



RIVERHEAD CENTRAL SCHOOL DISTRICT

Integrity

Creativity

Respect

EMPLOYEE HANDBOOK

2023-24

Website: www.riverhead.net

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RIVERHEAD CENTRAL SCHOOL DISTRICT

Integrity Creativity Respect

Mission Statement

The mission of the Riverhead Central School District is to inspire and academically empower all students to become tomorrow's leaders by: developing their unique gifts and potential; providing an environment that fosters integrity, creativity, and respect; and ensuring that our students become successful, contributing citizens in a global community.

Vision

Inspiring students to become adaptable, resilient, and successful contributors to an ever-changing world

District Beliefs

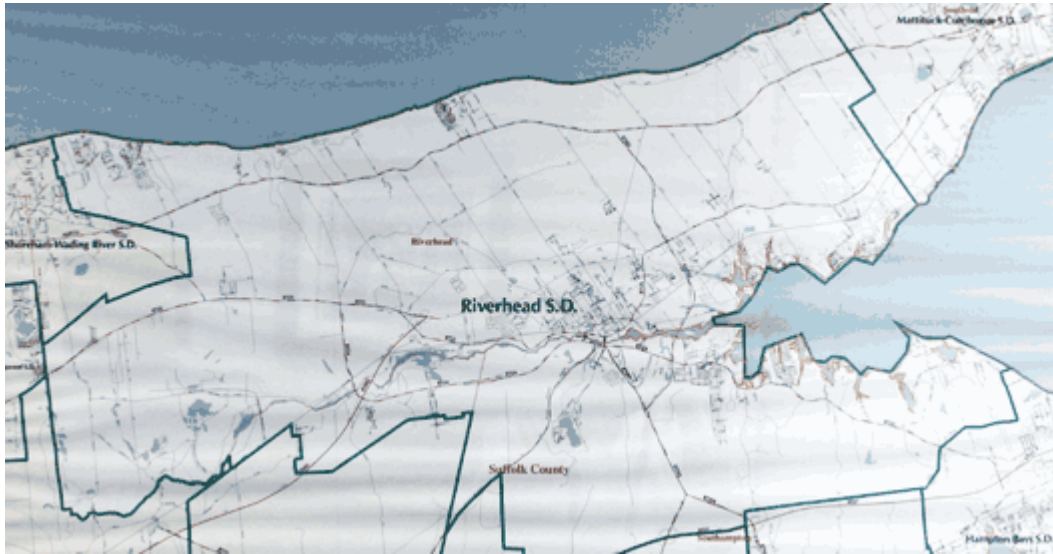
- All members of our school community deserve respect
- Decisions must be made in the best interest of each child
- Positive relationships are the key to student success
- All students are entitled to a rich, challenging curriculum in a safe, nurturing educational environment
- All students deserve to be educated by innovative, dedicated and caring educators • Access to resources that support positive student outcomes must be provided
- Clear, consistent communication and transparency is integral to our school community's success

Major Goals

- Student Academic Success - Increase student growth and achievement
- School District Culture - Build and nurture a safe, secure, trusting and respectful environment for students, staff and families
- Family and Community Engagement - Expand family and community engagement and connections across the district
- Social-Emotional Support - Enhance social-emotional support, learning and well-being for students and staff
- Facilities - Improve facilities to support student learning

Riverhead Community

Riverhead Central School District, located on Long Island, 80 miles from New York City, is 81 square miles in size and is in the largest of Suffolk County's five eastern townships. Included are 68 square miles in the town of Riverhead, 10 square miles in the Town of Southampton, and 3 square miles in the town of Brookhaven. The district comprises seven schools from kindergarten through high school: four elementary schools, one intermediate school, one middle school and one senior high school. The population of Riverhead Town is in excess of 25,000. Riverhead is in the Suffolk County seat of government.



District Data

The District provides for the educational needs of children from pre-kindergarten through grade twelve. Included among the District's educational offerings are: a comprehensive program for children with handicapping conditions, large community volunteer programs, a bilingual program, before and after-school academic enrichment programs and extra help for students.

Board of Education

Colin Palmer	President
Brian Connelly	Vice President
Virginia Healy	Trustee
Erica Murphy	Trustee
Cynthia Redmond	Trustee
James Scudder	Trustee
Mathew Wallace	Trustee

The Board of Education is the authorized state agency responsible for setting educational policy in the district. It consists of seven members. They serve three-year terms and receive no salary or other financial compensation.

The regular monthly business meetings of the Riverhead Central School District Board of Education will be held on the second and fourth Tuesday of each month at 7:00 p.m. in the Riverhead High School Auditorium, 700 Harrison Avenue, riverhead NY (unless otherwise specified.)

Prior to the start of each regular meeting, the Board will convene in executive session at 6:15 p.m. in the Riverhead High School Music Room 123, 700 Harrison Avenue, Riverhead to discuss personnel and other executive item matters

GENERAL INFORMATION

General Disclaimer

This handbook is a general guide to the policies, practices, and benefits in the Riverhead Central School District. Neither this handbook nor any other communication or practice creates an employee contract or gives any employee special rights or privileges.

Riverhead Central School District 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.

Accident Reports

All accidents occurring in a classroom, on school property, or on buses, regardless of seriousness, must be reported to the school administration as promptly as possible. A written report must be filed with the school nurse.

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, in turn, dispatch District security and the Police to the site. For the purpose of maximum security and for effective operation of the alarm system, your cooperation is absolutely necessary.

Asbestos -AHERA

AHERA (Asbestos Hazard Emergency Response Act of 1986) is a federal law enacted in 1987. The law required all school districts to inspect the district's buildings for asbestos-containing materials.

The District continues to maintain its Asbestos Management Plan (**AMP**) which documents all performed or planned asbestos related inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities within the school district. A copy of this AMP is available for your review and or inspection at the District's Facilities Office.

Attendance

Employees are expected to sign in and out every day, and report their time accurately. Employees should confirm the location of the sign in sheets with their supervisor. Employees are expected to report their absences to their supervisor and enter on the Frontline system.

Bargaining Units

There are five bargaining units within the Riverhead Central School District.

Riverhead Administrators Association (RAA)

Riverhead Central Faculty Association (RCFA)

Riverhead Teaching Assistants Association (RTAA)

Riverhead Central School District Non-Instructional Unit, Civil Service Employees Association, Inc. (CSEA)

Riverhead School Teacher Aide Unit, Civil Service Employees Association, Inc. (RSTA)

Change in Contact Information

It is the employee's responsibility to come to the District Office and report a change of address and/or telephone number. The forms that the employee will need to complete will be dependent upon the employee's individual situation (benefits, retirement system etc.); therefore, the employee needs to come to the District Office. Forms will not be sent to the employee.

Code of Character, Conduct and Support

The Riverhead Board of Education is committed to providing a safe, supportive and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference.

The school district is committed to:

- ensuring each student is healthy, safe, engaged, supported and challenged;
- helping students develop self-discipline and social and emotional growth; and
- guiding students in improvement and corrections of inappropriate, unacceptable and unsafe behaviors.

Responsible behavior by students, teachers, other district personnel, parents and other visitors is expected, as it is essential to achieving this goal. For this to happen, everyone in the school community must demonstrate and offer respect to others.

With the recognition that all children make mistakes and that this is part of growing up, schools must help all students learn to grow from their mistakes. School discipline policies should support students and teachers and ensure that everyone is treated with dignity and respect.

Student engagement is also integral to creating a positive school climate and culture that effectively fosters students' academic achievement and social/emotional growth. Providing student with multiple opportunities to participate in a wide range of pro-social activities and at the same time to develop a bond with caring, supportive adults reduces negative behavior. Examples can include: providing students with meaningful opportunities to share ideas and concerns and participate in school-wide initiatives; student leadership development; periodic recognition of student's achievements in a range of academic and co-curricular areas; using corrective feedback; and developing school-wide positive behavior systems.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board of Education recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible developmentally appropriate, graduated consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly, keeping in mind that goal is not to penalize, but to teach students there are consequences to actions and choices. To this end, the Board of Education adopts this Code of Conduct ("code") which is based upon education laws, regulations and Board policies.

Unless otherwise indicated, this Code applies to all students, school personnel, parents and other visitors when on school property or attending a school function, or participating in remote or distance learning regardless of location.

The Code of Character, Conduct and Support in its entirety can be found on www.riverhead.net under Resources

Delayed School Openings & Closings

Sometimes weather conditions are such that a delayed opening is preferable to closing school for the entire day. The purpose of a delayed opening is to provide additional time for the clearing of roads and facilities, as well as to provide staff and students additional commuting time, as it is anticipated it will take longer than usual to travel safely. Although the start of classes and student arrival is delayed, it is the expectation of the District that non-instructional 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.

When a decision to delay or close school is reached, announcements will be made on Channel 12 News, the district's website and on the following radio stations:

WRIV	1390 AM
WLNG.....	1600 AM..... 92.1 FM
WRCN	103.9 FM
WALK.....	1370 AM..... 97.5 FM
WBAZ.....	102.5 FM
WBLI	106.1 FM
WBAB	95.3 FM

Automated calls are made to all staff and students in the event that school is closed or being delayed. It is the employee's responsibility to update the Personnel Department with any phone number changes.

Drug Free Workplace

The Board of Education prohibits the illegal, improper or unauthorized manufacture, distribution, dispensing, possession or use of any controlled substances in the workplace. "Workplace" shall mean any site on school grounds, at school-sponsored activities, or any place in which an employee is working within the scope of his/her employment or duties. "Controlled substances" shall include all drugs which are 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 foods or beverages.

The Superintendent of Schools or his/her designee shall implement related regulations which outline the requirements of the federal Drug-Free Workplace Act of 1988.

Employees are not to report to work under the influence of alcohol or drugs. Employees who are suspected of being under the influence of alcohol or drugs will be sent home once transportation is secured. They will face disciplinary action upon their return to work. Refer to Board Policy 9320. To obtain a copy of a Board Policy, contact the District Clerk, Lisa Rheume at 369-4724.

Computer Resources and Data Management

The Board of Education recognizes that computers are a powerful and valuable education and research tool and as such are an important part of the instructional program. In addition, the district depends upon computers as an integral part of administering and managing the school's resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. Board

policy 8630 outlines the Boards expectations in regard to these different aspects of the district s computer resources.

All users of the district s computer resources must understand that use is a privilege, not a right, and that use entails responsibility. Users of the district s computer network must not expect, nor does the district guarantee, privacy for electronic mail (e-mail) or any use of the district s computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district s computer network.

To obtain a copy of a Board Policy, contact the District Clerk, Lisa Rheaume at 369-4724.

Hourly Employees

All hourly employees are required to submit a time sheet to the building secretary at the end of each pay period for processing in order to be compensated on the next scheduled pay period.

Jury Duty

A permanent 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 Personnel Department.

Leaves of Absence

Leaves of absence are granted at the discretion of the Board of Education. To obtain information on leaves of absence employees should contact the Personnel Department 369-7157.

Licenses and Certification

For positions that require specific licenses and/or certification it is the employee's responsibility to maintain. It is also the employee's responsibility to send copies of licenses and/or certifications to the Personnel Department. Employees are advised that lapsed certification or license may be cause for termination of employment. Questions regarding specific licenses or certification should be addressed to the Personnel Department at 369-7157.

Maternity/Child Care

To obtain information on maternity and child care leaves of absence, employees should contact the Personnel Department 369-7157.

Meetings

Attendance is required at scheduled staff meetings called by the Principal for his/her school, or the Supervisor for his/her staff, or by the Superintendent or his/her designee. Every attempt will be made to be considerate in the scheduling of these meetings.

News Media Relations

The Board of Education Invites and welcomes the active participation of all forms of mass media, print and electronic, in educating the public and improving education within the District and the wider community. The Board and Superintendent will make every reasonable effort to cooperate with the media by providing accurate information about District operations, to the extent permissible by statute and regulation.

The Superintendent of Schools Is designated as the spokesperson for the District. All staff intending to release information to the media should first notify the Superintendent. The Superintendent of Schools shall establish all necessary procedures to govern day-to-day interactions between the

schools and the news media. Refer to Board Policy 1130. To obtain a copy of a Board Policy, contact the District Clerk Lisa Rheaume at 369-4724.

Private Property

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.

Publications

In reference to publications such as middle school or 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.

Purchasing

The purchase of goods and supplies must be authorized first by the Building Administrator. Items must be ordered through an approved requisition that is sent to the Business Office. Please contact the Purchasing Department at 369-8565 for any questions. Only the Purchasing Agent of the school district is authorized to obligate district funds.

Resignations

Employees who desire to terminate their employment with the District are requested to submit to the Personnel Department a written notice of resignation.

Retirement

Employees who are planning to retire should notify the Personnel Department as soon as possible. The Personnel Department will prepare a "retirement work-up" which will outline the retirement benefits provided by the District in accordance with the applicable collective bargaining agreement.

Safe Work Place

In order to ensure compliance with all applicable OSHA regulations, it is imperative that no chemical containing items be brought in from home. This would include, but not limited to: dish soap, hand soap, glues, window cleaners, polishers, computer cleaners, pesticides, etc. The only items that are permitted in class, bathrooms and faculty rooms are those issued through the Riverhead Central School District. Employees should contact their building administration or their supervisor with any concerns.

School Hours

Riverhead High School	7:15 a.m. - 2:01 p.m.
Riverhead Middle School.....	8:00 a.m. - 2:40 p.m.
Pulaski Street School	8:30 a.m. - 2:45 p.m.
Aquebogue School.....	9:25 a.m. - 3:40 p.m.
Phillips Avenue School.....	9:25 a.m. - 3:40 p.m.

Riley Avenue School..... 9:25 a.m. - 3:40 p.m.
Roanoke Avenue School..... 9:25 a.m. - 3:40 p.m.

Sexual Harassment of Employees

The Board is committed to providing a working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events, including those that take place at locations outside the district, or outside the work setting if the harassment impacts the individual’s employment in a way that violates their legal rights, including when employees and “non-employees” travel on district business, or when harassment is done by electronic means (including on social media). For employees, sexual harassment is considered a form of employee misconduct. Sanctions will be enforced against all those who engage in sexual harassment or retaliation, and against supervisory and managerial personnel who knowingly allow such behavior to continue.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation. If the complainant reports that they feel unsafe at work due to the nature of the complaint, the district will determine if accommodations need to be made until the issue is resolved.

Employees who believe they have subjected to sexual harassment are to report the incident to their immediate supervisor. Should the supervisor be the alleged harasser, the report shall be made to the Assistant Superintendent of Human Resources and Elementary Education, 591-5921 Incidents of sexual harassment may be reported informally or through the filing of a formal complaint.

All reports of sexual harassment will be held in confidence subject to all applicable laws and any relevant provisions found in the district’s collective bargaining agreements and Board of Education bylaws. Procedures consistent with federal and state law shall be employed in handling any report, investigation and remedial action concerning allegations of sexual harassment: Refer to Board Policy 0110.2. To obtain a copy of a Board Policy, contact the District Clerk, Lisa Rheame at 369-4724.

Sick Days. Vacation Days and Personal Days

These days vary according to the employee’s work year (10-month or 12-month) and collective bargaining agreement. When using sick, personal, or vacation days the employee is required to report his or her absence on Frontline (Aesop) and to complete the appropriate form. Forms are available in each building or contact the Personnel Department. Employees anticipating an extended absence due to medical reasons should contact the Personnel Department at 369-7157.

Sick Bank Leave

Some of the collective bargaining agreements contain Sick Bank Leave provisions which members can apply for after all accumulated sick time has been exhausted. Employees anticipating an extended absence due to medical reasons must contact the President of the Association and the Personnel Department at 369-7157.

Smoking and Other Tobacco Use on School Premises

Due to the health hazards associated with smoking, and in accordance with federal and state law, the Board of Education prohibits smoking and all other tobacco use, and use of an electronic cigarette or e-cigarette, in all school district buildings, on school grounds, and in any vehicle used to transport children or personnel. Smoking or tobacco use is also prohibited within 100 feet of all school entrances, exits and outdoor areas, except where that is a residence or residential property. Electronic cigarette or e-cigarette means an electronic device that delivers vapor which is inhaled by an individual user (including vaporizers, vapor pipes, and vape pens), and shall include any refill, cartridge and any other component of such a device. . Refer to Board Policy 1530. To obtain a copy of a Board Policy, contact the District Clerk, Lisa Rheame at 369-4724.

Snow Emergency Make-Up) Days

The Board of Education reserves the right to revise the school calendar if additional emergency closings are required. If the district is forced to close for emergency reasons, Emergency closing will be made up in the following order: March 28, 2024, May 28, 2024.

Solicitations

To protect the staff from unwarranted interruptions, solicitation of employees for commercial purposes is prohibited. Employees who are approached by solicitation agents should please refer all such matters to the Building Administration immediately.

Title IX of The Education Amendments Of 1972

The District does not discriminate on the basis of race, color or national origin in the employment and educational opportunities it offers including vocational educational opportunities. Also, as required by Title IX of the Educational Amendments of 1972, the Riverhead Central School District, does not discriminate on the basis of sex in the educational programs or activities it provides (including vocational programs), appointment of employees, employment pay and benefits, counseling services for students, access by students to educational programs, course offerings, textbooks and student activities.

The Title IX Coordinator will provide information to any student or employee who believes that her or his rights under Title IX may have been violated by the District or its officials. The Title IX Coordinator is Lori Koerner, Assistant Superintendent of Human Resources and Elementary Education, 591-5921. In addition, any student or employee may make an inquiry or a complaint directly to the Federal Office of Civil Rights.

PAYROLL & BENEFITS

Assignment of Wages. Garnishes, Etc.

Periodically, the Payroll Department 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.

Change in Income Tax Withholding

For Federal and State Withholding forms contact the Payroll Department at 369-6709.

Change in Other Deductions

Please contact the Payroll Department at 369-6709.

Compensation for Extra Activities and Overtime

Payment for extra-compensatory assignments and overtime will be made on payroll dates during the school year upon the submission of a time sheet. The employee should complete all sections on the time sheet including payroll number and signature. Completed time sheets should be submitted to the payroll department within ten (10) days of work.

Health & Dental Insurance

Full time employees are eligible for participation in various insurance programs, according to contractual provisions. Employees contribute a percentage of the insurance premiums, based on their unit's collective bargaining agreement. Plan rates are subject to change on January 1st of each year. The employee is responsible to contact the employee benefits department at 369-6704 with any changes that may affect insurance coverage. In order for newly acquired dependents to receive full coverage from date of marriage or date of birth, the employee is responsible for reporting the family status change within thirty (30) days to the Employee Benefits Department.

In an effort to help control these costs, the New York State Civil Service Department will be periodically verifying coverage and coordinating benefits. It is important that all employees 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.

Holidays for 12-Month Employees

Independence Day	July 4, 2023
Labor Day	September 4, 2023
Columbus Day	October 9, 2023
Veterans Day	November 10, 2023
Thanksgiving recess	November 22, 23, and 24, 2023
Christmas Recess	December 25 and 26, 2023
New Year's Recess	December 29, 2023 and January 1, 2024
Martin Luther King, Jr. Day	January 15, 2024
Presidents' Day	February 19, 2024
Good Friday	March 29, 2024
Memorial Day	May 27, 2024
Juneteenth	June 19, 2024

Tax Sheltered Annuity

All employees have the option of participating in a tax-sheltered annuity program (403B plan and/or 457 plan). The Omni Group is the Third-Party Administrator for such plans. Employees are required to choose a service provider listed on the Omni website at www.omni403b.com. In order to view all of the service providers proceed to the following steps: From the home page select "Employers"; scroll down to the bottom left of the screen; select New York for the Emp State field and type in Riverhead CSD for the Emp Name field.

Workers' Compensation

If you are injured in the performance of your duties at Riverhead Central School District immediately notify the nurse in the building and principal or supervisor. They will complete an Accident/Incident Report. It is extremely important to answer ALL of the questions completely, have it signed by your principal or supervisor, and send it to the Benefits Department immediately.

Instructional Employees

Cash in School Buildings

Department Directors and Building Principals will establish procedures, in cooperation with the Business Office to safeguard all cash received in their programs. Building Principals are to make arrangements that shall minimize the amount of cash retained in the buildings. It shall be his/her responsibility to make sure that any small sums of money retained in a building are adequately secured. Funds collected must be forwarded to the Business Office for deposit.

Teacher Certification & Professional Licenses

It is the employees' responsibility to maintain appropriate teaching certification(s) and professional licenses. Professional employees are advised that lapsed certification may be cause for termination of employment. Questions regarding certification should be addressed to the Personnel Office at 369-7157 or refer to the NVSED Office of Teacher Certification and Licensing of Teacher Certification website at: <http://usny.nysed.gov/teachers/teachercertlic.html>.

Classroom Security & Safety

At the conclusion of each school day, teachers should log off computers, 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, and refrigerators, in all areas other than faculty, lunch or coffee rooms is prohibited. Electric space heaters are never permitted.

Field Trips and Excursions

The Board of Education recognizes the desirability of providing off-campus experiences that will enhance the educational program of the school system. It is the objective of the District that every child will participate in a variety of field trips during his or her years in the Riverhead School System. These trips shall always be directly related to the curriculum and broaden the educational experience of each participant. Factors relevant in consideration of approval for such field trips shall include the relationship to the curriculum, the distance of the trip, the availability of supervisory personnel, the availability of transportation, the full cost involved (direct and indirect) to the District, weather conditions, and the full utilization of transportation. In order to make necessary transportation arrangement, all requests for field trips must be submitted to the appropriate building principal at least two weeks prior to the trip date. Refer to Board Policy 4531. To obtain a copy of a Board Policy, contact the District Clerk, Lisa Rheame at 369-4724.

Grade Books

A paper or electronic grade book issued to each teacher will be used to record student performance and progress. It is required that the grade book be detailed and specific as to student assessments and attendance for the year. At the end of the school year, grade books must be submitted in accordance with building procedures. It is imperative that the information in the grade book 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/mid-quarter appraisal 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.

Salary Advancement Procedure for Instructional Employees

My Learning Plan is utilized to track credits for salary advancements. In order to be eligible for salary advancements, all courses need to have District Office prior approval. Employees should refer to the RCFA collective bargaining agreement for more information and deadlines for salary advancements. For more information on My Learning Plan contact the Department of Curriculum and Instruction at 369-6714. For questions in regards to the collective bargaining agreement salary advancement process contact the Personnel Department at 369-7157.

Students

Administering Medication to Students

Neither the Board nor district staff members shall be responsible for the diagnosis or treatment of student illness. Except in cases of life-threatening emergency only a school nurse may administer medication.

Collection of Funds by Students

For the protection of staff and students both, the collection of funds for various purposes is not permitted without prior approval from the Business Office. Employees, who are contemplating projects, including class advisors and advisors of extracurricular clubs, must receive approval from the Building Principal or their designee prior to entering into commitments. Employees should then work with building administration in formulating a written request to the Business Office.

In the conduct of any authorized campaign for funds, no quotas may be set for students, including the comparison of student giving/collection against each other. In addition, donations must be entirely voluntary without any pressure. Class or extracurricular projects must be implemented without interrupting classroom activities. Funds collected must be forwarded to the business office daily for deposit.

Communicable Diseases

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to exclude students with contagious and infectious diseases, as defined in the Public Health Law, from attendance in school.

Dignity for All Students Act (DASA)

The goal of the Dignity for All Students Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate, and caring environment. The Dignity Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Property. Confiscation of Non-Educational and/or Dangerous & Illegal Materials

In accordance with the Code of Conduct, teachers may confiscate from student's material that can cause a disruption to the educational process, as well as any article that could be considered dangerous or illegal. Such articles should be given to the Principal or his/her designee who, in turn, will take the prescribed action. All employees must report to the building administration without delay the presence of any illegal or dangerous articles.

Suspected Child Abuse and Maltreatment Regulation 5460R

New York State Law (Child Protective Service Act of 1973, as amended) provides for reporting of suspected cases of child abuse by school personnel. All district employees, including building administrators, teachers, school nurses, doctors, psychologists and all other employees who come in contact with students are required to report all cases of suspected child abuse or maltreatment to the Statewide Central Register for Child Abuse and Maltreatment pursuant to procedures established by that agency. Every effort will be made to conduct such report in the presence of building administration.

Tutoring, Fees, & Royalties

Without prior approval from the Superintendent, instructional employees may not tutor for a fee any student who is, or has been for the current semester, a registered member of any of the instructional employee's classes.

School buildings, school property or school time may not be used for private gain. Any and every exception to these regulations requires the written authorization of the Superintendent's Office. Authorization for one school year must be renewed for a succeeding school year.