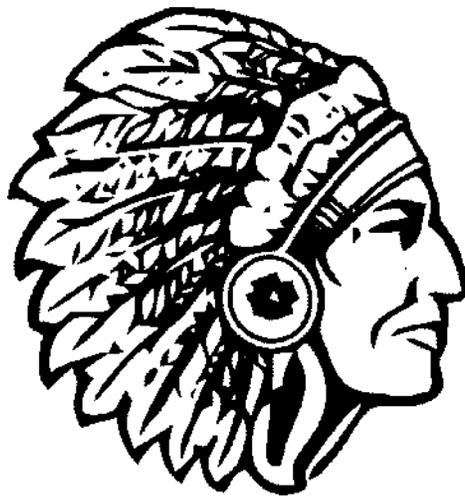


Candor Central School District

1 Academy Street

Candor, NY 13743

POLICY MANUAL



Candor Central School District Policy Manual

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Introduction:

The Policy Manual of the CCSD contains the required and recommended policies governing school districts in New York State.

This Policy Manual, adopted by the Board of Education in 2021, supersedes and replaces the Policy Manual adopted by the District in 1996 in its entirety.

Note: Hereinafter, Candor Central School District will be abbreviated to CCSD.

Candor Central School District
Policy Manual

Board Governance Section 1000

Board Member Authority 1010

Board members have no individual authority over school affairs. They have authority only when acting as a body duly called in session, with limited exceptions provided by law or by board resolution. Board members exercise their authority by voting in open sessions of Board meetings (except when a vote in executive session is authorized by law).

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Number of Members and Terms of Office 1020

The Board of Education of the CCSD consists of seven members. A full-term for Board Members is three years beginning July 1 following their election.

Members of the Board shall elect the President and Vice-President of the Board of Education at the annual organization meeting in July. The position of President and Vice-President shall have term limits of three consecutive years.

Duties of the President of the Board

The duties of the President of the Board shall be as follows:

1. To preside at all meetings;
2. To call special meetings he/she considers necessary or on request of one member of the Board;
3. To appoint committees with the advice of fellow Board members;
4. To act as an ex-officio member of all committees and as a voting member in the absence of a quorum;
5. To execute all documents on behalf of the Board;
6. To perform the usual and ordinary duties of the office;
7. To serve as the spokesperson for the Board when the Board is making a statement on an issue or appoint a designee to do so.

Duties of the Vice-President

The Vice-President shall assume all the duties of the President in his/her absence.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Nomination and Elections of Board Members 1030

Vacancies on the Board of Education are not considered separate specific offices. All such vacancies are filled on an "at large" basis. Therefore, nominating petitions must not describe any specific vacancy on the Board for which the candidate is nominated.

Voting in District elections is by electronic voting device with provisions made for the election by "write-in vote" of any candidate not previously nominated. In the event that electronic voting machines are not available or operational, the District will conduct the vote by paper ballot.

The hours of voting will be as designated by Board resolution, within the limits provided by law.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Voter Proof of Residency 1040

Every voter is required to provide one form of proof of residency in order to vote in any annual or special school district election or vote. Acceptable forms of identification must indicate the name and address of the voter. By way of example, the following are forms of proof, which are considered acceptable by the District:

- Valid driver's license;
- Non-driver identification card;
- Utility bill;
- Voter registration card.

The District Clerk decides any questions concerning the validity of the proof of residency presented.

Where a prospective voter presents no proof of residency or the proof offered is otherwise unacceptable, the individual will be permitted to vote only if he/she signs the declaration of voter eligibility stating that he/she is a qualified voter of the CCSD.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Submission of Propositions at Annual/Special District Meetings 1050

Voters may submit propositions to appear on the ballot at annual and special district elections/votes. All propositions must be submitted by petition to the District Clerk. Those petitions must be signed by at least 25 qualified voters, or five percent of the number of voters in the previous annual election of Board members, whichever is greater. Each qualified voter who signs the petition must also include the address of his/her residence. A separate petition is required for each proposition. Petitions must be filed at least 45 days before the vote. However, if the proposition must be included in the legal notice of the vote, the petition must be submitted to the District Clerk at least 75 days before the vote.

Propositions submitted in accordance with these rules and accepted by the Board of Education will be printed on the ballot.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Indemnification of Board Members, District Employees and Volunteers 1060

The Board hereby confers on District Board Members, School Officials (elected or appointed), District employees and volunteers (expressly authorized to participate in a publicly sponsored volunteer program) the benefits of Public Officers Law §188 and agrees to be held liable for the costs incurred under its provisions. These benefits shall supplement, and be available in addition to, defense or indemnification protection conferred by another enactment.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Annual Organizational Meeting 1070

The Annual Organizational Meeting is to be held within the first 15 days of July at a date, time and place set by Board resolution.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Appointed Board Officials 1080

The following is a list of Board Officials who are appointed annually by the Board during the Organizational Meeting:

District Clerk	Treasurer	Tax Collector
Independent Auditor	Claims Auditor	Extra-classroom Funds Auditor
Attorneys for the School District	External Auditor	Plan Administrator — Benefits Accounts
District physician	Insurance Broker and Consultant	Attendance Officer
Approval Officer for Certification of Payroll	Purchasing Agent	Section 504 Coordinator
Records Management Officer	Records Access Officer	Title IX Coordinator

These officials are ultimately responsible to the Board of Education. However, the day-to-day supervision of the person holding each position will be performed by the Superintendent of Schools and/or his/her designee. These officials are responsible for performing all the duties required of the position-holder by law or required by the Board of Education, the Superintendent or his/her designee.

The School Physician and School Attorney are also appointed by the Board during Organizational Meetings; however, they may not be appointed annually. The Board may enter into multi-year contracts with these appointees so long as the term of the agreement and its conditions are consistent with any applicable law and/or regulation. These officials will also be responsible to the Board and subject to the terms of their respective contracts.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Board Policies 1090

Board Policies are the governing statements of the District. They are, in essence, the laws of our school district.

Policy statements will be considered for adoption or — in the case of existing policies —change or rescission (collectively referred to as "policy changes") at the request of a Board member or the Superintendent of Schools. Except in the case of Board-designated emergencies, policy changes must undergo two readings before the Board in order to be approved. In other words, the Board must consider policy changes at two separate board meetings, having the opportunity to discuss the changes and to make modifications to them. If after the second reading the majority of the Board votes to approve the policy change, only then will it become effective.

Where the Board is confronted with what it deems to be an emergency situation, the Board may adopt a policy change upon a single reading. Whether a situation is an "emergency" will be determined by a majority of the Board.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Candor Central School District
Policy Manual

Community Relations Section 2000

Public Access to District Information 2010

The District provides public access for the inspection and copying of the District's public records, in accordance with state and federal law. As a general practice, the District requires advance payment not to exceed the expense of duplication (for example, the cost of electronic storage device used for duplication). However, copies of the District's public records may be provided without a fee or at a reduced fee when it is determined by the Board that a reduction is in the public interest. In assessing fee reductions, the Board or designee will consider the potential that the reduction will significantly contribute to public understanding of the District's operations and will consider the degree of commercial value to be gained by the person requesting a fee reduction.

Similarly, the District will provide public access for inspection and duplication of the District's public records maintained on audio, video, or similar media. Public access includes but is not limited to computer facilities, recordings, discs, videos, films, pictures, slides, graphics, and illustrations. The District requires advance payment for the actual cost of reproducing the record. Pursuant to New York Public Officers Law (section 87(c)), in determining the actual cost of reproducing a record, the District will include: 1) an amount equal to the hourly salary attributed to the lowest paid District employee who has the necessary skill required to prepare a copy of the requested record; 2) the actual cost of the storage devices or media provided to the person making the request in complying with such request; and 3) the actual cost to the District of engaging an outside professional service to prepare a copy of the record, but only when the District's information technology equipment is inadequate to prepare a copy, if such service is used to prepare the copy.

The cost of preparing a copy will not include search time or administrative costs. Moreover, no fee for employee time shall be charged unless at least two hours of a District employee's time is needed to prepare a copy of the record requested. A person requesting a record will be informed of the estimated cost of preparing a copy of the record if more than two hours of a District employee's time is needed, or if an outside professional service would be retained to prepare a copy of the record.

In order to facilitate public access to the District's public records, the Board will appoint a custodian of records. The custodian will be responsible for maintaining the District's public records as well as for assuring access to the District's public records. The identity, business address, and office telephone number of the custodian of records will be published annually and will be available at the District's administrative office.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Non-Discrimination 2020

No person in the CCSD will be unlawfully excluded from participation in, denied benefits of, or subjected to discrimination under any education program or activity, on the basis of sex, race, color, religion, national origin, political affiliation, marital status, sexual orientation, ancestry, age or disability or any other status protected by law.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Booster Clubs 2030

Booster clubs or other related organizations may be created to promote community support and to raise funds for specific school activities or programs. These groups must receive official Board approval and may not discriminate on the basis of sex, race, color, national origin, political affiliation, marital status, sexual orientation, ancestry, age or disability or any other status protected by law.

The Board requires that:

- Financial records be maintained and made available, upon request, for Board and/or public inspection;
- Fund raising activities, if students are directly involved, be approved in advance by the Superintendent; and
- Groups wishing to contribute adhere to the District's policy and regulations regarding the acceptance of gifts.

Violations to District policy or regulations may result in the dissolution of the club or organization.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Community Use of School Facilities, Property and Equipment, and Animals on School Grounds 2040

School Facilities

School facilities may be used during non-school hours by district residents for educational, cultural, social, recreational, civic and other legitimate purposes which are open to the general public. Use of facilities, however, will be subject to the conditions set forth in this policy and in regulations developed by the Superintendent.

District facilities are preserved for the benefit of the greater District community; only community-based groups and organizations (that is, groups which are located within the geographic area covered by the District) may be granted access to District facilities. However, the District reserves the right to make exceptions on a case-by-case basis, where the organization benefits the community as a whole (e.g., Red Cross).

School activities have priority over non-school uses of the buildings on any given date. It should be understood that school events may make it necessary to cancel or postpone previously approved applications.

When admission is charged, the proceeds thereof are to be expended for an educational or charitable purpose only. School facilities may not be used for meetings or activities which are under the exclusive control of, and the proceeds of which are to be applied for the benefit of, a secret society or religious sect. School facilities may not be used to distribute partisan literature on school issues or votes to students for their parents. Any use of school building/facilities for personal profit or advantage is not permissible.

The Board or their designee reserves the right to refuse permission for use of school facilities for purposes which it deems harmful to the building, the district as a whole, or against existing law. The Board also reserves the right to refuse permission for the use of school facilities to groups whose compliance with the Board's regulations for such use has been unsatisfactory in the past.

School Grounds and Equipment

All unauthorized use of school property and equipment is prohibited. The Superintendent will establish regulations for authorizing such use (e.g., application and authorization procedures, fees, insurance requirements, etc.) consistent with the following principles:

- All District property and equipment are to be used first to further the educational process of the District; any other use must not interfere with this educational process;
- Activities which might produce either hazard to people or damage to school property must be supervised by a responsible individual(s) and for instructional purposes only;
- All animals are prohibited from school grounds, athletic fields, or at public events, except as permitted by the building principal for instructional or safety purposes. Service dogs and properly identified service dogs in training will be exempt from the terms of this policy.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Constitutionally-protected Prayer in School 2050

The District does not prevent or otherwise deny participation in "constitutionally-protected prayer" in its elementary or secondary schools. The term "constitutionally-protected prayer" is defined by guidance issued by the U.S. Department of Education (DOE) every two years. If any provision of a district policy is discovered to conflict with the DOE guidance in effect at the time of discovery, that provision will be treated as void.

Reviewed by Board of Education November 2021
Adopted by the Board of Education December 2021

Candor Central School District
Policy Manual

Human Resources Section 3000

Administrative Organization/Operation 3010

One of the Board's primary roles is to deliberate and to establish broad policies for governing the school District. The Board delegates authority to the Superintendent who, acting as chief executive officer, directs and oversees the operations of the District in a manner consistent with these policies. Accordingly, the Superintendent is held accountable to the Board for compliance with its policies.

Administrative procedures consistent with Board policies are developed by the Superintendent in cooperation with affected or interested staff members or citizens.

The Superintendent is also empowered to assign and use resources; to employ, promote, discipline and deploy staff; to translate policies of the Board into action; to speak as agent of the Board; to organize and delegate administrative responsibilities; and to exercise such other powers as are customary for chief executive officers of school districts in New York State.

All employees of the District are under the general direction of the Superintendent. Teachers are immediately responsible to the principal of the building in which they work. Other employees are immediately responsible to the administrative personnel under whom they work directly.

From time to time, problems and new questions arise for which no specific policy has been prepared. The Superintendent and members of the administrative staff are to act in a manner consistent with the existing policies of the School District and alert the Board to the possible need for additional policy development.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Evaluation of Superintendent and Other Administrative Staff 3020

Superintendent

The Board of Education annually evaluates the job performance of the Superintendent.

The formal performance evaluation procedures include written criteria, a description of the review procedures, provisions for post-conferencing, and methods used to record results of the evaluation. The Superintendent has the opportunity to respond to the evaluation in writing.

Evaluation of Administrative Staff

The Superintendent conducts an annual evaluation of all administrative personnel who report directly to him/her and verifies that all other district personnel are also evaluated.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Code of Ethics for all District Personnel 3030

In addition to the prohibitions against conflicts of interest contained in N.Y. General Municipal Law, Article 18, every officer and employee of the district, whether paid or unpaid, including members of the Board of Education, and their professional or nonprofessional staff and appointees (referred to collectively as "District officers and employees"), are subject to and must abide by the following standards of conduct:

Confidential Information: District officers and employees may not disclose confidential information acquired by them in the course of their official duties or use such information to further their private interests*.

Disclosure of interest matters before the Board: District Officers and employees who participate in discussions with or give official opinions to the Board on any matter being considered by the Board must publicly disclose (in writing) to the Board, and (except for Board members) to their immediate supervisor, the nature and extent of any direct or indirect financial or other private interest he/she has in such matter. This interest also includes any interest a District officer's or employee's spouse may have, will have or will later acquire in such matters. Such disclosure must be made as soon as the individual has knowledge of his/her (or his/her spouse's) actual or prospective interest.

Investments in conflict with official duties: District officers and employees may not invest in or hold any investment directly or indirectly in any financial, business, commercial enterprise or transaction that creates a conflict* with his/her official duties.

Private employment: District officers and employees may not engage in, solicit, negotiate for or promise to accept private employment when that employment creates a conflict with or impairs the proper discharge of his or her official duties.

Future employment: District officers and employees may not, after the termination of service or employment with the Board, appear as a paid representative before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he/she personally participated during the period of his or her service of employment or that was under his/her active consideration.

Penalties:

In addition to any penalty provided for by law, any person who knowingly and intentionally violates any of the provisions of the Board's Code of Ethics or Article 18 of N.Y. General Municipal Law may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

* The terms "interest" and "conflict" used throughout this policy have the same meanings given to those terms in N.Y. General Municipal Law, Article 18.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Equal Employment Opportunity 3040

It is the policy of this District to provide equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, disability or any other status protected by federal, state or local law. In this same regard, the District will comply with the requirements of the Genetic Information Nondiscrimination Act (GINA). Pursuant to GINA, District officials will not ask for any "genetic information" when requesting medical information about employees (for examples, in connection with a fitness-for-duty examination).

The Superintendent or his/her designee will be responsible for publicizing and disseminating this policy, both internally and externally, and to insure its availability to interested citizens and groups.

"Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Sexual Harassment Policy 3050

CCSD is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual or other forms of harassment in the workplace. This Policy is one component of CCSD's commitment to a discrimination-free work environment. Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with CCSD. Employees can also file a complaint with a government agency or in court under federal, state, or local anti-discrimination laws.

Policy:

1. CCSD's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors, and persons conducting business with CCSD. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information or otherwise assists in any investigation of a sexual harassment complaint. CCSD will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of CCSD who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, Kate Handy (Teacher), Craig Bennett (Dean of Students), or Sydney Wade (School Business Official/Compliance Officer). All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject CCSD to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

¹While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, and criminal history. ² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

5. CCSD will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. CCSD will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. CCSD will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Compliance Officer.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy is provided to all employees and posted prominently in all work locations to the extent practicable (for example, in the main office, not an offsite work location) and provided to employees upon hiring.

What Is "Sexual Harassment"?

Sexual harassment is a form of discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone, which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, and/or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

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

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer-sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;

- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual harassment

Preventing sexual harassment is everyone's responsibility. CCSD cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Compliance Officer. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Compliance Officer.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected harassment to the Compliance Officer.

In addition to being subject to discipline if they engaged in harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. CCSD will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of a complaint, the Compliance Officer will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If a complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by CCSD but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at CCSD, employees may also choose to pursue legal remedies with the following governmental entities.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court. Complaints with DHR may be filed any time within one year of the alleged harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment.

An individual may not file with DHR if they have already filed an HRL complaint in state court. Complaining internally to CCSD does not extend your time to file with DHR or in court. The one-year or three years is counted from the date of the most recent incident of harassment. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov. Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov, or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Non-Discrimination 3060

No person in the CCSD will be unlawfully excluded from participation in, denied advantages of, or subjected to discrimination under any education program or activity, on the basis of military status, sexual orientation, race, color, religion, national origin, political affiliation, marital status, ancestry, age, disability or any other status protected by law. The Superintendent is hereby authorized to promulgate any regulations which are necessary and proper to implement this policy, including but not limited to developing and disseminating procedures for the filing discrimination complaints, the investigation of same, and appeal procedures.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Drug-Free Workplace 3070

The unlawful possession, manufacture, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees who use or are under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination as provided for by statute and/or collective bargaining agreement, as well as referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

Coaches, supervisors, chaperones, and those serving in the role of chaperone are expected to refrain from using alcohol/drugs during the event/trip, even after the students have retired for the evening.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within 5 days of the conviction. Within 10 days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The District administration will institute a drug-free workplace program to inform employees of: (1) the dangers of drug and alcohol abuse in the workplace; (2) this policy of maintaining a drug-free workplace; (3) available counseling and rehabilitation; and (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Upon the request of the New York State Education Department or an agency of the United States, the District will certify that it has adopted and implemented the drug-free workplace program described in this policy, in the form required by such agency. The District will conduct a triennial review of this policy to determine its effectiveness, implement necessary changes, and to see that the disciplinary sanctions are consistently enforced.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Personnel Records 3080

Personnel Records

The Board of Education directs the Superintendent to develop regulations and procedures governing the maintenance of personnel records for each and every individual employed by the District.

Release of Personnel Information

Personnel records will be kept confidential to the extent required by law. Generally, an employee's personnel records will only be available to the employee and his/her supervisors. These records should not be shared with a third party except in the following situations:

- When members of the Board of Education need information from the employee's personnel record to aid them in performing their legal responsibilities in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies.
- When the employee grants permission to the third party in writing.
- When the third party needs to contact a particular staff member in case of an emergency.
- When the law grants the third-party access to the records.

The Superintendent is directed to develop such regulations and procedures as he/she deems necessary to administer this policy.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Family Medical Leave 3090

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons. The Board of Education hereby authorizes the Superintendent to establish procedures to comply with the Family and Medical Leave Act of 1993 (FMLA).

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Candor Central School District
Policy Manual

School District Operations Section 4000

District Investments 4010

Whenever the District has funds (including operating funds, reserve funds and proceeds of obligations) that exceed those necessary to meet current expenses, the Board of Education shall authorize the School Business Official to invest such funds in accordance with all applicable laws and regulations and in conformity with the guidelines established by this policy.

Objectives

The objectives of this investment policy are four-fold:

- 1) Investments shall be made in a manner so as to safeguard the funds of the School District.
- 2) Bank deposits shall be made in a manner so as to safeguard the funds of the School District.
- 3) Investments shall be sufficiently liquid so as to allow funds to be available as needed to meet the obligations of the School District.
- 4) Funds shall be invested in such a way as to earn the maximum yield possible given the first three (3) investment objectives.

Authorization

The authority to deposit and invest funds is delegated to the School Business Official. These functions shall be performed in accordance with the applicable sections of the General Municipal Law and the Local Finance Law of the State of New York. The School Business Official may invest funds in the following eligible investments:

- a) Obligations of the State of New York.
- b) Obligations of the United States Government, or any obligations for which principal and interest are fully guaranteed by the United States Government.
- c) Time Deposit Accounts placed in a commercial bank authorized to do business in the State of New York, providing the account is collateralized as required by law. (Banking Law Section 237(2) prohibits a savings bank from accepting a deposit from a local government. This also applies to savings and loan associations.)
- d) Transaction accounts (demand deposits), both interest bearing and non-interest bearing, that do not require notice of withdrawal placed in a commercial bank authorized to do business in the State of New York, providing the account is collateralized as required by law.
- e) Certificates of Deposits placed in a commercial bank authorized to do business in the State of New York providing the certificates are collateralized as required by law.
- f) Securities purchased pursuant to a Repurchase Agreement whereby one party purchases securities from a second party and the second party agrees to repurchase those same securities on a specific future date at an agreed rate of return (the interest rate).

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Reserve Funds 4020

Reserve funds (essentially a legally authorized savings account designated for a specific purpose) are an important component in the District's financial planning for specific expenses, future projects, acquisitions and other lawful purposes. To this end, the District may establish and maintain reserve funds in accordance with New York State Laws and Commissioner's Regulations. The District will also consider rules and/or opinions issued by the New York State Comptroller and its auditors when determining its legal obligations.

All District reserve funds shall be properly established and maintained to promote the goals of creating an open, transparent and accountable use of public funds. The District may engage independent experts and professionals, including but not limited to, auditors, accountants and other financial and legal counsel, as necessary, to monitor all reserve fund activity and prepare any reports that the Board may require.

GOVERNMENT FUND TYPE ASSIGNMENT (GASB Statement No. 54)

The District will comply with the reporting requirements of Article 3 of the General Municipal Law of the State of New York and the Governmental Accounting Standards Board (GASB) issued GASB Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The Board authorizes the Superintendent or his/her designee to assign funds to comply with the requirements of GASB Statement No. 54 with respect to the following categories:

- a) **Nonspendable Fund Balances:** Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as an endowment fund).
- b) **Restricted Fund Balances:** Restricted fund balances consist of amounts that are subject to externally enforceable legal purpose restriction imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislations.
- c) **Committed Fund Balances:** Committed fund balances consist of amounts that are subject to a purpose constraint imposed by a formal action of the Board of Education before the end of the fiscal year, and that require the same level of formal action to remove the constraint.
- d) **Assigned Fund Balances:** Assigned fund balances consist of amounts that are subject to a purpose constraint that represents an intended use established by the Board of Education or by its designated official. The Board authorizes the Superintendent or their designee to make a determination of the assigned amounts of fund balance. Assigned funds represent amounts intended to be used for a specific purpose. Assigned fund balances require the same level of authority to remove the constraint.

- e) **Unassigned Fund Balance:** Unassigned Fund Balance represents those funds that have not been assigned, committed, restricted or considered non-spendable. The General Fund will be the only fund that will report unassigned fund balance unless a deficit fund balance resulting from overspending in other funds exists. Fund balances in other funds will be assigned, committed, restricted or non-spendable unless the fund reports a deficit.

Periodic Review and Annual Report

Formal Board of Education action that restricts or commits fund balance to a specific purpose will occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period. Actions that assign fund balance to a specific purpose may occur after the end of the reporting period. The Board of Education will periodically review all reserve funds. The District will also prepare and submit an annual report of all reserve funds to the Board of Education.

The annual report shall include the following information for each reserve fund:

- 1) The type and description of the reserve fund;
- 2) The date the reserve fund was established and the amount of each sum paid into the fund;
- 3) The interest earned by the reserve fund;
- 4) Capital gains or losses resulting from the sale of investments of the reserve fund;
- 5) The total amount and date of each withdrawal from the reserve fund;
- 6) The total assets of the reserve fund showing cash balance and a schedule of investments;
and
- 7) An analysis of the projected needs for the reserve fund in the upcoming fiscal year and a recommendation regarding funding those projected needs.

The Board shall utilize the information in the annual report to make necessary decisions to adequately maintain and manage the District's reserve fund balances while mindful of its role and responsibility as a fiduciary of public funds.

The Superintendent shall develop any necessary and/or appropriate regulations to implement the terms of the Board's policy.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Expenditures of District Funds 4030

Board approval is required prior to the expenditure of District funds.

The Board of Education authorizes the Purchasing Agent to expend school funds as appropriated by the Board in its approved operational and capital budgets, by the adoption of special resolutions or in accordance with authorized transfers by the Superintendent of Schools. He/she will make expenditures in accordance with applicable law and in a manner that will achieve the maximum benefit from each dollar expended.

All claims shall be properly confirmed and verified before payment by the District's Internal Claims Auditor. Payment shall be made from original invoice only.

Complete records of all expenditures shall be maintained for future analysis and reporting within the time frame required by the Records Disposition Law or regulation.

Reviewed by the Board of Education on November 2021
Adopted by the Board of Education December 2021

Purchasing 4040

PURCHASING RESPONSIBILITY

The purchase of services, equipment, and supplies is centralized in the Business Office. The Purchasing agent is authorized to sign purchase orders and enter into cooperative bidding and purchasing agreements. All purchasing transactions are conducted through this office. Purchases may only be made within budgetary appropriations.

PROCUREMENT OF GOODS AND SERVICES

Goods and services which are not required by law to be procured by competitive bidding will be procured according to procedures developed by the Superintendent. These procedures must conform to the requirements of General Municipal Law §104-b.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Use of the District Credit Card 4050

The Board of Education of the CCSD authorizes the use of District credit cards by specified District employees to pay for actual and necessary expenses required for and incurred in the performance of their work-related duties specifically for the District.

Credit cards may be used solely for legitimate School District business expenditures. The use of a District credit card is not intended to circumvent the Districts policy on purchasing. Receipts must be obtained, itemized, and submitted to the Business Office to provide evidence that expenses are prudent and proper.

The Superintendent must approve the issuance of any new credit card and receive authorization by the Board of Education.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Procurement of Goods and Services 4060

Goods and services not required by law to be procured by competitive bidding will be procured according to procedures developed by the School Business Official. These procedures must conform to the requirements of General Municipal Law §104-b.

Reviewed by the Board of Education on November 2021
Adopted by the Board of Education December 2021

Accounting and Reporting 4070

The District will adhere to the accounting and reporting procedures required by the New York State Uniform System of Accounts for School Districts, the Board of Education, and other applicable state and federal law and/or regulations.

Reviewed by the Board of Education on November 2021
Adopted by the Board of Education December 2021

Online Banking 4080

The Board of Education, in order to provide oversight and security with regard to sound fiscal management of online banking activity, authorizes the use of electronic or wire transfers, dependent upon the safeguards and procedures listed here.

Banking Safeguards

The School Business Official, with the assistance of the District Treasurer, shall be responsible for establishing and monitoring electronic banking transactions for the District's banking and investment accounts, in accordance with the following transaction limits and security procedures:

- 1) A written wire transfer security agreement, between the bank authorized to maintain the District's account and the District, shall be signed and on file prior to the initiation of any electronic transaction with the bank. The bank shall have written instructions on file from the District, specifying that wire transfers out of the United States are forbidden. Additionally, the bank shall have in place a security procedure such as authorized passcodes, authorized fax or other such controls to ensure the validity of the transaction.
- 2) Bank accounts that are used for electronic payments and intra-bank transfers will be established with Electronic Payment Authorization (EPA) service and appropriate security procedures, to prevent withdrawal of funds that have not received prior authorization.
- 3) The security procedure for wire transfer agreements and EPA service shall be in compliance with Uniform Commercial Code Section 4-A-201, which defines "security procedure" as a procedure established by agreement between the customer (School District) and the receiving bank for the purpose of verifying that a payment order is that of the District, and for detecting errors in the transmission or the content of the payment order.
- 4) The bank will release funds only after the District Treasurer or his/her designee provides authorization with his/her own secure password on the District's account.
- 5) The bank may verify, either by telephone or in paper/email format, the outgoing wire transfer by contacting one of the designated employees who are independent of the wire transfer process. The designated employee providing the verification shall provide signed or initialed proof of verification which shall be filed with the District Treasurer's backup paperwork.
- 6) Only domestic wire, ACH (Automated Clearing House) and other electronic transactions shall be permitted. NO international transactions may be executed.

Types of Transactions

- 1) Online transactions are authorized for the following purposes: investment of funds, payments to vendors, debt service payments, non-elective payments, and payroll and fringe benefit payments to outside banks (within the U.S.) and transfers within District bank accounts (within any Board-approved District bank accounts).
- 2) The Board of Education authorizes receipt of revenue, via online transactions, for food service payments, state and federal grants, tax receipts and other such revenue sources as applicable for the efficient operation of the School District.

Segregation of Duties

The District Treasurer or his/her designee is authorized to initiate and execute electronic transactions after receiving authorization from the School Business Official.

Under no circumstances shall one individual have the system rights to create and authorize an electronic transfer of funds. One or more individuals shall be assigned creation rights for electronic fund transfers, as appropriate. A second individual, or individuals, shall be assigned the right to authorize or release a wire transfer, ACH, or other electronic transfer of funds.

Reporting

- 1) The District Treasurer shall record all electronic banking transactions in conformance with NYS accounting regulations and GAAP (Generally Accepted Accounting Practices).
- 2) A report of all internal transfers shall be prepared by the District Treasurer and reviewed by the School Business Official who reviews the bank statements. Documentation of all electronic wire transfers shall be maintained by the District Treasurer and reviewed by the District employee who reviews the bank statements.
- 3) All electronic fund transfers shall be reviewed by the Internal Auditor, or other appropriate individual assigned to review the bank statements to confirm, among other things, that all transfers have appropriate signatures, verification and authorization of proper personnel.

Technology Safeguards

All online banking transactions must be made only on District-owned computers, located within the Business or Treasurer's Office, with up-to-date virus protection and malware detection software. If possible, the Business Office and/or Treasurer should designate a specific computer for all online banking. Other uses for this designated computer should be kept to a minimum.

Appropriate measures shall be taken to ensure that employees with electronic access to bank accounts who leave District employment are properly and promptly removed from the accounts, effective upon termination of employment.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Financial Accountability: Allegations of Fraud/Misconduct 4090

Reporting and Investigations of Allegations of Fraud or Misconduct

It is the Policy of the Board to ensure that if any District officer or employee has any knowledge of any occurrence of fraud or other financial improprieties or wrongful conduct, the conduct is investigated promptly and thoroughly. Every officer and employee of the district, whether paid or unpaid, including members of the Board of Education, and their professional or nonprofessional staff and appointees (referred to collectively as "District officers and employees"), are subject to and must abide by the following standards of conduct.

Any person who in good faith has reason to believe that fraud or other financial improprieties or wrongful conduct is occurring within the District is expected to promptly report the allegation so that a proper investigation can be made. Ordinarily, employees should report this to their immediate supervisor within the chain of command or to the next level of authority if the allegation involves the supervisor.

The person receiving a report of fraud or other wrongful conduct shall immediately inform the building principal or manager unless they are implicated. The person shall also immediately inform the Superintendent of Schools. The Superintendent shall ensure that a proper investigation is conducted and shall inform the Board of Education of the allegation and the results of the investigation.

If the person making or receiving a report believes that the chain of command is not sufficient to ensure impartial, independent investigation, or if the allegation involves the Superintendent of Schools, they may report instead to the Independent (External) Auditor, or the School Attorney, or the Board of Education, who shall be responsible for ensuring that a proper investigation is conducted.

When the report of fraud or other financial improprieties or wrongful conduct involves conduct that appears to be criminal, the Superintendent or other person conducting the investigation shall ensure that the School Attorney and appropriate law enforcement authorities are notified promptly.

The Superintendent or other person conducting the investigation shall ensure that written records of the allegation and the investigation and outcome are maintained.

To the extent appropriate within legal constraints, all reports and investigations will be treated as confidential except to the extent disclosure is necessary to complete a thorough investigation and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis.

Discipline

If the District determines upon investigation that a school employee has engaged in fraud or other financial improprieties or wrongful conduct, appropriate disciplinary measures will be applied, up to and including termination of employment, in accordance with applicable law, District policy and regulation, and any applicable collective bargaining agreement.

Consultants or other third parties who are found to have engaged in fraud or other financial improprieties or wrongful conduct will be subject to appropriate sanctions in compliance with the law.

In addition to any discipline that may be imposed by the District, appropriate civil and/or criminal charges will also be pursued and restitution will be sought.

Retaliation Prohibited

The Board prohibits any retaliation against anyone who, in good faith, reports allegations of suspected fraud or other financial improprieties or wrongful conduct as well as witnesses and anyone else who participates in the investigation. The Superintendent or other person conducting the investigation shall make appropriate follow-up inquiries to determine if retaliation has occurred. Any retaliatory act will be subject to appropriate disciplinary action by the district.

Knowingly Makes False Accusations

Any person who knowingly makes false allegations of fraud or other financial improprieties or wrongful conduct will also be subject to appropriate disciplinary action by the District.

Staff Information

The Superintendent of Schools shall ensure that all employees are informed of the Board's prohibition of wrongful conduct, including fraud, and of the procedure for reporting any allegations under this policy.

Reviewed by the Board of Education on November 2021
Adopted by the Board of Education December 2021

Insurance 4100

The objective of the Board of Education is to obtain the best possible insurance at the lowest possible cost for adequate coverage regarding fire, boiler, general liability, bus, and student accident insurance.

The Board shall carry insurance to protect the District's real and personal property against loss or damage. This property shall include school buildings, the contents of such buildings, school grounds and vehicles.

The Board may also purchase liability insurance to pay damages assessed against Board members and District employees acting in the discharge of their respective duties, within the scope of their employment and/or under the direction of the Board.

The Superintendent or his/her designee shall establish procedures to handle all injuries that occur on school property and during school sponsored activities that would require notification to the insurance provider. The Board may also require any user of district facilities to name the district as an additionally insured on their insurance policy for the specified event.

All insurance policies, along with an inventory of the contents of the building, should be kept in a fireproof depository or with the appropriate insurance agent for safekeeping and referral purposes. The Superintendent or his/her designee shall review the District's insurance program annually and make recommendations to the Board if more suitable coverage is required.

Reviewed by the Board of Education on November 2021
Adopted by the Board of Education December 2021

Extra-classroom Activities Fund 4110

All transactions involving student extra-classroom activity funds (as defined in 8 NYCRR Part 172) shall be on a cash basis (not accrual). In addition, no accounts shall remain unpaid at the end of the school year. The building principals, with approval of the Superintendent of Schools, shall set up procedures for receipt and payment from extra classroom activities funds in their respective buildings.

Reviewed by the Board of Education on November 2021
Adopted by the Board of Education December 2021

Fundraising 4120

The purpose of this policy is for the safety of our students and to clarify the expectations and appropriateness of the fundraising activity.

All fundraising conducted by student groups, and other school or District affiliated organizations, must comply with federal, state and local laws, as well as the Regents rules, particularly with regards to methods used. Participation in fundraising activities is purely voluntary.

The fundraising must be appropriate for the organization and its needs.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Records Management 4130

The Superintendent is to designate a records management officer subject to the approval of the Board of Education. Such records management officer is to develop and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records (consistent with the rules set forth in the Records Retention and Disposition Schedule ED-1 8 NYCRR Part 185 Appendix I, where applicable). The records management officer has the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

In addition, a Records Advisory Committee may be created to assist in establishing and supporting the records management program. The District's legal counsel, School Business Official, District Clerk, and the Superintendent designee may comprise the Advisory Board.

The Superintendent shall develop appropriate regulations and procedures.

Reviewed by the Board of Education on November 2021
Adopted by the Board of Education December 2021

Sale and Disposal of School District Property 4140

Sale of School Property

No school property (i.e., personal property) with an estimated resale value greater than one-thousand dollars (\$1,000) shall be sold without prior approval of the Board of Education. The Superintendent approves the sale or disposal of such property valued at less than \$1,000. However, the responsibility for such sales may be delegated. The net proceeds from the sale of school property shall be deposited in the General Fund.

Disposal of District Personal Property Equipment

School District equipment that is obsolete, surplus, or unusable by the District shall be disposed of in such a manner that is advantageous to the District.

The Superintendent or his/her designee will be responsible for selling the equipment in such a way so as to maximize the net proceeds of sale which may include a bona fide public sale preceded by adequate public notice. If it is determined that reasonable attempts to dispose of the equipment have been made and such attempts have not produced an adequate return, the Superintendent or their designee may dispose of the equipment in any manner which he/she deems appropriate.

Textbooks

Textbooks may lose their value to the educational program because of changes in the curriculum or because they contain outdated material and/or are in poor condition.

If textbooks are no longer useful or usable, the procedures for disposal shall adhere to the following order of preference:

- 1) Sale of textbooks. If reasonable attempts to dispose of surplus textbooks fail to produce a monetary return to the School District; then
- 2) Donation to charitable organizations; or
- 3) Disposal as trash/recycle

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Loss or Destruction of Property 4150

Personal Property

Students, staff and visitors are responsible for their own personal property on school grounds and are encouraged not to bring valuable items or money beyond needed amounts to school. Prudent fiscal practice prohibits the District from reimbursing individuals for loss or damage to personal property. Therefore, while the District will make all reasonable efforts to protect personal property, the District assumes no responsibility for personally owned money or items that are lost, damaged or stolen.

The District will reimburse employees for the reasonable cost of replacing dentures, eyeglasses, hearing aids, or similar bodily appurtenances damaged, destroyed or lost as the result of an assault or accident sustained by the employee while acting in the discharge of the employee's duties, provided the employee has not been negligent unless provided otherwise in a collective bargaining agreement.

District Property

The District is authorized to seek restitution, through civil action when necessary, from the parent or guardian of an unemancipated student over the age of ten (10) and under the age of eighteen (18) where such student:

- a) Has willfully, maliciously, or unlawfully damaged, defaced or destroyed real or personal property in the care, custody and/or ownership of the District; or
- b) Has knowingly entered or remained in a District building, and wrongfully taken, obtained or withheld personal property owned or maintained by the District.

In instances where the District has sought and obtained a judgment from a court of competent jurisdiction, parent/guardian liability for civil damages shall not exceed \$5,000. Under certain circumstances, a court may consider the parent's or guardian's inability to pay any portion or all of the amount of damages which are in excess of \$500.00, and enter a judgment in an amount within the financial capacity of the parent or guardian. However, no such judgment shall be entered for an amount that is less than \$500.00.

General Obligations Law Section 3-112

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Conference Travel/Meals and Meal Expense Reimbursement 4160

The Board of Education recognizes and supports the professional development of its members and its employees as being in the best interest of the district. Appropriate professional development improves decision-making, effectiveness and productivity. Conference travel shall be for official business and shall be made utilizing a cost-effective and reasonable method of travel.

All conference travel must have a completed Conference Request Form on file which has been approved by the appropriate supervisor. The Superintendent/designee approves those Conference Requests which have reimbursable employee expenses. Conference Request Forms are only to be used by District employees. All conference reimbursement requests must be submitted using a Conference Reimbursement Form.

Expenses for overnight-approved travel will be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses. Meal expenses for overnight travel or outside the person's regular work area on official business will only be reimbursed based on the Federally/IRS approved per diem rates which are provided by the United States General Services Administration at the following link: <http://www.gsa.gov/Portal>

New York State sales taxes for lodging and meals cannot be reimbursed. A Sales Tax-Exempt Form can be obtained prior to travel for hotel accommodations. Original receipts are required when submitting for parking and tolls, however official "EZ Pass" statements (not trip calculators) may be substituted with the appropriate charges highlighted.

Meals at meetings that do not involve overnight travel may be considered a proper District expense only where there is business of an immediate nature between two or more people and the meeting is required to be held at meal time due to staff or board schedules. Therefore, meals will not be reimbursed or provided at District expense for meetings of employees or officers except under the following circumstances:

- The topic(s) of the meeting must be of an immediate nature, or there must be a pressing need to complete the business at hand;
- Scheduling prevents the meeting from being held at a different time;
- The meal must be provided during the meeting.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Information Systems 4170

Employee access to the CCSD's computer network including Internet, e-mail, and other services has been established for use and support of education, research and business operations consistent with the mission and educational objectives of the District. The district will employ safeguards to protect not only the users, but also the system.

Access to the District's Information Systems is subject to the following restrictions:

A. Physical Access to Information Systems.

File servers and network wiring closets will be housed in secure areas with access limited to authorized personnel only. These secure areas will be adequately ventilated and protected from unauthorized personnel.

B. Network User Accounts

- Strong Passwords — users will be required to use strong passwords on all accounts that can access confidential or sensitive information.
- Password Expiration — users' passwords will expire periodically and users will be required to change their passwords.
- User Work Stations — locking screen savers will be activated on all work stations that have access to confidential or secure information.

C. Data Back-Up

A centralized data backup system will be utilized and housed in an area other than the main server room with backup stored separately off-site.

D. Disaster Recovery Plan

The District will employ a plan to be developed by the Superintendent or Superintendent's designee consisting of the precautions that need to be taken to minimize the effects of a disaster and to enable the organization to either maintain or quickly resume mission-critical operations.

E. Regulations and Dissemination

The Superintendent is authorized to develop and implement regulations consistent with this policy. The Superintendent will also be responsible for disseminating the policy and associated regulations to school personnel and students.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Information Security Breach and Notification Policy 4180

The District is required by State Technology Law, Section 208, to notify affected individuals when there has been (or is reasonably believed to have been) a security breach in the District's computer system which compromises the individuals' private information. "Private information" includes personal information such as:

- Social security numbers;
- Driver's license numbers or non-driver identification card numbers; or
- Account numbers, credit or debit card numbers, in combination with any required security code, access code, or password which would permit access to an individual's financial account.

"Private information" does not include information that is lawfully made available to the general public from federal, state or local government records.

The Superintendent of Schools, or his/her designee(s), will comply with the requirements of State Technology Law, Section 208.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Smoking and Tobacco Products 4190

The Board of Education is committed to providing a tobacco-free environment for all students and employees of the CCSD. The CCSD believes that education has a central role in establishing patterns of behavior related to good health and shall take measures to help students and staff to resist tobacco use. Students and employees must be encouraged and supported in their efforts to abstain from tobacco use.

The possession by students and the use or distribution of tobacco products by anyone is prohibited on school grounds, in school vehicles, in any building owned or leased by the school district and at all school-sponsored events.

To support this policy, the CCSD:

1. Will provide age-appropriate, developmentally based tobacco education and prevention programs for all students.
2. May require active prevention, intervention, and disciplinary programs, including educational awareness and cessation programs that promote a tobacco-free school environment.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Infectious Disease Control Program 4200

District's administration is required to establish an exposure control program designed to prevent and control exposure to infectious disease consistent with US Department of Labor OSHA, 29 CFR 1910.1030 (1970), and NYS Department of Labor Public Employee Safety and Health (PESH), NYSLL Art 2 §27-a.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Drug and Alcohol Testing of Bus Drivers and Other Safety Personnel 4210

The Omnibus Transportation Employee Testing Act of 1991 (P. L. 102-143) (the "Act") requires employers, including School Districts, to conduct mandatory drug and alcohol testing of bus drivers and other employees performing safety-sensitive functions. The Federal Motor Carrier Safety Administration (the "FMCSA") regulations and other Dept. of Transportation regulations (49 C.F.R. parts 40, 382, 391 and 395) (referred to collectively as the "Regulations") were designed to implement the Act.

It is the District's intention to fully comply with the mandates of the Act and Regulations which are hereby incorporated into this policy. In the event that the Act and Regulations are amended by Congress and/or the FMCSA, this Policy shall be deemed to have been amended accordingly at that time, without the need for redrafting. In such case, the District reserves the right to apply the amended requirements immediately, and without prior notice, unless such notice is required by the amended Act, the Regulations or another applicable law.

Prior to performing required testing on covered employees, the District shall provide each covered employee with educational materials that explain the requirements of the Act, the Regulations, this policy and associated Administrative Regulations. The Superintendent or his/her designee shall provide written notice to the bus drivers' representatives of the availability of these educational materials.

Any violation of this policy, the District's Administrative Regulations, the Act or Regulations by a covered employee shall be grounds for disciplinary action, up to and including discharge, in a manner consistent with the District's pre-existing policies, practices, and any applicable collective bargaining agreement.

The Superintendent shall promulgate administrative procedures to implement this policy and comply with the Act and the Regulations.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Safety and Security 4220

Safety and security are essential to the learning environment. The Board of Education of the CCSD directs the Superintendent or their designee to establish and carry out written safety and security regulations that will:

- Identify those staff members who will be responsible for the effective administration of the regulations;
- Provide staff time and other necessary resources for the effective administration of the regulations;
- Establish periodic written review of the activities of the staff to verify compliance with applicable laws and regulations;
- Provide an on-going mechanism for the effective review of safety and security concerns of the staff, students and affected public;
- Provide for reports to the Board of Education yearly regarding the significant aspects of safety and security of the District.

A District Safety Committee shall be established as well as School Safety Teams that shall report to the committee on a regular basis as established by the Superintendent of Schools, so that through appropriate communication, planning, and problem solving the District will provide a safe environment.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Firearms and Other Weapons 4230

The Board of Education prohibits firearms, other weapons, or any object that reasonably can be considered a weapon, bomb, or firework, on any portion of the premises or in any building or property owned or controlled by the school district. Police officers who are on-duty or otherwise required to carry a firearm are the only people permitted on school property to have a firearm in their possession.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Candor Central School District
Policy Manual

**Student Achievement and Well Being
Section 5000**

Attendance 5010

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The overall objective is to improve student attendance as a means to increase learning and achievement and increase the graduation rate. The purpose of Candor's attendance policy is to provide an adequate record verifying the attendance of all children at scheduled instruction in accordance with Education Law 3205 and 3210. In addition, definitions of excused and unexcused student absences have been developed and patterns of student absences analyzed in order to implement instructional intervention strategies.

Reviewed by the Board of Education in November 2021
Adopted by the Board of Education December 2021

Age of Entrance 5020

A resident child must be at least 5 years old by December 1st of the school year of entry to be admitted to kindergarten during that school year.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Screening of New School Entrants 5030

The Board of Education directs the Superintendent to establish regulations to screen every new entrant to school to determine academic proficiency and need for customized services. The regulations are to be consistent with federal, state law and the Commissioner's regulations.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Non-Resident Students 5040

Students residing outside the CCSD will not be allowed to enroll in the School District except with specific approval of the Superintendent of schools. Acceptance will be on a yearly basis. Tuition will be computed annually according to an established formula consistent with any applicable state law and/or the Commissioner's regulations.

The Superintendent also is to establish rules and regulations setting forth the conditions under which non-resident students will be admitted to the District for short periods without tuition.

There must be agreement by Superintendent that the student will benefit from such placement and that space and facilities are available for the placement.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

The Education of Homeless Students 5050

NYS Education Law Section §3209 describes the rights of students in temporary housing in New York State. The purpose of this policy is to ensure the education of designated homeless under the McKinney-Vento Homeless Assistance Act.

It shall be the policy and practice of the CCSD to immediately enroll homeless children and youths, even where a child or youth is unable to provide records normally required for enrollment (e.g., prior academic records, proof of residency, immunization records). Each such homeless child or youth shall be provided services comparable to those offered to other students in the school, including transportation services, education services, programs in vocational and technical education, and school nutrition programs.

IDENTIFICATION OF STUDENTS IN TEMPORARY HOUSING

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

DEFINITION OF HOMELESS CHILD AND UNACCOMPANIED YOUTH

Pursuant to McKinney-Vento, a homeless child is defined as:

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

- d. a migratory child as defined in the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act of 2015, who qualifies as homeless under any of the provisions of clauses (i) through (iii) of this subparagraph or subparagraph two below; or
 - e. an unaccompanied youth, as defined in the McKinney-Vento Homeless Assistance Act; or
2. a child or youth who has a primary nighttime location that is:
- a. a supervised publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth established pursuant to executive law; or
 - b. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar setting.

An unaccompanied youth is defined as a homeless youth who is not in the physical custody of a parent or guardian due to longstanding, intense family conflict.

THE CCSD BOARD OF EDUCATION WILL APPOINT A MCKINNEY-VENTO LIAISON

The McKinney-Vento liaison for CCSD will ensure that the District is in compliance with all rules and regulations, in accordance with the McKinney-Vento Homeless Assistance Act.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Student Physicals 5060

The purpose of this policy is for CCSD's compliance with State Education Law Article 19§903 regarding student physicals.

Per State Education Law Article 19§903, a health certificate shall be furnished by each student in the public schools upon his or her entrance in such schools and upon his or her entry into grades 2, 4, 7, and 10. If such student does not present a health certificate within thirty days from the date of such notice, an examination will be made of such student, as provided in this article by the School District Physician at no expense to the student. An examination of any child may be required by the local school authorities at any time in their discretion to promote the educational interests of such a child.

- Each certificate shall be signed by a duly licensed physician, physician assistant, or nurse practitioner.
- Each such certificate shall describe the condition of the student when the examination was made, which shall not be more than twelve months prior to the commencement of the school year in which the examination is required, and shall state whether such student is in a fit condition of health to permit his or her attendance at the public schools.
- Each such certificate shall also state the student's body mass index (BMI) and weight status category. Weight status categories for children and adolescents shall be as defined by the Tioga County Commissioner of Health.
- Within thirty days after the student's entrance into such schools or grades, the certificate shall be submitted to the principal or his or her designee and shall be filed in the student's cumulative health records.
- Additional physicals/examinations are required for:
 - Transferring students
 - Work permits (physical within 12 calendar months)
 - Athletes (physical within 12 calendar months prior to each sports season). Injuries or illnesses during a sports season must be cleared by a physician prior to the next sport played. The school physician has the authority to reassess, examine, evaluate or review the student's health status and request clarification from the student's physician, physician assistant, or nurse practitioner.
 - Potential health concerns are detrimental to the student or others. The school physician has the authority to reassess, examine, evaluate or review the student's health status and request clarification from the student's physician, physician assistant, or nurse practitioner.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Wellness 5070

The CCSD, hereinafter referred to as the District, is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by fostering healthy eating and physical activity. The District has established a wellness committee to develop the District's proposed local wellness policy, making such policy recommendations for review and adoption by the Board of Education. The District's wellness committee includes, but is not limited to, representatives from each of the following groups:

- a. Parents
- b. Students
- c. The District's food service program
- d. The School Board
- e. School administrators
- f. Members of the public
- g. Teachers of PE, Health, and/or Family Consumer Science
- h. Grounds and Maintenance

The District Wellness Committee will assess and recommend goals, as needed, to the Board of Education relating to the promotion of school and community wellness in the following areas:

- Nutrition Education Goals
- Nutrition Promotion Goals
 - Nutrition guidelines to promote student health and reduce childhood obesity
 - Recommendations and practices for food and beverage marketing
- Physical Activity Goals
- Other school-based activities:
- Federal School Meal Program (compliance with USDA regulations)
- Access to school nutrition programs
- Meal environment
- After-School Program(s)
- Community Access to the District's Facilities
- Staff Wellness
- Student Wellness

The District Wellness Committee Chair/designee will inform and update the public about the content and implementation of the District Wellness Policy.

Nutrition Goals

- Students in grades PreK - 12 receive nutrition education that is integrated into the total school program and teaches the skills needed to adopt healthy eating behaviors.
- Coordination between the education program and the foodservice program provides a consistent nutrition message throughout the school and community.
- The Committee will provide a list of USDA requirements to applicable staff.
- The meals and snacks available during the school day will meet USDA requirements.

<https://www.ins.usda.gov/school-meals/nutrition-standards-school-meals>

Nutrition Promotion Goals

- The Committee will periodically provide adequate training for staff, parents, and the community that provides nutrition education.
- The Committee will assist in activities such as developing community/school gardens, etc.
- The District will use a variety of strategies to promote healthy choices such as those in the Smart Snacks in School nutrition standards.
- The District will limit the marketing of food and beverages to those that meet the Smart Snacks in School nutrition standards.
<https://www.ins.usda.gov/school-meals/tools-schools-focusing-smart-snacks>.

Physical Activity Goals

- Students are provided daily opportunities for physical activity inclusive of, but not limited to, Physical Education classes (as required by NYSED), recess periods, interscholastic athletic competition, and the integration of physical activity into the academic curriculum.
- The District will collaborate with community agencies to provide opportunities for students to participate in physical activities before and after school.
- Parents and guardians are encouraged by the school to support their children's participation in physical activities and to be physically active role models.
- Teachers are discouraged from denying recess to students as a form of discipline.
- The Wellness Committee will organize and/or partner with other groups or individuals to provide family events that include a physical activity component.

Other School-Based Activity Goals

The District is committed to the goal of creating a total school environment that is conducive to healthy eating and being physically active.

Federal School Meal Program

- The District will provide healthy meals and snacks during the school day that comply with USDA regulations.

Access to school nutrition programs

- The District will provide lunch and breakfast for eligible students at a free/reduced cost.
- The District will provide lunch and breakfast for all students at the lowest prices possible.

Meal Environment

- The District will provide meal environments that are safe, clean, and large enough to ensure all students have access to school meals with minimum wait time.
- The District encourages all students to participate in the school meal programs and protects the identity of students who receive free or reduced meal prices by using coded PINs for all students.
- The District will ensure adequate time is provided for students to enjoy eating healthy foods with friends during the school day.
- The District will ensure scheduling of lunchtime as near to the middle of the day as possible.
- The District will provide multiple opportunities for Grade 7-12 students access to breakfast.

Consistent School Activities and Environment

- The District will provide opportunities for on-going professional training and development for all staff in the areas of nutrition and physical activity.
- The District will make a focused effort to collaborate with the community to ensure District-owned physical activity facilities are open for use by students and the community outside of school hours.
- The District encourages all school staff, parents, and community members to serve as role models in practicing healthy eating habits and being physically active in school, at home, and in the community.
- The District will provide information about programs such as Food Stamps and Women, Infants, and Children (WIC) to students and parents upon request via the Community Wellness Program Director or School Social Worker.
- The District encourages all students to participate in school meal programs such as the National School Lunch, snacks for after-school programs, and the School Breakfast program.

Measurement and Implementation Plan

The District will use the following to assess the implementation of the Local Wellness Policy and measure the effectiveness of said policy:

- The District Wellness Committee will convene annually to review the implementation of the policy and measure policy effectiveness. The Wellness Committee will present its findings to the Board of Education as needed. The chair of the Wellness Committee, as the superintendent's designee, will be responsible for ensuring compliance with the District Wellness Policy. The District shall document the financial impact, if any, to the school food service program, school stores, or vending machine revenues based on the implementation of the wellness policy.
- All amendments to the wellness policy will be reviewed at the building level and then forwarded to the District Wellness Committee for review. The Wellness Committee will forward recommendations to the Superintendent for consideration with final approval from the Board of Education.
- The School Business Official has the authority and responsibility to ensure that the schools comply with this policy.
- The District Wellness Committee will create an annual report to be published on the District website. This report will include:
 - Information on how the public can obtain a copy of the wellness policy
 - A description of each school's progress in meeting the wellness policy goals
 - A summary of each school's wellness events or activities
 - Contact information of the leader of the wellness policy team
 - Information on how individuals and the public can get involved

Marketing

- Emphasis on the sale and marketing of foods and beverages that meet the Smart Snacks in Schools nutrition standards will be made during the school day.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Child Abuse Prevention and Reporting 5080

The Superintendent will develop, maintain and disseminate written regulations and procedures for mandated child abuse reporters. A training program will be provided for all certified staff members regarding these regulations and procedures to prevent and respond to suspected child abuse and maltreatment.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Harassment of Students 5090

STUDENT HARASSMENT AND BULLYING PREVENTION AND INTERVENTION

The Board of Education prohibits all acts of discrimination, harassment and bullying (including "cyber-bullying") of students as well as retaliation by other students, school officers/employees, volunteers, vendors or visitors on school property or at school functions. The same actions occurring off-campus are also prohibited if the action or actions adversely affect the educative process and/or endangers the health, safety or morals of students and may be subject to disciplinary consequences.

Definitions

Bullying

Bullying is a form of harassment that consists of inappropriate persistent behavior including, but not limited to: threats of intimidation of others, treating others cruelly, terrorizing, coercing, stalking, or habitual put-downs and/or badgering of others, whether done directly, indirectly, face-to-face or remotely through electronic communication (i.e., "cyber-bullying"). In order to facilitate implementation of this policy, provide meaningful guidance and prevent behaviors from rising to a violation of law, this policy will use the term bullying (which is usually subsumed under the term "harassment") to describe a range of misbehaviors such as harassment, hazing, intimidation or discrimination. The accompanying regulation provides more guidance regarding the definition and characteristics of bullying.

Cyber-bullying

Cyber-bullying is a form of bullying which occurs via electronic communication on the Internet, on cellular phones or other electronic media. It can involve, but is not limited to: sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad.

Discrimination

Discrimination is the act of denying rights, benefits, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as enumerated in the Definitions section, under Harassment, below).

Hazing

Hazing is a form of harassment among students defined as any intentional or reckless act directed against another for the induction, initiation or membership process in any school-sponsored activity, organization, club, or team involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule. Hazing of a student includes soliciting, encouraging, aiding, or engaging in "hazing" behavior as defined pursuant to District policy, regulation and/or law. Hazing is demeaning, abusive and/or illegal behavior that harms victims, and is inconsistent with the educational goals of the District by negatively impacting the school environment. Hazing of a student by another student or group of students is strictly prohibited on school property, in school buildings; on school buses; by school-sponsored groups, clubs or teams; and at school-sponsored events and/or activities whether occurring on or off-campus.

Harassment

Harassment has been defined in various ways in federal and state laws and regulations. The Board recognizes that these definitions are important standards, but the Board's goal is to prevent misbehavior from escalating in order to promote a positive school environment and to limit liability. The Dignity for All Students Act (§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived:

- race
- color
- weight
- national origin
- ethnic group
- religion
- religious practice
- disability
- sex
- sexual orientation, or
- gender (including gender identity and expression).

In some instances, bullying or harassment may constitute a violation of an individual's civil rights. The District is mindful of its responsibilities under the law and in accordance with District policy regarding civil rights protections.

Retaliation

Retaliation is a separate and distinct violation of this policy in which any employee, student, or visitor mistreats any person because he/she reported in good faith, testified about, or otherwise assisted in an investigation, proceeding or hearing related to alleged harassment or bullying.

School Property

School Property means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus or other school vehicle.

School Function

School Function means a school-sponsored extracurricular event or activity.

Dignity Act Coordinator

The Board of Education shall designate at least (1) staff member at every school building to be thoroughly trained to handle human relations in the area of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, gender expression and other characteristics protected by applicable federal, state and local laws (the Dignity Act Coordinator).

In the event a Dignity Act Coordinator vacates his or her position, another school employee shall be immediately designated for an interim appointment as Dignity Act Coordinator, pending approval of a successor Coordinator by the applicable governing body within 30 days of the date the position was vacated. In the event a Dignity Act Coordinator is unable to perform the duties of his or her position for an extended period of time, another school employee shall be immediately designated for an interim appointment as the Dignity Act Coordinator, pending return of the previous Dignity Act Coordinator to his or her duties.

Administrative Regulations

The Superintendent will establish regulations consistent with this policy designed to:

- Further define harassment/bullying/retaliation (giving specific examples thereof);
- Prevent harassment/bullying/retaliation of students;
- Provide students/parents with easy-to-follow complaint procedures for reporting harassing/bullying/retaliatory conduct;
- Provide means for stopping harassing/bullying/retaliatory conduct;
- Provide for immediate and thorough investigations of all complaints;
- Take corrective action if harassing/bullying/retaliatory conduct is discovered; and
- Prevent retaliation against those who make good-faith reports of harassing/bullying conduct or assist in an investigation related to same.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Student Alcohol and Drug Policy 5100

The Board of Education is committed to the prevention of alcohol and any other drug use. It is the policy of the CCSD that an alcohol and other drug-free environment be maintained. No person may use, possess, sell, manufacture, or share drugs, alcohol, or other illicit substances or associated paraphernalia on school grounds, in school vehicles, or at school functions. Furthermore, students who participate in extracurricular activities and/or athletics are role models for other students, both at school and away from school. They are subject to the same drug and alcohol rules as all other students. In addition, no student who is a member of any District extracurricular club, team, organization, or similar school activity may use, distribute or possess alcohol or other drugs off school grounds and when not engaged in a school-sponsored activity.

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

Additionally, any student exhibiting behavior, conduct, personal or physical characteristics indicative of having abused or consumed alcohol or any other drug, or any student who school personnel has reasonable grounds to suspect has used alcohol or any other drug shall be prohibited from school grounds or school-sponsored events.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Student Directory Information 5110

The District will publish an annual public notice informing parents or eligible students of their right to refuse the release of student directory information and indicating a time period for their response. Following such public notice and a reasonable response period, the District may release such information, at the discretion of the Superintendent, to an outside group without individual consent.

In accordance with the Family Educational Rights and Privacy Act (FERPA), "Student directory information" includes: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (if members of athletic teams), degrees and awards received, and the name of the educational agency or institution previously attended by the student.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Data Security and Privacy 5120

In accordance with New York State Education Law §2-d, the District hereby implements the requirements of Commissioner's Regulations (8 NYCRR §121) and aligns its data security and privacy protocols with the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity Version 1.1 (NIST Cybersecurity Framework or "NIST CSF").

In this regard, every use and disclosure of personally identifiable information (PII) by the District will benefit students and the District (for example, improving academic achievement, empowering parents and students with information, and/or advancing efficient and effective school operations). PII will not be included in public reports or other documents.

The District also complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Consistent with FERPA's requirements, unless otherwise permitted by law or regulation, the District will not release PII contained in student education records unless it has received a written consent (signed and dated) from a parent or eligible student. For more details, reference the District's applicable administrative regulations and procedures regarding access to student records under FERPA.

In addition to the requirements of FERPA, the Individuals with Disabilities Education Act (IDEA) provides additional privacy protections for students who are receiving special education and related services. For example, pursuant to these rules, the District will inform parents of children with disabilities when information is no longer needed and, except for certain permanent record information, that such information will be destroyed at the request of the parents. The District will comply with all such privacy provisions to protect the confidentiality of PII at collection, storage, disclosure, and destruction stages as set forth in federal regulations 34 CFR 300.610 through 300.627.

The Superintendent or his/her designee will establish and communicate procedures for parents, eligible students, and employees to file complaints about breaches or unauthorized releases of student, teacher or principal data (as set forth in 8 NYCRR §121.4). The Superintendent is also authorized to promulgate any and all other regulations necessary and proper to implement this policy.

References:

Education Law §2-d

8 NYCRR §121

Family Educational Rights and Privacy Act of 1974, 20 USC §1232(g), 34 CFR 99 Individuals with Disabilities Education Act (IDEA), 20 USC §1400 et seq., 34 CFR 300.610-300.627

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Internet Safety 5130

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web *may* include, but shall not be limited to, the following guidelines:

- a) Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of e-mail and chat rooms may be blocked as deemed necessary to ensure the safety of such students;
- b) Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors;
- c) In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action; and
- d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal identification information regarding such students.

The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CEPA and other applicable laws/regulations as may be appropriate and implemented pursuant to the District's educational mission.

**Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the School District.*

The School District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computers with Internet access.

Internet Safety Instruction

In accordance with New York State Education Law, the School District may provide, to students in grades K through 12, instruction designed to promote the proper and safe use of the Internet. The Commissioner shall provide technical assistance to assist in the development of curricula for such course of study which shall be age-appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness, skills, information and support to aid in the safe usage of the Internet.

Notification/Authorization

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

*Option A: "Affirmative Consent" (Opt-in) Student use of the District's computer system (DCS) is conditioned upon written agreement by all students and their parents/guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file in the District Office.

*Option B: "Passive Consent" (Opt-out) Student access to the District's computer system will automatically be provided unless the parent has submitted written notification to the District that such access not be permitted. Procedures will be established to define the process by which parents may submit a written request to deny or rescind student use of District computers.

The District has provided reasonable public notice and has held at least one (1) public hearing or meeting to address the proposed Internet Content Filtering/Safety Policy prior to Board adoption. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of the District's Internet Content Filtering/Safety Policy, as well as any other District policies relating to the use of technology.

47 United States Code (USC) Sections
254(h) and 254(1) 47 Code of Federal
Regulations (CFR) Part 54 Education Law
Section 814

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Notification of Release of Sex Offenders 5140

The CCSD will disseminate all information which the District receives from local police authorities concerning the release of sex offenders within the District to its staff members including, but not limited to, building principals, teachers, support staff, custodians, bus drivers, and security personnel.

Furthermore, the District will comply with the requirements of the Freedom of Information Law (FOIL) in response to written requests made to the District's Records Access Officer for information concerning the release of sex offenders pursuant to FOIL.

The Superintendent is also authorized to disseminate such information to those members of the staff and community at large who, in the opinion of the Superintendent, have an immediate need to be notified of such data in order to protect the safety of our students.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Response to Intervention 5150

The purpose of this policy is to address the administrative practices and procedures for the implementation of the CCSD's Response to Intervention (RTI) process for all students. For students suspected of having a potential learning disability, the District will provide appropriate RTI services prior to a referral to the Committee on Special Education (CSE) for evaluation.

The CCSD's RTI process shall include:

- a. Scientific, research-based instruction in reading and mathematics provided to all students in the general education class by qualified personnel. Instruction in reading, per Commissioner's Regulations, shall mean scientific, research-based reading programs that include explicit and systematic instruction in phonemic awareness, phonics, vocabulary development, reading fluency (including oral reading skills) and reading comprehension strategies;
- b. Universal screenings provided to all students to identify those students who are not making academic progress at expected rates;
- c. Scientific, research-based instruction matched to student needs with increasingly intensive levels of targeted interventions for those students who do not make satisfactory progress in their levels of performance and/or in their rate of learning to meet age or grade level standards;
- d. Progress monitoring of student achievement, including curriculum-based measures, to determine if interventions are resulting in student progress toward age or grade level standards;
- e. Educational decisions about student goals, instruction and program services made using data from interventions. This may include referrals for special education programs and/or services.
- f. Written notification to the parents including a summary of the student's performance data, plan for intervention, and the parents' right to request an evaluation for special education programs and/or services.
- g. Student support teams in each building who will analyze the data concerning a student's response to intervention and make education decisions about changes in goals, instruction and/or services in conjunction with RTI providers.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Section 504 of the Rehabilitation Act of 1973 5160

The purpose of this policy is to affirm the District's compliance with those sections of the Rehabilitation Act of 1973 dealing with program accessibility.

Section 504 of the Rehabilitation Act prohibits discrimination against qualified individuals with disabilities in federally assisted programs or activities solely on the basis of disability. The District shall make its program and facilities accessible to all its students with disabilities.

The District shall also identify and extend to every qualified student with a disability under Section 504 a free, appropriate public education, including modifications, accommodations, specialized instruction or related aides and services, as deemed necessary to meet their educational needs as adequately as the needs of non-disabled students are met.

Each building principal or his/her designee is responsible for coordination of activities relating to compliance with Section 504 within his/her building.

The Superintendent or his/her designee is responsible for providing information, including complaint procedures, to any person who feels his or her rights under Section 504 have been violated by the District or its officials.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Special Education Programs and Related Services 5170

The District will provide for an appropriate special education program for each student with a disability upon receiving from the CSE (Committee on Special Education) or CPSE (Committee on Preschool Special Education) recommendations for special education services. The CSE or CPSE shall provide the Board with a written evaluation for each student with a disability that includes:

- Classification of a student's disability.
- Recommendation(s) for a special education program and/or related service(s), including counseling, based upon a student's needs.

Program Accessibility

The District's programs and facilities are to be accessible to all its students with disabilities. The Superintendent or his/her designee is responsible for the coordination of activities relating to compliance with Section 504 of the Rehabilitation Act. He/she is to provide information, including complaint procedures, to any person who feels his/her rights under Section 504 have been violated by the district or its officials.

Twelve Month Educational Program

The District will provide, directly or by contract, special education services and programs during July and August to those students who the CSE/CPSE has determined required those services for a 12-month duration in order to prevent substantial regression.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Preschool Special Education Program 5180

The Board recognizes the need for educational programs for three and four-year-old children with disabilities and directs the Superintendent to establish administrative practices and procedures to:

- Provide for special education services and programs for each preschool child with a disability residing in the District.
- Establish a Committee on Preschool Special Education (CPSE) which shall be composed of staff in accordance with applicable state and federal regulations.
- Ensure that parents have received and understand the request for consent for evaluation of a preschool child.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Providing Teachers and Service Providers with Student's IEP Information 5190

Each regular education teacher, special education teacher, related service provider and another service provider who is responsible for the implementation of a student's Individualized Education Program (IEP) shall be provided with the student's IEP prior to its implementation. The Chairperson of the Committee on Special Education shall designate a professional employee of the district with knowledge of the student's disability and the education program to, prior to the implementation of the student's IEP, inform each teacher, assistant and support staff person of his or her responsibility relating to the implementation of the IEP and the specific accommodations, modification and support that must be provided. The student's IEP shall continue to remain confidential and shall not be re-disclosed to any other person except in accordance with the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act, and applicable regulations promulgated pursuant thereto.

Legal Reference:

Education Law Section 4402(7)(a)(b)(c) Chapter 408 of the Laws of 2002

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Participation of Students with Disabilities in School District Activities and Programs 5200

All students with disabilities residing in the District, including those of preschool age, are provided with full access and opportunity to participate in School District activities and programs, including extracurricular activities and programs that are available to all other students enrolled in the public schools of the District. Parents/legal guardians of students with disabilities, including those students placed in out-of-district programs, will receive timely notice of such District programs and activities.

A student who will be awarded a Skills and Achievement Commencement Credential or Occupational Studies Commencement Credential, but has not otherwise qualified for a Regents or local high school diploma, will be provided with the opportunity to participate in the graduation ceremony and all related activities associated with that student's high school graduating class. A student's graduating class will be defined as the twelfth-grade class with which a student entered into ninth grade. The student and their parents or guardians shall be provided with annual written notice about these adopted school district procedures in accordance with this rule.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Least Restrictive Environment 5210

The purpose of this policy is to ensure that students with disabilities eligible for special education services and/or programs are provided those services in the least restrictive environment which is appropriate in meeting their individual educational needs.

Least restrictive environment means that placement of students with disabilities in special classes, separate schools or other removal from the regular educational environment occurs only when the nature or severity of the disability is such that even with use of supplementary aids and services, education in regular classes cannot be satisfactorily achieved. The placement of an individual student with a disability in the least restrictive environment shall:

- a) Provide the special education and related services, as well as supplementary aids and services, needed by the student;
- b) Provide for education of the student to the maximum extent appropriate to the needs of the student with other students who do not have disabilities; and
- c) Be as close as possible to the student's home.

The District has an obligation, pursuant to law, and regulation, to educate students with disabilities in the least restrictive environment. The school District shall ensure that:

- a) Each student with a disability shall be educated with non-disabled students to the maximum extent appropriate;
- b) Each student with a disability shall be removed from the regular educational environment only when the nature or severity of the student's disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily; and
- c) To the maximum extent appropriate to the student's needs, each student with a disability shall participate with non-disabled students in nonacademic and extracurricular services and activities.

The District shall ensure that a continuum of alternative placements, in accordance with law and/or regulation, will be available to meet the needs of students with disabilities for special education and related services. To enable students with disabilities to be educated with non-disabled students to the maximum extent appropriate, specially designed instruction and supplementary services may be provided in the regular class. Such services may include, but are not limited to, consultant teacher services and other group or individual supplemental or direct special education instruction.

Reviewed by the Board of Education November 2021

Adopted by the Board of Education December 2021

Appointment and Training of CSE and CPSE Members 5220

Appointment

The Committee on Special Education (CSE) and the Committee on Preschool Education (CPSE) shall be composed of:

- Parent or persons in parental relationships to the student
- Staff in accordance with state and federal regulations
- The student if appropriate
- At the discretions of the parent or guardian, other individuals who have knowledge or special expertise regarding the student

At the request of the Parent and/or the District, at least 72 hours prior to the meeting, additional members may include:

- a school physician; and
- a parent of a child with a disability residing in the district or a neighboring district.

Training

The Director of Special Education is responsible for establishing administrative practices and procedures for training all District personnel responsible for carrying out the provisions of Part 200 of the Commissioner's Regulations as well as members of the Committee on Special Education and members appointed by the Board of Education to the Committee on Preschool Special Education.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Instruction for English Language Learners 5230

It is the District's philosophy to educate English Language Learners (ELL) in Integrated Academic Classes and Stand-Alone English as a New Language (ENL), students with Limited English Proficiency (LEP) in the least restrictive environment, and to provide them with full access to a free-standing English as a Second Language program taught by duly certified English to Speakers of Other Languages (ESOL) and/or English as a Second Language (ESL) teachers.

The Superintendent will develop and implement administrative regulations designed to:

- Identify English Language Learners pursuant to Commissioner's Regulations (CR PART 154) Screen pupils for LEP pursuant to Part 117 of the Commissioner's regulations;
- Using mandated screening procedures, identify such pupils with LEP; and
- Annually evaluate each such pupil's performance in content areas to measure the pupil's academic progress, and evaluate progress in English Language Proficiency using the NYSESLAT.

The Board supports the full access of ELL/LEP students to all appropriate instructional and support services offered within the District (including guidance programs pursuant to section 100.2[j] of the Commissioner's regulations), including equal opportunities to participate in all school programs and extracurricular activities.

In cases where an ELL/LEP student is suspected of having a disability and a referral is made to the Committee on Special Education, a bilingual multi-disciplinary assessment will be conducted to assure that a comprehensive, appropriate evaluation is provided.

In order to enhance communication regarding school-related programs and activities, the District will make every effort to communicate with the parents of ELL/LEP students in a language they understand. Further, this will include the use of interpreters, when appropriate, for parent conferences and other meetings such as those held by the Committee on Special Education.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Title I Parent and Family Engagement Policy 5240

The Every Student Succeeds Act (ESSA) provides for, and the CCSD expects and encourages, the involvement of parents of children in programs assisted under Title 1 of the Act (ESSA). The District assures parental involvement.

The district administration is responsible for the following:

1. Involving parents in the joint development of the Title 1 plan
 - a. Seeking parental participation
 - b. Holding an annual information meeting
 - c. Seeking parental input regarding the program

2. Providing the coordination, technical assistance, and support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance by
 - a. Educating the teachers and staff in the value and utility of the contribution of parents and how to reach out to, communicate with, and work with parents as equal partners in the education of their children
 - b. Providing examples of best practices in parental involvement from other school districts
 - c. Making known, or developing new, procedures for disseminating information from schools to parents

3. Working to build the schools' and parents' capacity for strong parental involvement by:
 - a. Disseminating literature on educational topics through District and school newsletters
 - b. Schools explaining and describing the standards at annual curriculum night events for parents.
 - c. Encouraging parental participation in school activities
 - d. Providing parents with ways to help them improve their skills for assisting their children's learning at home and at school
 - e. Providing assistance to parents in understanding New York State and locally developed assessments, content standards and graduation requirements; and how to monitor their children's progress and work with the educational staff to improve their children's achievement.
 - f. Providing assistance on understanding monitoring and grading standards used to report student achievement.

4. Coordinating and integrating Title 1 parental involvement strategies with those of other district programs by assigning the oversight of these programs to the Director of Curriculum and Instruction.

5. Facilitating parental involvement programs and activities with local agencies, and support activities such as parent resource centers that encourage parents to more fully participate in the education of their children.

6. Assuring that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format and to the extent practicable, in a language the parents can understand.

7. Coordinating and integrating Title 1 parental involvement strategies with those of other district programs by assigning the oversight of these programs to the Director of Curriculum and Instruction,
8. Facilitating parental involvement programs and activities with local agencies, and support activities such as parent resource centers that encourage parents to more fully participate in the education of their children.
9. Assuring that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format and to the extent practicable, in a language the parents can understand.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Curriculum Development Resources and Evaluation 5250

In order to achieve its annual instructional goals, the Board of Education supports a collaborative approach to district curriculum development. Curricula must be based on New York State Learning Standards and be aligned vertically and horizontally within and among curricular areas. Curricula must be research based and support instructional best practices.

The Board of Education supports continuous evaluation of the curriculum and instructional program. All aspects of the curriculum are subject to critical analysis in an attempt to improve the learning and growth of each student in accordance with his/her ability. The Board of Education will periodically request through the Superintendent factual information that it considers necessary to evaluate the effectiveness of the instructional program.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Student Assessment 5260

The Board of Education believes that student assessment provides a meaningful source of information about the curriculum and overall student achievement. The Board, therefore, authorizes the use of student assessments to help accomplish the following objectives:

1. to provide a means to evaluate student growth through individual, interdistrict, and intradistrict comparison;
2. to provide teachers with diagnostic information which will enable them to better address the instructional needs of their students;
3. to evaluate strengths and weaknesses of the current curriculum and methods of instruction;
4. to provide a basis for a longitudinal study of student achievement;
5. to meet New York State Mandated reporting and testing procedures; and
6. to promote the reporting of student progress to parents in a clear and useful fashion;

The information gained through the use of student assessment will be used to design educational opportunities for students to better meet their individual and collective needs. The Board views this purpose to be a primary function of schools.

The Board recognizes that student assessments should include multiple measures, be research-based and be used in conjunction with other information known about a student to assist the student in improving his/her learning and achievement.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Prevention Instruction 5270

The Administration will be responsible for implementing a prevention instruction program for students which consists of the following, at a minimum:

- **AIDS Instruction in Health Education** — This should include accurate information concerning the nature of the disease, methods of transmission, and means of prevention. It should be provided in an age-appropriate manner and be consistent with community values. It will stress that abstinence is the most appropriate and effective protection against AIDS. Parents/legal guardians shall have the right to exclude their children from those portions of a school's health education program that address AIDS prevention instruction. A statement must be completed and filed with the District declaring that the parent/legal guardian will be responsible for seeing that the student receives prevention instruction outside of the classroom.
- **Substance Abuse Prevention Instruction** — A prevention program will be developed to inform students of: (1) causes for substance abuse; (2) physical and psychological damage associated with substance abuse; (3) avoidance of alcohol, tobacco and drugs; and (4) dangers of driving while under the influence of alcohol or drugs.
- **Environmental Conservations Instruction** —A curriculum of environmental conservation should be integrated into other program disciplines.
- **Fire and Arson Prevention Instruction** — The administration is to be responsible for providing instruction in fire and arson prevention for all District students for a period of not less than forty-five (45) minutes each month that school is in session.
- **Student Safety** — Instruction in courses in technology education, science, home and career skills, art and physical education, health, and safety must include and emphasize safety and accident prevention. Safety instruction will also precede the use of materials and equipment by students in the courses listed above, and instructors will teach and enforce all safety procedures, including (but not limited to) the wearing of protective eye devices in appropriate activities.
- **Instruction on Prevention of Child Abduction** — All students in grades K through 8 will receive instruction designed to prevent abduction. Such instruction is to be provided by or under the direct supervision of regular classroom teachers and the Board will provide appropriate training and curriculum materials to those teachers. However, at the Board's discretion, such instruction may be provided by another public or private agency.

For purposes of developing such courses of study, the Board of Education may establish local advisory councils or utilize the school-based shared decision making and planning committee to make recommendations concerning the content and implementation of such courses. Alternatively, the District may utilize courses of instruction developed by consortia of school districts, BOCES, other school districts, or any other public or private agency. Such advisory council will consist of, but not be limited to, parents, school trustees and Board members, school personnel, business and community representatives, and law enforcement personnel having experience in the prevention of child abduction.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Selection of Library and Audiovisual Materials 5280

It is the responsibility of the school library to:

- provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students.
- provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- provide a background of information that will enable students to make intelligent judgments in their daily lives.
- provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage.
- place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

In interpreting these principles, the following will apply:

- Broad and varied collections will be developed systematically by the librarian and the audio-visual specialist, based on recommendations of the professional staff and suggestions of students and parents. Final approval will be made by the building principal.
- Qualitative standards of selection involving factual accuracy, authoritativeness, artistic quality and appeal will be applied by librarians and audio-visual specialists before purchases are made.
- Materials may not be excluded because of race, color, religion, national origin, political affiliation, sexual orientation, gender identity, marital status, ancestry, age, disability, or any other status protected by law.
- Materials will be continuously re-evaluated in relation to changing curriculum and instructional needs. Worn out, outdated materials will be discarded.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Animals in the School (Instructional Purposes) 5290

Observations and experimentation with living organisms and animals give students unique perspectives of life processes. Animals and animal materials should be used respectfully and for the purpose of meeting course objectives.

The Board of Education, in recognizing the educational uses of animals in the classroom, requires that permission be obtained from the Building Principal before animals are brought into the school or classrooms. It is the Principal's responsibility to ensure that there is an appropriate educational purpose if any animal is housed in a classroom. Animals are not to be transported on school buses with the exception of animals certified to assist persons with disabilities.

Study and Care of Live Animals

It shall be the responsibility of the Principal or his/her designee to develop a plan of care for those animals housed in school in the event of an emergency school closing or in the event the animals remain in the classroom on days when school is not in session.

Dissection of Animals

Any student expressing a moral or religious objection to the performance or witnessing of the dissection of an animal, either wholly or in part, shall be provided the opportunity to undertake and complete an alternative project approved by the student's teacher, provided, however, that such objection is substantiated in writing by the student's parent or legal guardian. An alternate activity clearly related to and of comparable rigor will be assigned in lieu of laboratory dissection. Some examples of alternate activities include the use of computer simulations or research. Students who perform alternative projects shall not be penalized.

Effective July 1, 2011, the District will give reasonable notice to all students enrolled in a course that includes the dissection of an animal and students' parent(s)/legal guardian(s) about their rights to seek an alternate project to dissection. Such notice shall be made available upon request at the school and distributed to parents and students enrolled in a course that includes dissection at least once at the beginning of the school year.

Americans with Disabilities Act, 42 United States Code (USC) (Section 12101 et. seq. Education Law Section 809
8 New York Code of Rules and Regulations (NYCRR) Section 100.2(c)(8)

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Transportation Policy 5300

The objective of the Transportation Department shall be to provide that level of transportation authorized by CCSD voters that is effective and efficient.

- a) Eligibility for Transportation: Students in Grades 1-12, whose residence is one mile or more from the school they legally attend are eligible to receive transportation. Students in Pre-K and Kindergarten are eligible to ride even if their residence is under one mile.
- b) Bus Scheduling, Stops, and Routes: Bus schedules, stops, and routes will be established by the Transportation Department and shall be made available electronically every year before the opening of school.
- c) Child Care Transportation: It is the policy of the Board of Education to provide Child Care Transportation in accordance with Education Law Section 3635. In addition, Eligibility for Transportation as set forth in this policy will be adhered to.
- d) Extra-Curricular Activity Transportation: The Board of Education recognizes the value of educational, cultural, societal, and health experiences derived from student activities requiring service for field trips, activity runs, co-curricular activities, and interscholastic sports. It is the policy of the Board of Education to provide transportation for Extra-Curricular Activities as set forth in Regulation.
- e) Out-of-District Transportation: Transportation will be provided to resident students to and from out-of-district schools to the extent required by Education Law Section 3635. In addition, Eligibility for Transportation as established by this policy will be adhered to.
- f) Emergency Transportation: In the event of an emergency situation, the Superintendent of Schools is authorized to make an exception to the Transportation Policy and provide transportation to all students in the District. The duration requiring an exception will be at the discretion of the Superintendent of Schools.
- g) Transportation for Students with Disabilities: Transportation will be provided to students with disabilities to the extent required by Education Law, Section 3635.
- h) Policy Review: The Transportation Policy and Regulation will be reviewed as needed by the Manager of Transportation to make recommended changes to the Board.

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

School Bus Safety 5310

The Superintendent or his/her designee, in cooperation with the administration and the Transportation Department, has the responsibility of developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct, while promoting health and safety.

All buses and student transportation vehicles owned and operated by the School District will have frequent safety inspections, and will be serviced in accordance with all applicable state and federal laws. In addition, the District will ensure that each driver of a school bus or other vehicle owned, leased, or contracted for by the District will turn off the engine of the bus or vehicle while waiting for passengers to load or off-load on school grounds, or while the vehicle is parked or standing on school grounds.

Exceptions to this idling of a school bus or vehicle may be permitted to the extent necessary to achieve the following:

- a) for mechanical work; or
- b) to maintain an appropriate temperature for passenger comfort; or
- c) in emergency evacuations where necessary to operate wheelchair lifts.

The Transportation Department will develop a maintenance schedule (consistent with this policy and in cooperation with the Superintendent and Transportation Department) and maintain a comprehensive record of all maintenance performed on each vehicle in accordance with all applicable state and federal laws.

Every bus driver is required to report promptly any school bus accident, regardless of damage involved, to a supervisor in the Transportation Department.

Reference
Education Law § 3637
Vehicle and Traffic Law § 142.8
NYCRR § 156.3(h) (NYSED)

Reviewed by the Board of Education November 2021
Adopted by the Board of Education December 2021

Meal Charge and Prohibition Against Meal Shaming 5320

Purpose

The goal of the CCSD is to provide student access to nutritious and low-cost meals each school day and to ensure that a pupil whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.

Unpaid charges place a large financial burden on our school. The purpose of this policy is to ensure compliance with federal requirements for the USDA Child Nutrition Program and, and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the CCSD in a way that does not stigmatize, distress or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch and snack meals only. The CCSD provides this policy as a courtesy to those students in the event that they forget or lose their money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

Policy

Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.

Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast of their choice for \$0.25 each day and a lunch of their choice for \$0.25 each day. The charge meals offered to students will be reimbursable meals available to all students unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.

Full Pay Students - Students will pay for meals at the school's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.

ONGOING STAFF TRAINING:

- Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the NYSED Webinar or the school's training program.
- Staff training includes ongoing eligibility certification for free or reduced-price meals.

PARENT NOTIFICATION:

- Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued meal charges within 1 week of the charge and then every 1 week thereafter.

PARENT OUTREACH:

- Staff will communicate with parents/guardians with five or more meal charges to determine eligibility for free or reduced-price meals.
- School staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- School staff will contact the parent/guardian to offer assistance with the completion of meal application to determine if there are other issues within the household causing the child to have insufficient funds, offering any other assistance that is appropriate.

MINIMIZING STUDENT DISTRESS:

- School will not publicly identify or stigmatize any student on the line or discuss any outstanding meal debt in the presence of any other students.
- Students who incur meal charges will not be required to wear a wristband or handstamp, or to do chores or work to pay for meals.
- Schools will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous meal charges.
- Schools will not take any action directed at a pupil to collect unpaid school meal fees.
- Schools will deal directly with parents/guardians regarding unpaid school meal fees.

ONGOING ELIGIBILITY CERTIFICATION:

- School staff will conduct direct certification with NYSSIS or use NYSED Roster Upload at least monthly to maximize free eligibility.
- School staff will provide parents/guardians with free and reduced-price applications and instructions at the beginning of each school year in the school enrollment packet.
- Schools using electronic meal applications will provide an explanation of the process in the school enrollment packet and instructions on how to request a paper application at no cost.
- Schools will provide at least two additional free and reduced-price applications throughout the school year to families identified as owing meal charges.
- Schools will use administrative prerogative judiciously, only after using exhaustive efforts to obtain a completed application from the parent/guardian only with available information on family size and income that falls within approvable guidelines.
- Schools will coordinate with the foster, homeless, migrant, runaway coordinators at least monthly to certify eligible students.

Students/Parents/Guardians may pay for meals in advance via www.myschoolbucks.com or with a check payable to *Candor Schools Lunch Program*. Further details are available on the website at www.candorcsd.org. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.

Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the CCSD Food Service Program.

Reviewed by the Board of Education November 2021

Adopted by the Board of Education December 2021

**Candor Central School District
Policy Manual**