**

PAYROLL	31
---------	----

APPENDIX D **32**

BOARD POLICIES & SUPERINTENDENT’S REGULATIONS ESSENTIAL FOR FACULTY	32
---	----

0000 PHILOSOPHY, GOALS AND OBJECTIVES

MULTICULTURALISM
EQUAL OPPORTUNITY
SEXUAL HARASSMENT

DIGNITY FOR ALL STUDENTS
PROFESSIONAL STAFF EVALUATION PROGRAM

POLICIES 4000 INSTRUCTION
POLICIES 8000 SUPPORT SERVICES

SCHOOL DISTRICT COMPLIANCE WITH COPYRIGHT LAW
POLICIES 9000 PERSONNEL

DIRECTORY

Board of Education		305-8900
---------------------------	--	----------

Jim Gounaris	<i>President</i>	
Henry Zanetti	<i>Vice President</i>	
Nancy Feinstein	<i>Trustee</i>	
Brian Hassan	<i>Trustee</i>	
Juleigh Chin	<i>Trustee</i>	

Tony Sinanis	<i>Superintendent of Schools</i>	305-8901
Lisa Rutkoske	<i>Assistant Superintendent for Business</i>	305-8903
Elizabeth Guercin	<i>Assistant Superintendent for Instruction</i>	305-8902
Dina Maggiacomo	<i>Assistant Superintendent for Human Resources</i>	305-8909
Thomas Sposato	<i>Director for Pupil Personnel Services/Special Education</i>	305-8904
Marty Abrams	<i>Director of Facilities</i>	305-8905
Nicole Dolces	<i>Director of Transportation</i>	305-8950
Chris Connors	<i>Director for Instructional Technology and Data</i>	305-8771
Danielle Mammolito	<i>Assistant Director of Technology and Digital Innovations</i>	305-8749
Kimberly James	<i>Food Service Manager</i>	305-8752
Natasha Khan	<i>Director for Guidance</i>	305-8712
Michael Imondi	<i>Director of English, Reading and Library Media</i>	305-8711
James Zervas	<i>Director of Mathematics and Business</i>	305-8613
Anissa Arnold	<i>Director of Fine and Performing Arts</i>	305-8714
Jim Petricca	<i>Director of Physical Education, Health and Athletics</i>	305-8770
Meredith Matson	<i>Interim Director of Social Studies</i>	305-8718
Francesco Fratto	<i>Director of World Language/Language Immersion/ENL</i>	305-8719
Karen Hughes	<i>Director of Science and Technology –</i>	305-8617

Building Principals

Brennen Bierwiler	Center Street School	305-8300
Dominick Tolipano	Denton Avenue School	305-8400
Diana DeGiorgio	Searingtown School	305-8500
Brian McConaghy	Herricks Middle School	305-8600
Joan Keegan	Herricks High School	305-8700
Allison Barshak, Director	Shelter Rock Academy-High School	305-8800

GENERAL INFORMATION

DISTRICT POLICY OF NONDISCRIMINATION

The Herricks Board of Education, its officers and employees, shall not discriminate against any individual on the basis of actual or perceived age, race, creed, color, national origin, sexual orientation, military status, gender (including gender identity), sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status.

Ms. Dina Maggiacomo, Assistant Superintendent for Human Resources is the appointed individual responsible for coordination of activities relating to compliance with Title IX of the Education Amendments of 1972.

CODE OF CONDUCT

The Safe Schools Against Violence in Education Act (Project SAVE – November, 2000) requires each district in New York State to develop a Code of Conduct for maintenance of order and safety on school property, including school functions. A Code of Conduct for the Herricks Public Schools was prepared with the assistance of administrators, teachers, parents, employee representatives and the school district attorneys. It clearly defines and explains expectations for conduct on school property and at school functions, includes student rights and responsibilities, parent responsibilities and expectations, and a guideline for teachers and administrators in regard to discipline. The Code of Conduct is provided to all staff members as well as to students, parents, and residents upon request. It is also available on the district website. A summary of the Code is printed in the district calendar and student agenda books on the secondary level.

SMOKING

Smoking is prohibited in Herricks school buildings and on school grounds.

SURVEYS & QUESTIONNAIRES

All questionnaires and surveys planned to be distributed to students and/or staff must first be approved by the Superintendent's office. Depending on the nature of the survey or questionnaire, parents may have the ability to review the survey and choose not to have their child participate. Please contact Building Administration for more information in this regard.

SOLICITATIONS

To protect the staff from unwarranted interruptions, solicitation of teachers for commercial purposes is prohibited. Teachers, when approached by solicitation agents at school, should refer all such matters to the Principal's office immediately.

DRUGS & ALCOHOL

The Federal Drug-Free Workplace Act of 1988, P. L. 100-690, and the Drug-Free Schools and Communities Act Amendments of 1989, P. L. 101-226, require that public schools maintain a drug-free and alcohol-free school environment.

The unlawful manufacture, distribution, dispensation, possession, or use of controlled and/or illicit substances is prohibited on school premises or as a part of any school activity. Such activity is also prohibited on work time, anywhere on Herricks Public Schools property regardless of work time, and while performing employment services outside the workplace. Disciplinary action, including termination, will be taken against employees for violation of such prohibitions.

“Controlled substances” includes all drugs banned or controlled under federal or state law, including those for which a physician's prescription is required, as well as any other chemical substance which is deliberately ingested to produce psychological or physiological effects, other than accepted food or beverages.

Employees are also reminded that they must notify their immediate supervisor in writing of any criminal drug conviction for a violation occurring in the workplace or while on working time, no later than five calendar days after such conviction. Failure to provide such notification may result in disciplinary action up to, and including, discharge.

Staff is afforded confidentiality status in reporting suspected or actual drug use, and is required to refer all cases of suspected or actual substance abuse, by either students or staff, to the Principal or the Principal's designee.

PROPERTY, SEARCH OF NON-EDUCATIONAL AND/OR DANGEROUS & ILLEGAL MATERIALS

Searches may be conducted by the Superintendent of Schools, Building Principal, Assistant Principal, Dean of Students, and/or the Superintendent's designee. A search based upon the belief that the health or safety of those in our schools is seriously and immediately threatened may be conducted with as much speed as is required to protect persons and property. Prior to conducting a search, the Building Principal shall attempt to obtain an admission from the student of possession of illegal matter or a voluntary consent to the search. The search shall be limited to the extent necessary to locate the illegal matter. Whenever practicable, the search should be conducted in the privacy of administrative offices and the student should be present when his/her possessions are being searched.

COLLECTION OF FUNDS BY PUPILS

Extra classroom activity funds are those collected voluntarily by pupils and expended by them as they see fit provided that all transactions and procedures are in accordance with the rules and regulations established for the conduct, operation, and maintenance of the extra classroom activity and for the safeguarding, accounting and auditing of all monies received and derived therefrom.

Class or extracurricular projects must be implemented without interrupting classroom activities.

Funds collected must be forwarded to the business office for deposit.

PRIVATE PROPERTY & MONEY COLLECTIONS

Personal belongings of employees or pupils are not covered by school district insurance if such property is lost, stolen or damaged while on school premises. Additionally, all staff members who bring personal property on school premises are required to remove these same items from the school no later than June 30th in order to enhance summer cleanup operations by the custodial staff.

Money collected should be handled in accordance with District policy 1800.

ALARM SYSTEM

This district utilizes an electronic security alarm system installed in all buildings. Personnel will not be permitted access to the buildings at times when custodial personnel are not on duty. The custodial staff has the responsibility of activating and deactivating the alarm system.

Any attempt to enter a building during periods when the system is operative will create an alarm that will, dispatch District security and the Nassau County Police to the site. For the purpose of maximum security and for effective operation of the alarm system, your cooperation is absolutely necessary.

PUBLICATIONS

In reference to publications such as middle or senior high school newspapers, literary booklets, school yearbooks and programs such as dramatics, music, etc., it is the specific responsibility of the building Principal or program Director and the Advisor to approve, in advance, the publication of all material which is sent to the printer.

The Advisor is responsible for communicating with the printer that prior to any change in the material submitted to his office, written authorization for such change is to be made by the Advisor. Following the printing of the publication, all copies are to be submitted to the Advisor for review before distribution is made.

RELEASE OF INFORMATION TO THE MEDIA

All staff is encouraged to work with administration to ensure that our students and staff receive the accolades they deserve in the local media. "Make the Papers". Press releases must be submitted to the building principal and then to the Superintendent for review and approval prior to it being forwarded to the district's public information provider for release.

ASBESTOS MANAGEMENT PLAN

The Asbestos Management Plan for the Herricks School District has been prepared in accordance with AHERA requirements. It is a public document and is available for inspection and review through the Facilities office at Central Administration.

CORPORAL PUNISHMENT

The Board of Education of the Herricks Public Schools prohibits the use of corporal punishment by administrators and all other teaching and non-teaching personnel as a means of disciplining students. Physical restraint of students is permitted only in the event that students are in the act of injuring themselves or others, or if they are in the act of destroying school property and do not cease upon verbal direction.

Whenever a school employee uses physical force against a student, the school employee shall, within the same school day, make a report to the Superintendent describing in detail the circumstances and the nature of the action taken.

The Superintendent of Schools shall submit a written report each year to the Commissioner of Education, with copies to the Board of Education, setting forth the substance of each use of corporal punishment during the reporting period, the results of each investigation, and the action, if any, taken by the school authorities in each case (Code of Conduct).

SNOW (EMERGENCY MAKE-UP) DAYS

The school calendar provides for up to five contingent days for emergency school closings.

If the District exceeds the contingent days, the District may need to schedule class days during a vacation period. The District expectation of faculty and staff will report for work.

DELAYED SCHOOL OPENINGS

Sometimes weather conditions are such that a delayed opening is preferable to closing school for the entire day. Although the start of classes and student arrival is delayed, it is the expectation of the District that staff will report as close to their normal sign-in time as possible. Doing so will provide staff time to prepare for the day without the rush and confusion that can result from a late arrival.

STAFF

ABSENCE FROM BUILDINGS

Employees may not be absent from their respective buildings during duty hours except by permission from the Principal. Absences must be submitted through Frontline prior to the start of the school day.

ASSIGNMENT OF WAGES, GARNISHES, ETC.

Periodically, the District Clerk receives court orders for garnishees and/or assignment of wages. The District must comply with any such order properly prepared and served. The District legally cannot ignore or modify any of the provisions of a garnishee and/or assignment of wages.

The District will not act as a representative for any staff member involved in this type of legal action. Additionally, the District will not act on behalf of any creditor to put pressure on any staff member.

GRIEVANCE & EMPLOYEE COUNSELING PROCEDURES

Copies of the Grievance and Employee Counseling Procedures are located in the Collective Negotiations Agreement. Also please refer to Board of Education policy regarding District compliance with Title IX, Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (ADA).

MEETINGS

Attendance is required at scheduled staff meetings called by the Principal for his/her school, by the Director, or Chairperson, for his/her staff, or by the Superintendent or his/her designee for any members of the professional staff. Faculty should reserve the dates of such scheduled meetings as per the bargaining contracts.

PORTAL

The Portal is a student record. As such, it is required that the grade book be detailed and specific as to student assessments and attendance for the year. It is imperative that the information in the Portal be clear and precise so that the calculation of grades can be easily determined.

REPORT CARDS & MID-QUARTER APPRAISALS

Elementary report card dates and secondary marking period dates are noted in the district calendar. It is imperative that faculty adhere to timelines established by building administration to ensure timely distribution of report cards and mid-quarter appraisals.

TUTORING, FEES, & ROYALTIES

No professional or support staff member employed by the School District will provide remedial tutoring in any subject area for private payment (remuneration) for any student for which he/she has responsibility for in-school instruction. No professional or support staff member will solicit for the purpose of providing tutoring services.

No Board member, officer or employee shall remove or cause to be removed from premises owned, used or controlled by the District any supplies, materials, equipment or other property which is owned, leased or otherwise under the dominion and control of the District, except as is authorized, in writing, by an officer or administrator of the district, as designated by the Superintendent of Schools.

RESIGNATIONS

Pursuant to Section 3019 of NY State Education Law, teachers who desire to terminate their services to the school district at any time must file a written notice thereof with the building principal at least thirty (30) days prior to the date of such termination of service.

Retirement

In order that the Superintendent's Office may make all necessary plans for staff replacements, it is requested that staff members who are planning to resign during the coming year or retire at the end of the year notify the Superintendent of Schools as soon as possible.

Teachers who plan to submit intentions of retirement are reminded that *notification must be received by the District by December 1st* of the school year in order to provide eligibility for the District's Special Retirement Allowance. To receive the benefits of any Retirement Incentive Program an employee must be first eligible to retire by state regulations and must comply with all submission deadlines associated with the incentive.

At the request of any staff member, the expression of intention to resign or retire will be held in confidence in the Superintendent's Office.

TEACHER'S LENGTH OF DAY

In accordance with the contract between the Board of Education and the Herricks Teachers' Association, the teachers' length of day shall be:

High School Teachers	not exceed six hours and 58 minutes
Middle School Teachers	not exceed seven hours and fifteen minutes
Elementary School Teachers	not exceed six hours and fifty-five minutes

Faculty, department and committee meetings, parent conferences, extra help for pupils, and evening meetings related to the school program are recognized as part of a teacher's professional responsibility. Past practice shall continue with respect to the scheduling of these activities.

STAFF DEVELOPMENT

Teachers shall be required to complete nineteen (19) hours of staff development instruction. The District will provide for a maximum of eleven (11) hours of the nineteen (19) staff development hours. The teachers will choose a total of eight (8) hours from the following activities:

District Programs	Curriculum Workshops
Course Attendance	Self-Design
TEQ	Other Activities

CERTIFICATION

New York State teachers and administrators are required to hold a New York State certificate to teach in a New York State public schools. Certificates are issued by the Office of Teaching Initiatives, certifying an individual has met required degree, coursework, assessment, and experience requirements. It is imperative that copies of certifications held be forwarded to the Human Resources office so they can be maintained in your personnel file. It is the teacher's responsibility to send these copies to the Human Resources Office.

Teachers are advised that lapsed certification may be cause for termination of employment.

Questions regarding certification should be addressed to the Human Resources Office at ext. 8909 or by visiting the SED Office of Teacher Certification & Licensing web site at <http://www.highered.nysed.gov/tcert/certificate/certprocess.html>

CTLE HOURS

Professional classroom teaching certificate, educational leadership certificate, or Level III teaching assistant certificate is required to successfully complete 100 clock hours of acceptable CTLE during the registration period if they practice in a NYS school district or BOCES. (*CTLE completed during a prior registration period may not be carried over.*)

REGISTRATION

Effective July 1, 2016, all holders of teaching certificates, teaching assistance certificates, and educational leadership certificates which are valid for life (Permanent, Professional and Teaching Assistant Level III) will be required to register with the Department every five years.

OBSERVATION PROCEDURES

Non-tenured teachers are to be observed no fewer than three times per year. Tenured teacher shall be observed no fewer than two times a year. Each observation must be followed by a conference in which the teacher's overall performance is reviewed. All observation reports are saved and maintained in Frontline/OASYS.

JURY DUTY

An employee of the school district who is called upon to serve as a juror in any court shall be excused for the period of his/her service as a juror and will continue to receive his or her salary during the absence. The attendance verification provided by the Court must be submitted to the Human Resource Department. New York State Law has eliminated

stipends for jury duty in County and State Courts. If a stipend for Federal Court service is received, it must be paid over to the school district if service occurs during the school year.

PURCHASING

The purchase of goods and supplies must be authorized by the Building Administrator. Items must be ordered through an approved requisition that is sent to the Business Office. *Only the Purchasing Agent of the school district is authorized to obligate district funds.*

CLASSROOM SECURITY & SAFETY

At the conclusion of each school day, teachers should log off computers, printers, shut off projectors and television sets, shut off classroom lights and close and lock all classroom windows. Window blinds should be drawn down and left in the closed position, and classroom doors locked.

Use of toaster ovens, microwave ovens, refrigerators, and electric space heaters in all areas other than faculty, lunch or coffee rooms is prohibited.

SICK LEAVE

All teachers will earn sick days on a monthly basis. The annual schedule based on uninterrupted years of service as a teacher is as follows:

Years 1-10	10 days per year
Years 11-24	12 days per year
Years 25+	14 days per year

No more than five (5) days may be used for a serious illness in the immediate family (spouse, parents, children, siblings, son-in-law, daughter-in-law, grandchildren or an individual who is a member of the teacher's household) or extended family (grandparents, aunts and uncles, nieces and nephews, and cousins), requiring the presence of the teacher. An additional twenty (20) days may be used from a teacher's allotment of sick leave, provided that medical documentation is submitted to the District.

PERSONAL DAYS

Personal leave requests should be made prior to an absence on Frontline.

Personal days may not be used before or after any holiday. Up to three (3) Personal Days may be used for the following events:

- Closing on a House
- Childcare leave for the adoption or upon the birth of a child by a teacher's spouse or domestic partner
- Emergency (limited one day only)
- Litigation (limited to three days only)
- Religious Observance
- Graduation of teacher from advanced degree program or of son, daughter, or spouse from college. (travel time may not be granted)
- Marriage in the Immediate or Extended Family when a wedding is held on a school day.
- Other acceptable reasons, such as taking a child to college, death of a non-family member, attendance at a child's CSE or other educational matter

LEAVES OF ABSENCE

Maternity/Child Care

Leaves for maternity or child-care purposes may be taken in one of two methods:

- Child care leave of absence without pay will be granted if requested by the teacher to the second September 1st following the termination of pregnancy.
- On or before February 1st, teachers granted leaves must notify the Assistant Superintendent for Human Resources of their decision to return to school for the next school year.

EXTENDED ABSENCES

Staff members anticipating an extended absence due to medical or other reasons must contact the Human Resources Office at ext. 8909 so further information can be explained and documentation initiated.

FAMILY AND MEDICAL LEAVE ACT

Pursuant to the Family and Medical Leave Act of 1993, eligible employees may be provided with up to twelve weeks of unpaid leave (with benefits) during a 12-month period to care for a newborn, adopted or foster child or because of a serious health condition of the employee or certain family members of the employee for the following reasons:

1. For incapacity due to pregnancy, prenatal medical care, or childbirth;
2. To care for the employee's child after birth, or placement for adoption or foster care;
3. To care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
4. For a serious health condition that makes the employee unable to perform the employee's job.

MILITARY FAMILY LEAVE ENTITLEMENTS

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative daycare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

BENEFITS AND PROTECTIONS

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

EMPLOYEE RESPONSIBILITIES

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

STAFF SIGN IN/SIGN OUT

Personnel shall be required to sign in or out to indicate that they have arrived for work or left for the day at the time of the event. Signing should be done at the actual time of arrival and departure. This is imperative for accuracy of the timesheet.

DISTRICT TECHNOLOGY

COMPUTER AND INTERNET USAGE

All users of the district's technology are bound by the Board of Education-approved Acceptable Use Policy (AUP) The AUP is a document that lists the terms and conditions for all users of available technologies.

E- MAIL AND THE COMPUTER NETWORK

The Herricks School District reserves the right to amend these guidelines at its discretion. In case of amendments, users will be informed appropriately.

Legal Risks

E-mail is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. It is important that users are aware of the legal risks of e-mail:

- If you send e-mail with any libelous, defamatory, offensive, racist or obscene remarks, you and the District can be held liable.
- If you forward e-mail with any libelous, defamatory, offensive, racist or obscene remarks, you and the School District can be held liable.
- If you unlawfully forward confidential information, you and the School District can be held liable.
- If you unlawfully forward or copy messages without permission, you and the School District can be held liable for copyright infringement.
- If you send e-mail that contains a virus, you and the School District School District can be held liable.

Legal Requirements

The following rules are required by law and are to be strictly adhered to:

- It is strictly prohibited to send or forward e-mail containing libelous, defamatory, offensive, racist or obscene remarks. If you receive any-mail of this nature, you must promptly notify your supervisor.
- Do not send unsolicited e-mail messages.
- Do not forge or attempt to forge e-mail messages.
- Do not send e-mail messages using another person's e-mail account.
- Do not disguise or attempt to disguise your identity when sending e-mail.

Personal Use

Although the Herricks School District's network and e-mail system is meant for school district use, the District allows the reasonable use of e-mail for personal use if certain guidelines are adhered to:

- Personal use of e-mail should not interfere with work.
- Use of District resources for commercial activity and/or personal gain is prohibited by Board Policy and New York State Law.
- Personal e-mail must also adhere to all of the guidelines noted herein.
- Personal e-mail must be deleted at least weekly so as not to consume finite District resources.
- The forwarding of chain letters, junk mail, jokes and executables is strictly forbidden.
- On average, users should not send more than 5 personal e-mail messages a day.
- Do not send mass mailings.
- All messages distributed via the Herricks School District e-mail system, even personal e-mail, are the property of the Herricks School District.

Confidential Information

Users must understand that e-mails inherently have very little security associated with them. Once you click, "Send", you have no control over who sees it, can access it, or to whom it may be forwarded without your permission. Users should also assume e-mails will exist in perpetuity on the Internet.

In this regard, users should be extremely judicious of what they transmit via e-mail, including confidential information of students and staff. If information about students or staff must be transmitted via e-mail, please take precautions to keep this information as confidential as possible. Below are some steps you can follow in this regard:

- Avoid using last names. When it is necessary to refer to a student by name, use first name, last initial (e.g., Sara F.)
- Avoid sending attachments that include confidential student information, such as grades, health information, test scores, IEP recommendations, etc.
- If you must send attachments with confidential information, use password protection available on many software titles, such as Microsoft Word & Excel. Then provide the recipient the password in a separate e-mail, or other means of communication

System Monitoring

Users must have no expectation of privacy in anything they create, store, send or receive on the Herricks School District's computer network. Network files, e-mail and other network usage are regularly monitored and can be accessed without prior notification if the Herricks School District deems this necessary. If there is evidence that users are not adhering to District guidelines, including the AUP and Code of Conduct, the Herricks School District reserves the right to take disciplinary action, including termination and/or legal action.

Network Accounts

All network/e-mail accounts maintained on our system are the property of Herricks School District. Passwords should not be given to other people.

Questions

If you have any questions or comments about these guidelines, please contact Christopher Connors, Director of Instructional Technology and Data. If you do not have any questions, the Herricks School District presumes that you understand and are aware of these guidelines and will adhere to them.

WIRELESS INTERNET ACCESS

The Herricks Union Free School District maintains a Private and Public Wireless Network. The Private Wireless Network is strictly for District own devices. No attempts should be made to access the Herricks Private Wireless Network from a personal device. The Public Wireless Network is provided at the discretion of the District. Use of the Public Wireless Network should follow all previously outlined guidelines above. The

District reserves the right to disconnect the Public Wireless Network at this discretion or ban any devices from accessing it.

USE OF COPYRIGHTED MATERIAL

It is the intent of the Herricks Schools that all employees abide by current copyright laws. Copyrighted materials in all forms, including electronic or printed material, should not be reproduced unless rights are granted by the copyright holder, or the use meets the doctrine of “fair use.” General “fair use” guidelines for classroom instruction include spontaneity (e.g., using a material one or two times, such as a recent newspaper article), brevity (using parts of a document instead of the whole work), and if the use deprives the copyright owner of rightful earnings.

Further information on “fair use” is available from the US Copyright Office at <https://www.copyright.gov/title17/> For help in determining if an item falls within the realm of fair use, please discuss your use with the building librarian.

PAYROLL & BENEFITS

CHANGE IN STATUS NOTIFICATION

Health, Life and/or Dental Insurance

All changes are made by transaction forms provided by the insurance carriers. Please call the Benefits Coordinator at ext. 8922, who will provide you with further information.

Change in Income Tax Withholding

Forms are available in Payroll Department. Separate forms must be filled out for Federal and State Withholding and forwarded the Business Office. For further information, please contact Payroll Department at ext. 8953.

Change in Other Deductions

Please contact the Payroll Department at ext. 8953 for instructions.

Changes in Address, Telephone Numbers, and Other Contact Information

Staff are responsible for notifying the Human Resource Office and the Payroll Department in writing as soon as possible regarding any change in address, telephone number, or other contact information.

Tax Sheltered Annuity (TSA) Deductions

Any requests for new deductions or changes in amounts deducted for TSA purposes must be received in the Business Office with the agent’s signature and the employee’s signature on forms provided by the District. Please contact the Payroll Department at ext. 8953 for further information.

PAYROLL SCHEDULE

Salary payments will be made to employees in accordance with the schedule in Appendix C.

EXTRA-COMPENSATORY ACTIVITIES

Payment for extra-compensatory assignments listed in the Collective Negotiations Agreement will be made on payroll dates during the school year upon the submission of a Principal’s voucher. The schedule of payroll dates appears in Appendix C.

PAYROLL DEDUCTIONS

Faculty who is absent beyond his/her accumulated sick leave will be charged for such absence and will receive his/her regular check less 1/200th for each day’s absence beyond that which is covered by accumulated sick leave. It should be noted that the following illustrations apply to situations wherein an individual has expended his/her sick day credit bank or is absent without authorized reason. The procedure is also relevant when considering completion of payment of services when an individual has been granted a leave of absence or whose service terminates.

Decision No. 8031 of the Commissioner of Education dated July 31, 1969, established a basis for the calculation of salary when a teacher fails to complete the full year. The Decision refers to Education law, Section 3101, Subdivision 3, which requires payment of at least 1/10th of the annual salary for each full month of service. The wording of the Decision with respect to service of less than a month is as follows:

“A teacher who does not perform all of the services required of teachers during a month should be reimbursed as follows: If the teacher provides services for half or less of the working days in the month, he should be reimbursed at the rate of 1/200th of his annual salary for each day he works. Similarly, if a teacher works more than half of the required working days in a given month, but is absent without authority for the remainder of such working days, a deduction of 1/200th of his annual salary should be made for each of the days of unauthorized absence.”

PAYROLL DEDUCTIONS FOR REPAYMENTS/INVESTMENTS

Teachers shall be entitled, upon request made reasonably in advance, to arrange for payroll deductions to repay loans or pay shares from the Nassau Educators Federal Credit Union. Authorization cards and information may be obtained from the Payroll Department of the School District Business Office. Deductions commence once the authorization has been accepted by the credit union to make the deduction. The school district is not responsible for payroll deductions beyond transmission to the credit union.

CHANGE OF SALARY CLASSIFICATION PROCEDURES

Teachers must submitted a request in writing for salary advancement to the Assistant Superintendent for Instruction Office. The letter must include a listing of the credits being used toward that salary advancement and accompanied by a printout of completion certificate(s) and/or official transcript(s) where applicable. It is the responsibility of the Assistant Superintendent for Instruction Office to verify completion of class work being claimed for salary advancement.

The Assistant Superintendent for Instruction must approve all in-service courses taken for salary credit in advance.

For a salary adjustment retroactive to September 1, official transcripts must be completed by August 31 and sent to the Assistant Superintendent for Instruction Office no later than November 1.

For a salary adjustment retroactive to February 1, official transcripts must be completed by January 31 and sent to the Assistant Superintendent for Instruction Office no later than April 1.

TAX-SHELTERED ANNUITY PLAN

Any transactions between staff and Tax-Sheltered Annuity (TSA) agents should take place away from school district premises unless approved representative is permitted to be on school property. Check in the school's General Office or call the Payroll Department for a list of authorized representatives. The school district has developed contracts and “hold harmless” agreements with authorized representatives. Deduction notices from organizations other than authorized representatives will not be accepted.

(See Appendix E for Approved TSA Agents)

HEALTH INSURANCE

Employees are eligible for participation in the State Health Insurance Program. Depending on title, employees make a percentage contribution to their health insurance. In order to be eligible for benefits, you must submit an application in accordance with the Policy Rules. Applications received prior to September 23rd for beginning teachers' coverage will be effective October 1.

Any change in family status should be reported to the Benefits Coordinator (ext. 8922) prior to the effective date in order for newly acquired dependents to receive full coverage from date of marriage or date of birth. Staff members contribute a

percentage of the insurance premium, based on their unit's collective bargaining agreement. Plan rates are subject to change on January 1st of each year.

In an effort to help control these costs, the New York State Civil Service Department will be periodically verifying coverage and looking for other coverage or dual coverage. It is important that all staff members comply with inquiries and questionnaires. Failure to do so may result in a refusal by the carriers to reimburse medical expenses. The Benefits Department is available to help you in this area. Please contact them regarding any changes in your family status.

Employees have the right to decline health insurance coverage as outlined in the unit contracts. Payments for declinations are made in October of each school year for teachers and teaching assistants. Payments are dependent upon health insurance rates and the period of the declination. Civil Service employees receive payments of declination on the year to date of when they declined.

DENTAL PLAN

A Dental Plan is provided for staff and their families. In order to be eligible, the employee must file an enrollment card with the Benefits Coordinator (located in the Business Office, Ext: 8922). Claim forms and instructions are available in each school's General Office. Staff is advised that future changes of enrollment status' notification are required (e.g., marital change status, additional dependents, etc.). Change of status cards may be obtained from the Business Office after the initial enrollment period.

New employees hired will be covered the first date of the month following.

LIFE INSURANCE

The Board of Education will provide each teacher with a fully paid group Term Life Insurance policy in the amount of \$25,000. Life insurance is continuous for currently employed staff member.

STUDENT HEALTH SERVICES

In October, 2002, the Board of Education revised its Student Health Services policy, which provides comprehensive guidance and direction in this area. Specific aspects addressed in the policy and corresponding Superintendent's Regulation include immunizations, general health services, medications, and emergency care of students.

The policy is based on New York State health services guidelines released in the Spring of 2002, and was developed in consultation with administrators, teachers, nurses, the State Education Department and Department of Health, as well as the district's attorneys, physician, and insurance reciprocal.

While student health services are primarily managed by the nursing staff, there are important aspects that all staff are involved in and need to be aware of. Staff are also encouraged to review the entire policy and regulation to get a more thorough overview of their responsibilities. Should you have further questions, feel free to contact your administrative team.

Q. What process needs to occur for a student to receive medication in school?

A. Students may receive medication during school hours only when the medication is necessary for the student to attend school or withholding the medication would seriously affect the student's health. Parents must present to the school nurse a completed medication request form signed by the student's physician, indicating the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed, if applicable, and the possible side effects of the medication.

Q. Who may administer medication to students?

A. The key word in this question is "*administer*". When an individual administers medication, they identify the medication, determine the correct dosage, and when it should be taken. This is different than "providing" medication, which is addressed on the next page. The only district staff permitted to *administer* medication is the school nurse or their designees.

Q. Can students administer their own medication?

A. Yes – providing they have been identified as "self-directed" by their parent and physician. Usually, a student may be considered self-directed if he/she is consistently able to do all of the following:

- Identify the correct medication (e.g. color, shape)
- Identify the purpose of the medication (e.g. to prevent seizures)
- Determine that the correct dosage is being administered (e.g. one pill)
- Identify the time the medication is needed during the school day (e.g. 11:30 AM)
- Describe what will happen if medication is not taken (e.g. increased risk of a seizure occurring)
- Refuse to take medication if the student has any concerns about its appropriateness.

A special form, kept in the student's health file, must be completed by the parent and physician and approved by building administration before a student can be considered self-directed.

Q. Can a self-directed student carry their own medication?

A. Yes – as long as the parent, physician, and building administration approve.

Q. What happens when a self-directed student is not permitted to carry their own medication?

A. Then the student must be *provided* their medication by district staff. During a typical school day, their medication would be stored in the health office and provided by the nursing staff. During off-campus activities, the medication must be carried by district staff and provided to the student upon their request.

Consistent with NY State guidelines, before an off-campus activity, the school nurse would provide the teacher a single-dose of the self-directed student's medication in a clearly labeled packet. The teacher or their designee would then simply carry the medication until the self-directed student requests it.

Q. I have a student who requires medication during the school day and he is not self-directed. What happens during off-campus activities?

A. There are three options:

- The student's physician can be consulted and order in writing the medication time to be adjusted or the dose eliminated;
- The parent may attend the activity and administer the medication; or
- The parent may personally request another adult who is not employed by the district to voluntarily administer the medication during the activity.

The health office has a special form that parents will need to complete and building administration approve in this regard. ***It is essential that teachers and nurses consult well in advance of field trips in order to address this issue.***

Q. What happens if these three options are not feasible?

A. The district will seek to arrange a nurse to attend an off-campus activity if no other option is feasible or in special situations. ***This will only be considered in extreme circumstances after all other options have been exhausted.***

Q. I have a student with a peanut allergy in my class. What are my responsibilities?

A. The school nurse will coordinate the development of an individualized "Health Care Action Plan" for students diagnosed with a potential for a life threatening, debilitating illness, such as anaphylaxis or diabetes. The plan will be developed in collaboration with the parent, student's physician, building administration, and the student's teachers to address issues including, but not limited to:

- What brings on a reaction or attack
- The signs/symptoms of a reaction or attack
- Necessary action to be taken
- Names of those staff members trained to react to this specific student's needs

District staff have the responsibility of contributing towards the development of these plans for their students.

Q. Will I be required to receive training on how to react to emergency situations?

A. The district intends to train all staff on life-saving techniques, such as how to use an epi-pen or defibrillator.

Q. What liability do staff members incur in following the Student Health Services policy?

A. District staff, who as part of their duties for the district, provide services as determined in and in accordance with this policy and the corresponding Superintendent's regulation are eligible for coverage under the district's liability insurance policies, the Good Samaritan Law, and applicable New York State Education Law.

THE COMPUTER NETWORK

Technology is a powerful educational tool that facilitates communication and the sharing of resources. While precautions are in place to deny access to restricted areas of the local network and inappropriate Internet sites, it is impossible to electronically control all materials and completely prevent access to controversial information. As such, teachers and administrators are expected to monitor the use of Internet/computer networks authorized by the Acceptable Use Policy (AUP). Any inappropriate use of hardware, software or access to Internet information may result in a cancellation of user privileges.

Q. Is the Internet an appropriate resource for students of all grade levels?

A. Ask the media specialist/librarian in your building.

Q. Who do I contact when something isn't working correctly?

A. Contact the Technology staff in your building to report any technology problems.

Q. Does staff have access to District e-mail and the Internet?

A. Yes. All certificated staff should have network/e-mail accounts. Clerical personnel, head custodians, head cooks, attendance, computer, and security monitors also are provided network accounts.

Staff who have been provided network accounts will be given a username and password. This information must be kept **strictly confidential**. Staff/student accounts provide the user various levels of access to the network and Internet. **Giving passwords to others, using someone else's password &/or username, or providing students access to staff accounts is a direct violation of the AUP and may result in disciplinary consequences.**

Keep in mind that district e-mail and network access are provided to staff for work-related purposes. Use of District equipment for non-District purposes should be kept to an absolute minimum and should not take place during times of District responsibilities, nor interfere with or interrupt staff's ability to carry out their assigned duties. Specific questions regarding personal use of District equipment should be directed to David Pickman and Chris Connors.

Additionally, staff should recognize that standards expected regarding the use of telephones, written communication, libraries, and other district resources apply to the use of District e-mail and Internet. Refer to the AUP to fully understand what is considered inappropriate use of the District network.

Q. Are electronic communications on the district network private?

A. No. Computers and the network are the property of the District. Students and staff should have no expectation of privacy with respect to e-mail, computer and network usage. School officials retain complete control over equipment utilization, and usage is monitored on a regular basis.

It is also important to understand that e-mail and electronic communications are considered legal documents and have the same degree of legitimacy as a written letter, yet by their nature are relatively unsecure. As a rule of thumb, consider anything you write using e-mail as a postcard for *anyone* to view and retain.

Q. Can I load software on District computers?

A. No. A process and related form is available for requesting specific applications/software be made available in certain locations. Contact the Technology staff in your building for more information in this regard.

Q. What is the expectation for maintaining confidentiality in regard to student management systems (PowerSchool, IEP Direct)?

A. Only staff members who have a legitimate reason for accessing and viewing student information are permitted to do so. Staff should remember to log off these databases when they are done accessing the required information.

FIELD TRIPS AND EXCURSIONS

Off-campus experiences are an integral part of the learning experience, as they enhance the educational program. Field trip policies were updated in August of 2002, and include the use of new forms and revised procedures. While the policy and regulation provide clear, required elements for field trips, each building will have distinct procedures for their approval and implementation. It is important for staff to become familiar with the procedures specific to their buildings.

Q. How do I begin planning a field trip?

A. Develop a lesson plan for the trip and have it reviewed by administration prior to the trip. Complete the required *Request for Field Trip Approval* forms and submit to administration according to your buildings procedures.

Q. Is the process different for overnight trips?

A. Overnight trips, of course, involve much more planning and review than day trips. As such, a separate policy and regulation exists for overnight trips, which explains in detail steps for planning and implementing such activities. Be sure to speak with your administrative team to learn more.

Q. Are there certain items that need to be addressed when planning a trip?

A. Some of the items your supervisor will be looking for when reviewing a trip proposal include the following:

- The goals and objectives of the activity
- The assignment of chaperoning duties and/or students to chaperones, keeping in mind any specific student issues (medical, behavioral, etc.)
- Communication/notification to parents detailing the specifics of the trip, including trip cancellation information
- That specific medical concerns have been identified and planned for (specific responsibilities, emergency procedures, precautions)
- Communication procedures between chaperones, coordinators, transportation, and the school
- The coordination of supervision in public rest rooms. Students in the elementary grades should be accompanied by a district chaperone when using public rest rooms
- Emergency procedures

Q. How many chaperones should accompany the class?

A. The building principal will determine the number of chaperones based on the age of the students and the nature of the trip.

Q. May students be unsupervised during trips?

A. Depending on the nature of the trip and age of the students, it may be reasonable for students to be out of the view of chaperones for periods of time. If this is the case, additional guidelines need to be followed:

- Checkpoints and a schedule for student “check-in” needs to be established
- Assign chaperones to specific duties, such as manning checkpoints, rest rooms or roaming supervision, during the time students are unsupervised
- Students need to be made aware of:
 - The times and locations of their checkpoint responsibilities
 - Specific academic responsibilities as described in the coordinators lesson plan
 - Where chaperones/coordinators will be located and what to do in case of emergency

Q. How do I arrange transportation for a trip?

A. Your first step is to contact the transportation office and find out if buses are available the date and time of your trip. Once your supervisor has approved the trip, the proper transportation request forms should be submitted to the transportation office. This should be done as far in advance of your trip as possible – but no later than two weeks prior to the trip.

Q. Is there a cost for buses?

- A. It depends on the date and hours of the trip and how many buses you need. The transportation office can provide this information for you.
- Q. I need coach buses for a trip I'm planning. Are there special arrangements for this?**
- A. Yes – Provide the transportation office with an itinerary for your trip so they may obtain quotes from bus companies. This should be done in the planning stages of your trip. Again – think ahead! The further in advance you plan, the better chance you have of buses being available, especially for Spring trips!
- Q. Can students be charged a fee for trips?**
- A. Yes. Students can be expected to contribute to the cost of the trip.
- Q. May students provide their own transportation to or from an activity?**
- A. If alternative transportation is to be provided, the arrangements must be approved by the building principal or their designee prior to the field trip. The student must be signed in and out using standard building procedures. Forms must be provided by the teacher.
- Q. Can staff provide medication to a student on a field trip if necessary?**
- A. Yes – in specific circumstances. This area is addressed in detail in the “Student Health Services” section of this document. *Should you have students that require medication during the school day, be sure to consult with the building nurse well in advance of field trips!*

SEXUAL HARASSMENT

The Board of Education is committed to the principle that all students are entitled to equal opportunity and equal treatment in the classroom, on or about school grounds, or in any situation subject to the district's control. The Board is committed to providing all students with a learning environment free from all forms of sexual harassment. Similarly, the Board is committed to the principle of equality in the workplace and to safeguarding the rights of all employees of the school district to work in an environment free from all forms of sexual harassment.

The Board condemns all behavior of a sexual nature, staff to staff, student to student, and student to staff, whether during or after school hours. The Board acknowledges that such conduct is illegal and violates the civil rights of an individual.

Below are some commonly asked questions and answers regarding sexual harassment of employees and students. Policy and Regulation regarding sexual harassment is available at each school building to students, staff, parents, and community members upon request.

Q. What is sexual harassment?

A. Sexual harassment is behavior designed to gain submission to sexual conduct. It can originate from a person of either sex and may be directed against persons of the same sex or opposite sex. Sexual harassment can occur between staff, staff and students, and students.

Q. Is sexual harassment just a physical touch in an inappropriate manner?

A. No. Sexual harassment can be inappropriate physical contact, but may also be verbal or psychological in nature. It may manifest itself in the creation of a hostile or embarrassing environment, through the telling of off-color or obscene stories or jokes, and the use of profane language.

Q. What do I do if I feel I've been sexually harassed?

A. Report the incident to your immediate supervisor as soon as possible. Should your supervisor be the alleged harasser, the report should be made to the next level of administration.

Q. What do I do if a student reports a sexual harassment complaint to me?

A. Escort the student to the principal's office as soon as possible. Superintendent's Regulation provides specific procedures for administration to follow in investigating such complaints.

It may occur that the student does not want to tell anyone else about his or her complaint and refuses to meet with the principal. In such cases, it is still important for staff to report the information.

Never tell a student that you won't tell anyone about his or her complaint.

Q. What do I do if I observe a student being sexually harassed?

A. Report the incident to the building principal as soon as possible. Also keep in mind that sexual harassment by a student is specifically noted as 'prohibited student conduct' in the Code of Conduct, and subject to disciplinary action.

CHILD ABUSE

Pursuant to NY State Social Services Law, all professional staff are considered “mandated reporters”. As such, professional staff are required to report suspected child abuse or maltreatment when, in their professional roles, they are presented with reasonable cause to suspect child abuse or maltreatment.

Similarly, pursuant to Education Law 23-B, professional staff are required to report all allegations of child abuse by an employee or volunteer in an educational setting.

Q. What should I do if I suspect a child is being abused or maltreated?

- A. Should child abuse/maltreatment be suspected, the staff member must:
1. Access the “Suspected Child Abuse/Maltreatment Initial Report” form available at the general office of each school. On this form you will find the necessary contact information and steps to be followed. A copy is also available in this document as Appendix B.
 2. Immediately contact via telephone the NY State Child Protective Services Central Register pursuant to the instructions on the form. Every effort should be made to conduct this call in the presence of the building principal and/or AP/executive assistant. When not feasible, the reporter MUST advise the Superintendent’s Office by telephone after the report is called in.
 3. Complete the form in duplicate and submit it to the building principal. Both reporter and principal should sign and date both forms. Each individual should retain one copy for his or her records.
 4. Remain accessible to the building principal for any subsequent correspondence with CPS.

Q. Who is responsible for investigating allegations of child abuse?

- A. Child Protective Services is required to investigate the case, and will certainly look to be in contact with you and the principal for further information. Depending on the facts of the case, the building principal may also be required to conduct an investigation for allegations of abuse/maltreatment occurring in an educational setting.

Q. Is my report confidential?

- A. Your identity will not be disclosed to anyone other than District officials involved in the investigation, CPS or law enforcement authorities involved in the investigation, or as expressly authorized by law or a court-ordered subpoena. The district takes all available steps to maintain the confidentiality of staff in this regard.

Q. Can I be sued for reporting suspected abuse?

- A. No. A mandated reporter who makes a report with earnest concern for the welfare of a child is immune from any civil liability that might result.

Q. What if I fail to report?

- A. Mandated reporters who willfully fail to report suspected child abuse can be charged with a criminal offense.

Q. Where can I find out more about my responsibilities as a mandated reporter?

- A. The New York State Office of Children and Family Services offer a summary guide for mandated reporters. Contact the administrative team in your building for copies of this document, as well as more information regarding child abuse in an educational setting.

For further information, please also refer to the Board’s policy and Superintendent’s Regulation regarding Child Abuse and Maltreatment, included in this manual.

STUDENT ATTENDANCE

In November of 2001, Section 104.1 of the Commissioner's Regulations was amended by Commissioner Mills and the Board of Regents, requiring each school district in the state to adopt a comprehensive student attendance policy.

Information regarding required elements of the policy was prepared by the State Education Department and reviewed by district officials and our school district attorneys.

It is also important to note that, although the Attendance Policy provides clear direction, each building will develop unique procedures for managing student attendance. We strongly encourage you to read the policy in its entirety and contact your administrative team should you have any questions.

Q. What is the purpose of the Attendance Policy?

A. The overarching goal of the Commissioner's Regulation and our Board of Education policy is to reduce the number of unexcused student absences, encourage full-day attendance by all students, maintain an adequate attendance record-keeping system, identify patterns of student absence and develop effective intervention strategies to improve school attendance. The implementation of the SASI student management system greatly assists us in achieving these goals by aiding us in the compiling of accurate data and identifying areas of concern.

Q. What absences are considered excused and unexcused?

A. Tardy/Excused Absence

If a student is tardy, departs early or is absent from school for all or part of the school day, the student's parent/guardian must provide a reason in writing for this absence. The building principal or his/her designee shall determine whether the absence is considered excused or unexcused using the following reasons.

- Illness of student
- Serious illness or death in the student's family
- Unsafe travel conditions
- Religious observance
- Doctor appointment
- Quarantine or chronic/extended illness or disability
- Required appointments with court, social service agencies, or other state agencies that cannot be scheduled outside of school hours
- Approved college visit
- Approved cooperative work program
- Out of school suspension
- Approved school sponsored trips and activities

B. Days of Religious Observance

Students may be excused on days of religious observance upon receipt of a signed, written request from the parent. The school district will see that students who stay at home to meet religious obligations are guaranteed the freedom to do so and that students who attend school will be offered regular uninterrupted instruction. Work is to continue in classes at all levels and students who are absent are required to make up the work, with the assistance of the teachers in those classrooms.

Q. Are there any consequences for an unexcused absence?

A. Yes. Students can be disciplined in accordance with the Code of Conduct for unexcused absences. In addition, only those students with excused absences may be provided the opportunity to make up a test and/or turn in a late assignment for inclusion in the calculation of the academic performance portion of their grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question.

Q. What if a student feels they have been given an unexcused absence in error?

A. An appeal regarding the determination of an absence as excused or unexcused may be made in writing by the student's parent(s) to the building principal or their designee. If corrections are warranted, they will be made immediately and appropriate staff will be notified.

Q. Are family vacations excused absences?

A. No. The District stresses academic rigor and expects full-day attendance by all students. Absences due to family-oriented activities undermine the ethos of academic commitment and will disadvantage the student, as work will be interrupted.

Carefully review the entire Board policy and Superintendent's Regulation in Appendix A of this manual to get a complete understanding of the expectations of students and staff in regard to student attendance.

Q. Are pull-outs and field trips considered absences?

A. Since the student is participating in a school-sponsored activity, they are not considered absent from school. Faculty should, however, hold students accountable for work missed in these circumstances. It is the student's responsibility to consult with their teachers regarding missed work for any and all classes not attended.

Additionally, in accordance with Attendance Regulation, pull-outs must be approved in advance by building administration or by both the staff member requesting the pull-out and the staff affected

APPENDIX A

BOARD POLICIES & SUPERINTENDENT'S REGULATIONS ESSENTIAL FOR FACULTY

POLICIES & REGULATIONS DEFINED

Similar to State and Federal law, District policies and regulations establish goals and objectives that govern the day to day operations of a school district. In defining the difference between policies and regulations, it is appropriate to include other rules and directives that affect our schools.

The following definitions represent the chain of regulatory language that govern school systems. While not all-encompassing, these examples should provide staff a basic understanding of the relationship between law, Commissioner's regulations, Board policy, Superintendent's regulation, and building procedures:

Federal & NY State Law

- Created by Federal & State legislators, laws are the most overarching of all regulatory language.
- Examples include the Family Educational Rights & Privacy Act (FERPA), Public Health Law regarding required immunizations, and No Child Left Behind (NCLB).

NY State Education Commissioner's Regulation

- Created by the State Commissioner of Education, Commissioner's Regulations are established to further define the governance of State and Federal laws, as well as directives of the NY State Board of Regents. No Commissioner's Regulation can override State or Federal law.
- Examples include Part 200 Regulations governing special education and Part 80 Regulations governing teacher certification.

Board of Education Policy

- Policies are developed by Boards of Education to institute goals and objectives for their school district, as well as to establish clear expectations for managing the district. They are also established to provide guidance for the implementation of laws and Commissioner's Regulations. No Board policy can override law or NY State Commissioner's Regulation.
- Examples include policies established by the Board for the public use of facilities, curriculum development, textbook adoption, as well as the Code of Conduct.

Superintendent's Regulation

- The Superintendent of Schools will establish regulations for the implementation of certain Board of Education policies. While policies are designed to be overarching and goal-oriented, Superintendent's Regulations are more specific and define the day-to-day management of those policies. No Superintendent's Regulation can override law, NY State Commissioner's Regulation, or Board Policy.
- Examples include Field Trips & Excursions Regulation, Student Health Services Regulation, and Library Materials Selection Regulation.

Building Procedures

- Building procedures are established by building and department administration to manage the regular operations of the school building. No building procedure can override any of the aforementioned laws, regulations, or policies.
- Examples would include procedures established by the building principal for student arrival and dismissal and for the submission of field trip requests.

APPENDIX B
Herricks Public Schools

Suspected Child Abuse/Maltreatment Initial Report Form

All professional staff are required to report suspected child abuse or maltreatment. This report must be filed when, in their professional roles, professional staff are presented with reasonable cause to suspect child abuse or maltreatment.

Should child abuse/maltreatment be suspected, the staff member must:

- 1. Immediately contact via telephone the NY State Child Protective Services Central Register pursuant to the instructions on the reverse. Every effort should be made to conduct this call in the presence of the building principal and/or assistant/vice principal. When not feasible, the reporter MUST advise the Superintendent's Office by telephone.**
- 2. Complete this form submit it to the building principal. Both reporter and principal should sign and date the form. Each individual should retain one copy for his or her records.**
- 3. Remain accessible to the building principal for any subsequent correspondence with CPS.**

Following steps 1 & 2, all subsequent administration necessary by the report shall be managed by the building principal with the assistance and input of the reporter.

Depending on the facts of each case, reporting staff may need to complete additional written information and/or be involved in subsequent investigations. Reporter confidentiality will be provided to the greatest extent allowable by law.

Name of child	
Date of report	
Name of reporter	
Title of reporter	
Reporter's relationship to child (i.e. teacher, counselor, etc.)	
Date suspected abuse was noticed	
Time of day suspected abuse was noticed	

Please use the space below to provide details of the suspected abuse or maltreatment. Be sure to include information that clearly explains the reasons for suspicion along with details regarding the nature, location and degree of any visible injuries. If more space is required, please attach additional sheets.

--

Signature of Reporter _____ **Date** _____

Signature of Principal _____ **Date** _____

CHILD ABUSE
Procedures for Reporting in Accordance with
Social Services Law

New York State Social Services Law §413 et seq., sets forth the requirements for reporting suspected cases of child abuse or maltreatment. School officials include: teachers, school nurses, school guidance counselors, school psychologists, school social workers, administrators, coaches or other school personnel required to hold a teaching or administrative license or certificate.

The following procedures shall be followed in fulfilling these requirements:

- **When a staff member suspects a child is being abused/maltreated:**
 1. Immediately contact the NY State Child Protective Services Central Register. Every effort should be made to conduct this call in the presence of the building principal and/or assistant/vice principal. When not feasible, the reporter **MUST** advise the Superintendent's Office by telephone.
 - **Mandated Reporter – (800) 635-1522**
 - **Public Hotline - (800) 342-3720**
 2. Complete the Suspected Child Abuse/Maltreatment Initial Report Form
 3. Remain accessible to the building principal for any subsequent correspondence with CPS.

APPENDIX C

Herricks Public Schools Payroll Schedule for 2023-2024

12 Month	10 Month	Time Sheets		Pay Date
		Period Covered (A)	Due Date to Payroll Dept (B)	
1		6/16/23 - 6/30/23	7/3/2023	7/14/2023
2		7/1/23 - 7/14/23	7/17/2023	7/31/2023
3		7/15/23 - 7/31/23	8/1/2023	8/15/2023
4		8/1/23 - 8/15/23	8/16/2023	8/31/2023
5	1	8/16/23 - 8/31/23	9/1/2023	9/15/2023
6	2	9/1/23 - 9/15/23	9/18/2023	9/29/2023
7	3	9/16/23 - 9/30/23	10/2/2023	10/13/2023
8	4	10/1/23 - 10/13/23	10/16/2023	10/31/2023
9	5	10/14/23 - 10/31/23	11/1/2023	11/15/2023
10	6	11/1/23 - 11/15/23	11/16/2023	11/30/2023
11	7	11/16/23 - 11/30/23	12/1/2023	12/15/2023
12	8	12/1/23 - 12/13/23	12/13/2023 **	12/22/2023
13	9	12/14/23 - 12/31/23	1/2/2024	1/12/2024
14	10	1/1/24 - 1/12/24	1/16/2024	1/31/2024
15	11	1/13/24 - 1/31/24	2/1/2024	2/15/2024
16	12	2/1/24 - 2/9/24	2/9/2024 **	2/29/2024
17	13	2/10/24 - 2/29/24	3/1/2024	3/15/2024
18	14	3/1/24 - 3/15/24	3/18/2024	3/27/2024
19	15	3/16/24 - 3/31/24	4/1/2024	4/15/2024
20	16	4/1/24 - 4/11/24	4/11/2024 **	4/30/2024
21	17	4/12/24 - 4/30/24	5/1/2024	5/15/2024
22	18	5/1/24 - 5/15/24	5/16/2024	5/31/2024
23	19	5/16/24 - 5/31/24	6/3/2024	6/14/2024
24	20	6/1/24 - 6/14/24	6/18/2024	6/28/2024
		6/15/24 - 6/30/24	7/1/2024	7/15/2024

(A) - Time sheets should only be for work performed during the days in the period covered.

(B) - Properly approved time sheets must be submitted to the Payroll Department **by 1pm** on due date. Appropriate time should be given to allow for proper approvals as indicated on respective time sheet.

Time sheets for Athletic Dept, Summer Programs, Chaperones, etc. will be processed as received. Appropriate time should be given to those time sheets which must be approved by the respective Assistant Superintendent prior to processing by the Payroll Department.

Please note there may be a one pay period lag for pay changes to take affect following a Board of Education appointment.

* - First benefit deduction for September and 10 month employees.

APPENDIX D
Herricks School Board Policies (Revised for 2022-2023)

[0100 Equal Opportunity](#)

[0110 Sexual Harassment](#)

[0110 E1 Sexual Harassment Formal Complaint Form](#)

[0110 E2 Sexual Harassment Formal Appeal Form](#)

[0115 Dignity for All Students Act](#)

[2160 Board Member, School District Officers and Employee Code of Ethics](#)

[2160 E1 Code of Ethics for School Board Members](#)

[2160 E2 Board Members/Administrator Disclosure Statement](#)

[4526 Computer, Network, and Internet Acceptable Use](#)

[4526.1 Internet Safety](#)

[4526.1-R Internet Safety Regulation](#)

[4531 Field Trips and Excursions](#) (See Central Office for Field Trip Forms)

[4710 Grading Systems](#)

[5300 Code of Character, Conduct and Support](#)

[5464 Child Abuse in Educational Settings](#)

[Suspected Child Abuse/Maltreatment Initial Report Form](#) (Updated on NYSED)

[Child Abuse Procedures](#)

[8630 Computer Resources and Data Management](#)

[9520 Family and Medical Leave](#)

[9645 Disclosure of Wrongful Conduct](#)

[9715 Meals and Refreshments](#)

