ABSENCES FOR RELIGIOUS OBSERVANCES

Any permanently appointed employee of the Hermon-DeKalb Central School District who is a member of a faith and is obligated by his/her conscience to observe holy days shall be excused from his/her official duties within this school system on the occasion of the observances.

In all such instances, it shall be the duty of the employee, who wishes to be excused, to notify the Superintendent of Schools in writing, at least five days before such observances so that arrangements can be made for a substitute of for reassignment of personnel to cover his/her duties.

All regular employees, so excused, shall have the option to use a personal, vacation or unpaid day.

Such absences from official duties shall be recognized by the School Board and all Supervisory Personnel as legal holidays in these instances for these persons.

ACCIDENTS

Any employee sustaining an injury either on school property or at a school related function at another site, is required to report the incident to the immediate supervisor and to submit the completed original of the form “Employee Incident Report” to his/her immediate supervisor.

ACCIDENTS INCURRED BY STAFF

1. Employees are responsible for reporting accidents/injuries to their immediate supervisors/principal immediately or as soon as practical.

2. When an employee is unable to continue working due to an injury/accident, the employee must seek immediate medical attention.

ACCIDENTS INCURRED BY STUDENTS

1. All accidents to students should be referred to the Health Office for first aid immediately.

2. Safety in the classroom should be emphasized and practiced continuously.

3. Any accident, no matter how trivial it may seem at the time, should be reported to the Health Office.

4. School Athletics – The coach or instructor in charge will be responsible for providing and or seeking of the injured party and completing and submitting the accident report form and notifying the school nurse.

5. Teachers are responsible for the safety of the students they are supervising.

ADVERTISING

No employee may promote the interests of any commercial, political, or non-school agency during school/work time without the authorization of the Superintendent of Schools, or a designated administrator.
BUILDING EVACUATIONS DURING AFTER SCHOOL PROGRAMS

All those who have made arrangements with administrators to assume the charge for after school programs are responsible for reviewing emergency exiting procedures at the onset of such programs.

CHILD ABUSE (IN AN EDUCATIONAL SETTING) (SILENT RESIGNATIONS)

All employees are to be knowledgeable of the legal and ethical responsibilities relative to instances of suspected neglect and abuse among students. Please refer to the Policy Manual for information regarding the mandatory reporting of suspected child abuse/neglect.

CLOSINGS: SCHOOL AND EMERGENCY

When school is closed or delayed there will be an announcement made over area radio and TV stations. Every effort will be made to make a decision by 6:15 a.m. Occasionally it may be necessary to close school when an emergency occurs or weather conditions worsen.

All school closings or delays will be announced over the following stations: WTNY, WSLU, WNCQ, YES FM, WWNY, WWTI.

The AM Pre-K class will be cancelled when there is a two hour delay.

When school is closed, all related activities, including athletic events, adult education and student activities will be suspended for that day and evening.

The attendance of personnel shall be governed by the respective collective bargaining agreements.

CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL

General Provisions

Officers and employees of the Hermon-DeKalb Central School District hold their positions to serve and benefit the public, and not to obtain unwarranted personal or private gain in the exercise of their official powers and duties. The Board of Education recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This policy establishes those standards.

The provisions of this policy are intended to supplement Article 18 of General Municipal Law Sections and any other law relating to ethical conduct of District officers and employees, and should not be construed to conflict with those authorities.

Standards of Conduct

The following rules and standards of conduct apply to all officers, including Board members, and employees of the Hermon-DeKalb Central School District.

Gifts

No person may directly or indirectly solicit, accept, or receive any gift having a value of $75 or more under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence the individual in the performance of his/her official duties or was intended as a reward for any official action on the part of the individual. This
prohibition applies to any gift, including money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form.

Confidential Information

No person may disclose confidential information acquired by him/her in the course of his/her official duties or use this information to further his or her personal interests.

Conflicts of Interest

Except as permitted by law, no person may have an interest in any contract with the District when he/she, individually, or as a member of the Board, has the power or duty to: negotiate, prepare, authorize, or approve the contract or authorize or approve payment under the contract; audit bills or claims under the contract; or appoint an officer or employee who has any of these powers or duties.

Likewise, unless permitted by law, no chief fiscal officer, treasurer, or his/her deputy or employee, may have an interest in a bank or trust company designated as a depository, paying agent, registration agent, or for investment of funds of the District.

"Interest," as used in this policy, means a direct or indirect pecuniary or material benefit accruing to a District officer or employee as the result of a contract with the District. A District officer or employee will be considered to have an interest in the contract of: his/her spouse, minor children and dependents, except a contract of employment with the District; a firm, partnership or association of which he/she is a member or employee; a corporation of which he/he is an officer, director or employee; and a corporation any stock of which is owned or controlled directly or indirectly by him/her.

The provisions of the preceding three paragraphs should not be construed to preclude the payment of lawful compensation and necessary expenses of any District officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

Representing Others in Matters Before the District

No person may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the District. Likewise, no one may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the District, where the individual's compensation is contingent upon any action by the District with respect to the matter.

Disclosure of Interest in Contracts and Resolutions

Any District officer or employee who has, will have, or later acquires an interest in or whose spouse has, will have or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement, or other agreement, including oral agreements, with the District must publicly disclose the nature and extent of that interest in writing. The disclosure must be made when the officer or employee first acquires knowledge of the actual or prospective interest, and must be filed with the person's immediate supervisor and the Board of Education. Any written disclosure will be made part of and included in the official minutes of the relevant Board meeting.

Investments in Conflict with Official Duties

No person may invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his/her official duties, or that would otherwise impair his/her independence of judgment in the exercise or performance of his/her official powers or duties.
Private Employment

No person may engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when that employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

Future Employment

No person may, after the termination of service or employment with the District, appear before the District in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment or which was under his or her active consideration.

Notice of Code of Ethics and General Municipal Law Sections 800-809

The Superintendent will ensure that a copy of this code of ethics is distributed to every District officer and employee, and that a copy of General Municipal Law Sections 800-809 is posted conspicuously in each District building. The failure to distribute this code of ethics or to post General Municipal Law Sections 800-809 will have no effect on either the duty of District officers and employees to comply with their provisions, or the ability of the District or other relevant authorities to enforce them.

Education Law § 410
General Municipal Law Article 18 and §§ 800-809

CONFERENCE, INSERVICES AND WORKSHOPS

All employees are encouraged to attend (and report upon) professional growth opportunities that improve instruction and enhance skills related to respective areas of responsibility. When approving such requests the Superintendent is guided by rationale based upon appropriateness with respect to district, building or departmental goals.

COPYRIGHTED MATERIALS: USE OF

All employees are prohibited from copying materials not specifically allowed by the copyright law, fair use guidelines, licenses or contractual agreements, or the permission of the copyright proprietor.

Any employee who willfully disregards the copyright policy shall be in violation of Federal Copyright Laws and District policy and shall assume all liability.

CORPORAL ACT

Each employee is responsible for understanding that any corporal act against a student must pass the test of “a last resort” for reasons of self-protection, protection of another person, protection of property, or for the removal of a disruptive student. In the case of such an event the employee is to report the occurrence to the building administrator; or in the case of a school related or extracurricular activity, the report is to be made to the administrator in charge of that activity.

CREDIT UNION

School District employees are encouraged to make use of our credit union for payroll savings, and loans for automobiles and other personal reasons. The SeaComm Federal Credit Union’s address is P.O. Box 149 Massena, NY 13662, Office Phone Number: 315-265-5952.
DISTRIBUTION OF LITERATURE

Each employee is to be aware that the distribution of pamphlets, booklets, or other printed or electronic materials that have not received the permission of the Superintendent is prohibited by the Board of Education.

DISTRICT CODE

For Income Tax purposes the School District code is 269 for residents of the Hermon-DeKalb School District.

DRUG AND ALCOHOL FREE WORKPLACE/DRUG TESTING OF STUDENTS

The Board of Education has guaranteed that the school and the school property are to be free from controlled substances. These are defined as those “drugs which are illegal and prescription drugs which are highly addictive” (for which no lawful prescription exists). Each employee is responsible for complying with the Board’s policy and for following any administrative regulations regarding controlled substances on school property, or at school related activities which are not on school property. The Board prohibits any employee from using or distributing alcohol, or to be under its influence during work or at any school sponsored activity. A student suspected to be under the influence of alcohol will be requested to take the Alco-Sensor breath analysis test. If any alcohol is evident as a result of this test, all student rules/regulations pertaining to alcohol will be imposed.

ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices shall include, but not be limited to, beepers, cellular phones, and “walkie talkies”.

Electronic communication devices may be utilized by or be in the possession of District employees, whether in the school building, or on school grounds, while participating in a school related activity, or away from school grounds while participating in a school related activity. These devices may not be used while the employee is engaged in an activity that requires direct supervision of students, for example; teaching or coaching, unless the use of such equipment is necessary to the performance of the employee’s job functions.

EMPLOYEE ACTIVITIES

Political Activities

Each employee has the right as a citizen to engage in political activities. However, the Board of Education requires that school property and school time shall not be used for political purposes.

Soliciting, Collecting or Selling

Except as may be expressly authorized by the Board of Education or the Superintendent, no employee shall:

1. Permit the solicitation or collection of subscriptions or contributions from pupils or their parents in or through the except such as are expressly permitted by law

2. Provide the names or address of colleagues, pupils, or parents for other than school purposes

3. Accept any gratuity of money or of goods having a substantial value from any pupil or from the parent or guardian of any pupil.

4. Permit any commercial advertising to be announced, distributed or otherwise promoted through the schools; unless approved by the administration.
Tutoring

Because the constitution of the State of New York states, in effect, that public buildings or property may not be used for private gain, no teacher shall give private instruction of any kind on school property when a charge is made for such instruction.

Non-School Employment

No employee shall use school time or facilities for profit in connection with any personal activity outside of the regular school program without the approval of the Board of Education. Any violation of this provision will be held to be willful insubordination.

Employees may accept non-school employment which does not use school time or facilities as long as this employment does not impair the effectiveness of the employee in the position to which he/she is assigned within the School District.

EMPLOYEE DATA

Employees are requested to report the following information to the District Office:

1. Change of address
2. Change in marital status
3. Addition of a new dependent, by birth/adoptive and/or marriage
4. A dependent child losing dependent status
5. Employee or spouse attaining age 65
6. Employee or spouse becomes eligible for Medicare by reason of disability
7. Loss of other Health Insurance Coverage. Must notify within 30 days after your other coverage ends. You may be eligible for enrollment under the special enrollment rules.

EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION

Each employee has a personnel file maintained by the School District. To ensure the individual’s privacy, directory or confidential information is not shared with a third party except in the following situations:

1. 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.

2. When the employee grants permission for the release of information.

3. When the third party needs to contact a particular staff member in case of an emergency during non-school hours.

4. Service of lawful process.

The District does not release information concerning the employment records, personnel file or past performance of a former employee, unless such information is required to be disclosed by law. Only the initial and final dates of employment and the position held are provided through a written response to written request, unless otherwise authorized by the former employee.
EMPLOYMENT OF RELATIVES OF BOARD OF EDUCATION MEMBERS

A probationary or tenure appointment of a certified individual who is related by blood or marriage to any member of the Board of Education shall be subject to the consent of six (6) members of the Board of Education to be determined at a Board meeting and to be entered upon the proceeding of the Board.

This policy shall also apply to the provisional, probationary, or permanent appointment of classified (civil service) staff.

EMPLOYEE PROTECTION

The District will provide legal defense for employees being sued for events arising from the individual’s performance of duties, provided the employee was acting in a discharge of his/her duties within the scope of his/her employment at the time of the incident.

The District shall not be subject to the duty to defend unless the employee, within the time prescribed by specific statute delivers the original or a copy of the claim to the Clerk of the District.

EQUAL EMPLOYMENT OPPORTUNITY

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, age, veteran or marital status or disability.

Provisions will be provided for the publication and dissemination, internally and externally, of this policy to insure its availability to interested citizens and groups.

Any citizen or employee seeking additional information or wishing to lodge a complaint should contact the Director of Personnel who serves as the District’s Compliance Officer in such matters.

EQUIPMENT FOR PRIVATE PURPOSES: USE OF SCHOOL

Equipment or other personal property owned by the School District is not to be loaned or leased to any individual or organization for private use. “Private use” shall not include a use which is authorized by the Superintendent or his/her designee and determined by him/her to be directly related to the improvement, enhancement or development of the School District’s educational program.

EXTRA-CURRICULAR ACTIVITIES

In order to support the schools instructional program each employee must be aware that the foremost functions of the school are instruction and student learning; and to always act in a manner supportive of those function; that those foremost school functions are the responsibility of each employee. Eligibility for activities outside of the instructional program is to be based upon standards established by the Board of Education, and by administration.

EYE SAFETY DEVICES

Every employee, student and visitor is required to wear industrial quality eye protective devices whenever he or she is participating in or observing a work related task including an instructional or experimental program in a shop or laboratory involving:

1. Hot solids, liquids, or molten metals

2. Milling, sawing, turning, shaping, cutting, drilling, or stamping any solid materials
3. Heat treatment, tempering, or kiln firing of any metal or other materials

4. Gas or electric arc welding

5. Repair or servicing of any vehicle

6. Caustic or explosive chemicals or materials

Eye safety devices within the meaning of this policy shall include face shields, goggles, safety glasses, welding helmets, hoods and other specialized equipment meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1, promulgated by the American National Standards Institute, Inc.

All safety devices are to be properly repaired, cleaned and stored.

**Regulations for Specific Instructional Areas**

**Technology Education Lab**

An eye protective device as supplied by the school shall be worn over the eyes at all times by students, teachers, and visitors except for the following situations:

1. During chalkboard lessons

2. While student is drawing or planning at an approved planning station

3. While welding, brazing, or torch cutting at which times other special eye and face protection is mandated

**Elementary Schools**

Teachers and students must wear an eye protective device during lessons and demonstrations involving any situation coming under those listed in the general regulations.

**Science Department**

1. The eye protective device will be worn at all times by students in chemistry labs

2. The eye protective device will be worn by all students in all other laboratory situations where:

   a. The heating of solutions is part of the lab

   b. The handling of acids or caustic solutions is part of the lab

   c. Cutting, bending, or breaking of glass tubing or plate is part of the lab

3. All teachers will wear eye protective devices in any situations where:
a. Any of the above situations are being demonstrated by a teacher for a class

b. A teacher is supervising a class participating in any of the above activities

Any exceptions to the Regulations for Specific Areas will require approval of the principal.

**FAMILY AND MEDICAL LEAVE ACT**

The Board of Education, in accordance with the Family and Medical Leave Act of 1993 (FMLA), gives “eligible” employees of the District the right to take unpaid leave for a period of up to 12 work weeks in a 12 month period as determined by the District. The District will compute the 12 month period according to the following time frame: a “rolling” 12 month period will be used that is measured backward from the date an employee used any FMLA leave.

Employees are “eligible” if they have been employed by the District for at least 12 months and for at least 1,250 hours of service during the previous 12 month period. Full time teachers are deemed to meet the 1,250 hour test. The law covers both full time and part time employees.

Qualified employees may be granted leave for one or more of the following reason:

1. The birth of a child and care for the infant
2. Adoption of a child and care for the infant
3. The placement with the employee of a child in foster care
4. To care for a spouse, child or parent who has a serious health condition as defined by the FMLA
5. A serious health condition of the employee, as defined by the FMLA, which prevents the employee from performing one or more of the essential functions of his or her job.

Any paid or unpaid leave available to the employee shall be taken concurrently with FMLA leave.

An employee on FMLA leave is also entitled to have health benefits maintained while on leave. If an employee was paying all or part of the premium payments prior to leave, the employee will continue to pay his/her share during the leave period.

In most instances, an employee has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave.

The Board of Education has a right to 30 days advance notice of the need for leave from the employee where practicable. In addition, the Board may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee’s immediate family member. Failure to comply with these requirements may result in the delay of FMLA leave. The Board may also require that an employee present a certification of fitness to return to work when the absence was caused by the employee’s serious health condition. The Board of Education has the right to deny restoration to employment if the employee does not furnish the certificate of fitness.

A notice which explains the FMLA’s provisions and provides information concerning the procedures for filing complaints of violations of the FMLA shall be posted in each school building.
FIELD TRIPS

The Board of Education recognizes the value of filed experiences to be an important ingredient in the total instructional program. Teachers are to follow those procedures determined appropriate by the school administration, and are to be mindful of informing other employees whose responsibilities are affected by the planning of such experiences for students.

FIRE DRILLS AND EMERGENCIES

At the moment a building fire emergency occurs, swift and appropriate action must be undertaken to assure the personal safety of each of the building occupants. This policy provides the guidelines for developing school procedures to assure that all school staff and students will be prepared to act, without confusion or delay, during a fire.

General

Any person discovering a fire or smoke condition must immediately sound the fire alarm. This discovery constitutes a fire emergency. There can be no hesitation about making such a decision. There must be no time lost while reporting to or seeking further direction from the building administrator or other authority before sounding the alarm. The alarm must also start the evacuation procedure automatically without the need for official confirmation or direction.

Where a gas leak is discovered the fire alarm system should not be used, as possible sparking or mechanical components of the bell system could cause the gas to explode. In such cases, the main office should be notified by voice immediately and direction to evacuate should be given over the P.A. system.

In the event of a bomb threat the P.A. system should also be used to initiate building evacuation.

Preparation

1. A planned “command post”, an outside area known to all teachers and staff should be established where the building administrator should go at the sound of the alarm. From this point, the administrator can be quickly available to staff for any necessary decisions.

2. Outdoor waiting areas, one or more, sold be designated where teachers and students are to gather following the evacuation of the building. Each area must be large enough to accommodate the school population planned for it, and must be well away from the building to allow firefighters ample room for their equipment and activity. Such areas must be made familiar to all, so that any students separated from class at the time of the alarm will know exactly where to report to be accounted for.

3. A plan should be in place to provide for the physical protection of the evacuated building occupants if an extended outside wait is expected. This is necessary as an emergency may occur during a period of wet or freezing weather and occupants should not delay building evacuation to don coats or other outer clothing. Provisions should include the choice of a shelter or go home directions, as conditions warrant.

Occupant Action

1. Any building occupant, upon discovering a fire or unexplained smoke condition must pull the fire alarm to warn all other building occupants to evacuate the building immediately. If a student, they then must report directly to the assigned class waiting area. If a teacher or other staff person, they must institute the appropriate planned tasks for a fire emergency. Brief descriptions of various staff tasks follow.
2. Each teacher in charge of a class must immediately, upon hearing the fire alarm, lead the class out of the building to the outdoor waiting area assigned to the class. Alternate routes to the outdoors must be known and practiced by means of drills. Students must not delay building evacuation for coats or other outer clothing. The teacher should take the class register to the waiting area.

3. Special activities for teacher and other staff not in direct charge of evacuation of students:
   a. Specific instruction and practice must be given to assigned staff (with backup) regarding any specific help for the careful, yet rapid evacuation of persons with disabilities from the building.
   b. An office staff person (again with backup) must be assigned to properly store or remove designated records from the building.
   c. Specific staff members should be assigned to monitor building entrances to prohibit entry by unauthorized persons during the fire emergency.
   d. Only staff with appropriate training should attempt to extinguish a fire. Specific staff members, having volunteered for and received such training, may at the time an alarm is sounded, seek out the fire and attempt extinguishment, using the fire protective equipment normally on hand in school buildings. Staff training should be by professional fire personnel. Any such training must stress the personal safety of the volunteer staff while engaged in fighting a fire still in its incipient stages. What appears to be a “small” fire can become untenable in a matter of minutes, and school fire extinguishers are limited in their capacity. The persons fighting a fire of this nature must know at what point it becomes prudent to retreat. These staff people can be of great assistance to firefighters by directing them to the exact location of the fire immediately upon their arrival on the scene.

Drills

Education Law requires that eight school fire drills be held before the first of December of each school year, with a total of twelve drills to be held for the entire school year. After the first drill or two, during which building occupants can become familiar with general escape routes and waiting area, drills should become more complex, including “blocked” corridors, to duplicate as closely as possible conditions that may be encountered in a real fire emergency. Practice of this nature can be invaluable, helping to prevent unwanted “surprised” if a real fire emergency were to occur.

The local fire department may welcome the opportunity to participate in school fire drills. Fire professionals can often offer suggestions that could speed up building evacuation, improve placement of occupants during drills, or make suggestions that may improve the entire procedure. The presence of fire trucks, and firefighters in turnout gear, also imparts a sense of the seriousness of the exercise.

GIFTS

Class Gifts to School

To encourage students to make the wisest possible use of class funds, it shall be the policy of the District to ask all classes that wish to give a class gift to obtain the approval of the Superintendent before making a final decision on their class gift to their school.
Gift Giving

Students and parents are asked to refrain from giving individual gifts to members of the instructional staff. Members of the instructional staff are asked to decline any gift of money or of goods having a substantial value from individual students or from their parents.

The policy of the District shall be that in the event that any students and/or parents wishing to give a gift to a teacher, or to any member of the instructional staff, that they do so as a group, and in this way, providing each member (of the group) with the opportunity to make a reasonable contribution toward the cost of the gift.

Additionally, all business contacts shall be informed that gifts exceeding $75.00 in value to District employees will be returned or donated to charity.

HAZARD COMMUNICATION STANDARD

The Board of Education recognizes the rights of all personnel to work in a healthy and safe environment that is as free as practicable from recognized hazards and risks to their safety.

Therefore, all personnel shall be provided with applicable training to comply with the New York State “Right-to-Know” Law and the Hazard Communication Standard.

The Board directs the Superintendent to develop rules and regulations to insure District implementation of this policy which shall include awareness information, employee training and record keeping.

For additional information, contact the District’s Safety Compliance Officer or the Superintendent of Buildings and Grounds.

HEALTH EXAMINATIONS

The Superintendent of Schools may require any employee to submit to a medical examination by a physician of his/her choice or a school medical inspector, as determined by the Superintendent, in order to determine the physical or mental capacity of the employee to perform his/her duties. The employee required to submit to such examination shall be promptly reported to the Superintendent. At any time, the Superintendent may direct any employee to be absent from his/her duties until the report of the findings of the examination is received. All female employees have the right to a female physician or to have another female present if she is being examined by a male doctor.

NOTE: For policies concerning infection Control, Communicable Diseases and AID/HIV, refer to the Board of Education Policies #5690, 5691 and 5692 respectively.

HEALTH INSURANCE

Open Enrollment

Each employee is responsible for (understanding) his/her own health insurance coverage in accordance with respective negotiated agreements.

Change in Coverage

Employees must notify the Personnel Office any time there is a change in marital status, status of dependents, or if the employee or spouse turns age 65. If the District is overcharged because of an employee’s failure to make such notification, the employee shall be liable for the amount overcharged.
Medicare

Employees or retirees and their spouse who attain age 65 must notify the Personnel Office. Failure to make such notification can result in the employee or retiree being charged the difference between the costs of over 65 versus under 65 coverage.

Dependents of employees are eligible to continue their insurance for up to thirty-six (36) months upon occurrence of one of the following events:

1. Death of the covered employee; or
2. Divorce or legal separation from the covered employee; or
3. An employee becomes eligible for Medicare and ceases to participate in the employer-sponsored plan; or
4. The dependents of a covered employee reach the maximum age for dependent coverage.

Those who are eligible to continue coverage have up to sixty (60) days to complete the continuation of Coverage Election Form. They must pay the full cost of their premium and may be requested to pay administrative cost incurred by the District.

Portability and Accountability Act of 1996 – Certificate of Creditable Coverage

Employees and their dependents who wish to request a Certificate of Creditable Coverage must submit their request in writing to the District Office; Requests for a Certificate of Creditable Coverage must be made within 24 months after the individual’s coverage under the group health plan ceases.

An automatic Certificate of Creditable Coverage will be issued to employees and their dependents when a person ceases to be covered under a group health plan and when a person whose coverage has continued under COBRA or other continuation process ceases to be covered under COBRA or other continuation of coverage arrangement.

A Certificate of Creditable Coverage can be issued directly from the Health Insurance Carrier and/or the Employer.

HUMAN IMMUNODEFICIENCY VIRUS (H.I.V.) – RELATED ILLNESS

Employment

No disciplinary action or other adverse personnel action shall be taken against an employee solely because he/she has AIDS or HIV infection. Personnel action may be taken against an employee only if he/she is unable to perform the essential functions of the employee’s position, with or without reasonable accommodation.

Testing

No HIV related testing of any employee can be conducted without the receipt of a written informed consent form signed by the subject of the test (if he/she has the capacity to consent) or a person authorized pursuant to law to consent to health care for the individual unless otherwise authorized or required by a state or federal law.
Penalties

Any school official or employee who discloses confidential HIV related information to unauthorized persons may be subject to a civil penalty up to $5000.00 and a criminal misdemeanor charge.

Regulations Concerning Students

For information contact the main office.

INFECTION CONTROL PROGRAM

The district shall establish an infection control program designed to prevent and control exposure to infectious disease. According to the New York State Department of Labor’s Division of Safety and Health and OSHA standards, the program shall consist of:

1. Guidelines for maintaining a safe, healthy school environment to be followed by staff and students alike.
2. Written standard operating procedures for blood/body fluid clean-up.
3. Appropriate staff education/training.
4. Evaluation of training objectives.
5. Documentation of training and any incident of exposure to blood/body fluids.
6. A program of medical management to prevent or reduce the risk of pathogens, specifically hepatitis B and HIV.
7. Written procedures for the disposal of medical waste.
8. Provision of protective materials and equipment for all employees who perform job related tasks involving exposure or potential exposure to blood, body fluids or tissues.
9. For additional information contact the Superintendent of Buildings and Grounds.
10. JOB DESCRIPTIONS

The duties and responsibilities of each certified position or of each class of positions shall be set forth in job descriptions to be developed by the Superintendent in cooperation with members of the staff.

Classified staff job descriptions will be on file in the Personnel Office.

JURY DUTY

A School District employee called for jury duty shall receive his/her full day pay from the School District plus mileage from the State. However, no employee shall be entitled to receive the per diem jury duty allowance for any regularly scheduled workday on which jury duty is rendered if on such a day his/her wages are not withheld on account of such service.

Judiciary Law Section 521-C
KEYS

Most rooms will be unlocked in the morning and locked in the afternoon by the teacher. All rooms must be locked when not in use to provide security for equipment, to protect student records and to avoid student gathering in unsupervised settings. Request needed keys from the Superintendent of Building and Grounds.

LEAVING SCHOOL DURING WORK HOURS

In order to allow staff to leave the building during normal work hours for non-work related matters, it is necessary to clearly define this area. Following are the circumstances which will guide this area:

1. Leaving the building at any time during the normal work hours for non-work related matters may be suspended and/or discontinued by the District if it is determined that the practice interferes with the instructional program; the duties of any staff member; or if there are violations of the conditions set forth below.

2. Staff may only leave the building for matters which may be accomplished very quickly and which cannot normally be accomplished after school hours.

3. Prior permission from the Principal or his/her designee and the use of appropriate sign-out form is required. The sign-out sheet will be kept in the Main Office. Teacher aides, assistants and office staff should also receive approval from their teacher and should be very careful not to leave it their duties are interrupted or if the safety and welfare of the students are in question. Teachers and other immediate supervisors of aides should also take the above caution into consideration when giving their approval.

4. When signing out for work or for non-work reasons, please state specifically where you are going so that you can be reached immediately in case of an emergency or for other extenuating reasons.

5. Please note that the above guidelines are also in effect during lunch time.

LOYALTY OATH

Each employee is required to take an Oath of Allegiance to the Constitutions of the United States and the State of New York. This should have been completed by the employee prior to appointment by the Board of Education.

MAILBOXES

Each classified staff person is assigned a mailbox for the purpose of intra-school communications such as newsletters, bulletins, notes from other staff members, etc. Mailboxes should be checked in the morning and afternoon for mail, magazines, catalogs, etc. Students are not to pick up mail or place information in mailboxes.

MAINTENANCE REQUESTS

All maintenance requests shall be completed on the Maintenance Request Form that can be obtained in the Main Office.

Staff will fill in the essential information as directed by the form and return such form to the Superintendent of Building and Grounds.

The Superintendent of Building and Grounds will accept/reject the request and will notify the staff member of the disposition of the request.
A file of all dated, completed request forms will be maintained in the Superintendent of Buildings and Grounds office.

**MATERIALS, SUPPLIES, EQUIPMENT AND TIME**

Materials, supplies and equipment should be used for school related activities and not for personal use. School time should not be used to conduct personal business.

Equipment, hardware, software should not be taken from the building without proper form and prior approval of a building administrator.

All materials and supplies will be delivered as soon as possible after invoices have been checked. **DO NOT PERSONALLY REMOVE SUCH ITEMS FROM OFFICE OR STORAGE AREAS WITHOUT ADMINISTRATIVE APPROVAL.**

**MILEAGE REIMBURSEMENT**

Personal vehicles may be used for job-related transportation.

Mileage will be reimbursed at a rate established by the Board of Education. To receive reimbursement for mileage the following procedure should be followed:

1. Submit the Mileage Claim Sheet
2. Mileage claims on a day of an employee's reported absence will not be processed for payment
3. To ensure prompt payment, be certain Claim Sheet is legible, signed and contains all requested information
4. All questions should be directed to the Business Manager

**ORIENTATION OF NEW EMPLOYEES**

At the time of the initial job interview pertinent information is explained and questions answered by the Personnel Department and others who interview. Also, after each employee is hired, he/she is to receive the following:

1. A copy of the collective bargaining agreement
2. Information related to insurance benefits and claim procedures
3. Pension forms and benefits explained
4. Oath of Allegiance
5. From his/her supervisor, each new employee receives specific work assignments, time schedule, location and procedures for use of supplies and equipment, and other information considered helpful in understanding job expectations to help assure the greatest opportunity for success. Employee handbooks will be made available.
PAYROLL DEDUCTIONS AND 403(b) ACCOUNTS (TAX SHELTERED ANNUITIES)

Payroll deductions may be made when authorized by employees or when required by law or negotiated agreements.

403(b) accounts shall be operated according to law and District guidelines and procedures. Questions concerning 403(b) accounts and deductions should be directed to the Business Office.

**Tax Shelter Annuities**

Employees who are eligible for an exclusion limit which will exceed the standard allowance are responsible for obtaining from their TSA Company or Agent a proper exclusion form and submitting this form to the Business Office.

Direct any questions to the Business Office.

**PROBATIONARY PERIOD**

**Certified**

The probationary period for teachers and administrators is normally four years. Teachers only may be subject to a probationary period of less than three years dependent on prior service. The regulations of the Commissioner of Education govern the length of the probationary period.

**Civil Service**

The probationary period for Civil Service employees shall be in accordance with county and state law.

**RETIREMENT**

Retirement requirements and benefits are covered by law. For additional information, contact the President of your bargaining unit, the Personnel Office, and the New York State Teachers Retirement System at (518) 557-2914 or the New York State Employees' Retirement System at 518-414-1136.

Retirement notification for teachers and non-instructional staff is due by April of the school year prior to the effective retirement date in order to be eligible for the longevity increment.

Once retirements (and resignations) are approved by Board of Education action, they will not be rescinded except for good cause.

**SAFETY**

**General**

Staff should report to the main office any unsafe situations found in their building or on the grounds.
SCHOOL FACILITIES: USE OF

All staff wishing to use District buildings or grounds must complete an Application for Use of Buildings. Completion of this form is necessary when additional or other rooms are to be used which require set-up or offer a possible conflict with use by others; usage is beyond 3:00 p.m. or involves a day when students are not in attendance; or, activity is not sanctioned by the Board of Education. Requests are available from the Main Office.

Public and private organizations located within the School District are welcome to utilize school facilities under the following conditions:

1. Use of school facilities by organizations not directly associated with the school program is not to interfere with school sponsored functions.

2. Any organization utilizing school facilities must leave area used in the same condition found. If janitorial services are required, compensation will be the responsibility of the organization.

3. Destruction of or otherwise damaging of school property, accidental or otherwise, will be the responsibility of said organization.

4. Any organization requesting permission to utilize school facilities must have the appropriate accident insurance coverage. The Board of Education will not be liable for any accidents or injuries sustained when school facilities are being utilized by a non-school organization.

5. The request form for facilities use must be filled out and be approved prior to activities beginning.

6. The use of any alcohol or any substance abuse will void the permission to the facilities.

7. Any organization granted permission to use the facilities will provide adequate supervision for their activity.

SECURITY

All faculty members must exercise reasonable precautions in safeguarding confidential lists, faculty meeting minutes, faculty bulletins, faculty ballots, information from guidance, health, psychologist’s office, records of marks, pass pads, etc.

SEXUAL HARASSMENT AND GENDER NEUTRAL WORKPLACE

Sexual harassment is not only a violation of law but is contrary to our District policy on equal employment opportunity. Generally, sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;

3. Such conduct has the purpose of effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile or offensive working environment.
The responsibility of prevention of sexual harassment is shared by all administrators, supervisors, employees, and students. Therefore, every employee and student is expressly forbidden to use implicit or explicit sexual behavior of an unwelcome nature or which seeks to control or influence the employee or student. Similarly, an employee will not make any deliberate offensive comments or gestures or physical contact of a sexual nature toward any other employee or student.

Employees who are sexually harassed by an administrator, supervisor or co-worker should make it clear to the individual that such behavior is unacceptable and should be report the occurrence immediately to his or her immediate supervisor or administrator. If the complaint involves the administrator or supervisor, then the matter should be reported to the compliance officer in the District.

Students who are being sexually harassed by an employee or other students should report incidents to the Superintendent.

It is the responsibility of every supervisor and administrator to ensure that any instance of sexual harassment is dealt with promptly, fairly and effectively.

The posting of gender biased materials is prohibited. This includes calendar, cartoons, limericks, etc. which are suggestive or discriminatory. Such a practice does not fit within the concept of a gender neutral workplace.

SMOKING/TOBACCO USE – A “SMOKE-FREE ENVIRONMENT”

Pursuant to federal and state laws, tobacco use shall not be permitted and no person shall use tobacco on school grounds. “School grounds” means any building, structure, and surrounding outdoor grounds contained within the District’s legally defined property boundaries as registered in the County Clerk’s Office; as well as any vehicles used to transport children or school personnel.

SOLICITATION OF FUNDS AND SELLING BY STAFF PERSONNEL

No solicitation or collections shall be made through the Hermon-DeKalb Central School for any person, private or charitable purposes except with the expressed approval of the Board of Education, or Superintendent of Schools.

STUDENT DISCIPLINE AND CONDUCT: MAINTAINING

All personnel employed by the District are responsible for maintaining student discipline and appropriate conduct during school hours or at extra-curricular events. (See also, Corporal Act and Supervision).

STUDENT TEACHERS

It shall be the policy of the Hermon-DeKalb Central School District to cooperate with teacher training institutions in the placement of student teachers.

All arrangements for the placement of student teachers and for making their student teaching experience meaningful shall be made through the Superintendent.

SUBSTANCE ABUSE

The Hermon-DeKalb Central School District Board of Education recognizes that alcohol/drug abuse and dependency are serious problems that affect our community and society. It further recognizes that the dependency state of chemical use is a primary illness which is preventable and treatable.
Substance abuse is defined as the possession, distribution, or use of illegal drugs or the misuse of other forms of internal medication, prescriptive and non-prescriptive, as well as alcohol and other chemical substances.

Our schools have an important role in early detection of substance use, abuse, and dependency. They have a role in the protection of children and employees from the promotion and sale of alcohol and non-prescribed drugs.

Therefore, no person may use, possess, sell or distribute chemical substances nor many they use or possess drug paraphernalia on school grounds or at school sponsored events except drugs prescribed by a physician. The term chemical substances refers to all substances including, but not limited to alcohol, hallucinogens, depressants, stimulants, steroids, look-alikes, and any of those substances referred to as “designer drugs”. The inappropriate use of prescription and over-the-counter drugs shall be prohibited. Additionally, the Board of Education strictly forbids the use of tobacco (including chewing) by students on school grounds.

Substance abuse and dependency are seen as progressive problems. These problems are primarily the responsibility of the home and the community.

However, schools share in that responsibility because problems related to alcohol/drug use, abuse, and dependency often interfere with behavior, learning, and job performance. Therefore, prevention, intervention, rehabilitation, and disciplinary measures may be necessary.

Prevention measure may include providing age appropriate, developmentally based drug and alcohol education and prevention programs for students in all grades from early childhood through grade 12, as well as ongoing staff in-service programs.

Intervention programs may include a referral process and assistance for students returning to the school after treatment.

Rehabilitation measures may include referral to in-school counseling services as well as out-patient or in-patient services of community based organizations. Re-entry programs may include support groups, students and/or family counseling services, monitoring programs, and emphasizing positive alternatives to alcohol and other substance use/abuse.

Disciplinary measures for students will range from suspension to expulsion, and referral for prosecution. Staff transgressions will result in disciplinary action up to and including termination and referral for prosecution, in accordance with established disciplinary actions, and consistent with local, state, and federal law. In every instance however, the school will endeavor to support and provide opportunities for help and follow-up services.

The Board of Education is committed to achieving an environment free of chemical abuse or dependency within the student, faculty, and employee population of the District. This goal cannot be achieved by the schools alone regardless of funding, staff ability or program development. The responsibility for alcohol/drug intervention/prevention program in the school setting shall be shared by the Board of Education, parents, community, school administration, staff and student.

The Board of Education is responsible for:

1. Providing age appropriate, developmentally based drug and alcohol education and prevention programs for students in all grades from early childhood through grade 12.

2. Review on a biennial basis the District’s Substance Abuse Policies and Programs.

The parent and community are responsible for:

1. Supporting the school policies and procedures.
The administration has the responsibility for:

1. Organizing and monitoring any prevention and intervention program.
2. Disseminating the policies and procedures to parents, students and employees through handbooks and newsletter.
3. Notifying parents, students, and employees, through handbooks and newsletter, that compliance with the policies and procedures is mandatory.
4. Making available for distribution to students and employees, a list of local resources for substance abuse counseling and treatment.
5. Ongoing staff development for adult school personnel through:
   a. Superintendent’s Conference Days
   b. Community Resource Agencies

The staff is responsible for:

1. Becoming aware of chemical dependency signs and symptoms through participation in ongoing staff development offerings.

The student is responsible for:

1. Knowing the school policies and procedures.

In all matters regarding this policy, the District will maintain strict confidentiality as required by state and local law. (See also, Drug and Alcohol Free Workplace).

SUPERVISION

It is extremely important, for the safety of students, that staff be present and on time to all assignments. This includes homeroom, classes, and assigned duties such as bus duty and hall duty.

Failure of a staff member to be in a reasonable proximity of an assigned duty as scheduled poses a serious safety hazard to students. IT ALSO MAY CONSTITUTE NEGLIGENCE ON THE PART OF THE STAFF MEMBER. For the safety of all students, as well as the prevention of vandalism and the general maintenance of a proper and pleasant environment for all of us, it is very important that all staff be at their appointed places on time.

Where there are situations making it very difficult or impossible for staff to get to their assigned duties on time please notify the main office in a timely manner so that coverage can be arranged.

TEACHER CERTIFICATION

All teaching and administrative staff must be certified by the State Education Department. Completion of all certification requirements is required for initial employment, but a certificate must be obtained by the employer. Each administrator and teacher is required to file copies of all certificates with the Main Office.
Questions regarding certification status should be addressed to the Regional Certification Office at the St. Lawrence-Lewis BOCES, (315) 386-4504.

TEACHER-STUDENT TOURS

No privately sponsored teacher or student tour shall be promoted, advertised, or implemented by the use of school facilities, school communication devices, or personal contact with students or staff at any time on school premises.

TELEPHONES: USE OF

School phones may be used for school matters and urgent personal business.

Permission from the main office is necessary if the school business call is to be a toll call. Toll calls must be reported to the main office, who will keep a record of such calls.

Incoming calls to teachers during the school day will be reported by a message in the mailbox unless the call is of an emergency nature. In such a case the teacher shall be notified immediately.

THEFT OF SERVICES OR PROPERTY

The theft of services or property from the District by an employee will result in immediate disciplinary action that can lead to dismissal or other penalty, and shall not preclude the filing of criminal or civil charges by the District. Theft of services shall include the misuse of paid work time for personal benefit or gain or misuse of District property/services such as copier machines, postage, telephones, etc.

VANDILSIM/THEFT: REPORTING OF

When it is discovered that an act of vandalism has occurred at one of our building, the following rules will be followed:

1. Reporting the Vandalism

   Depending upon the nature and severity of the vandalism, the building principal, director, manager or supervisor and the Superintendent will make a determination as to whether or not the police shall be notified. Whenever the vandalism includes the theft of school equipment, the police must be notified of the incident.

2. Building Principal/Supervisor’s and Superintendent’s Responsibility

   The building principal, supervisor, or superintendent will prepare a written report. This report will include the following:

   a. Date of vandalism

   b. Name of person who discovered the vandalism

   c. Estimated time of vandalism

   d. A copy of the police report (only applicable if the police are notified)
e. A description of the vandalism which will include:

1. Description of items vandalized or stolen.
2. A cost estimate of necessary repairs and replacement. A designated administrator will assist in determining estimated repair cost.

f. The names and addresses of any person responsible for vandalism

VISITORS TO THE SCHOOL

All visitors shall be required to report to the main office upon arrival at school and state their business. Visitations to classrooms for any purpose require permission in advance from the building principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

VOLUNTEERS: SCHOOL

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

1. Assist employees in providing more individualization and enrichment of instruction;
2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
3. Strength school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District’s insurance program.

All persons performing volunteer services shall be screened by School Staff.

The Board of Education directs the Superintendent/designee to develop regulations to implement this policy and to periodically inform the Board of the progress of the school volunteer program.

1. Volunteers are asked to support the District’s instructional programs and extracurricular activities.
2. A school volunteer is defined as a non-paid person who works on an occasional or regular basis at school sites or other educational facilities. Volunteers may include parents, senior citizens, students and other members of the community.
3. The need for volunteer services will be determined by the Superintendent in cooperation with the faculty. Final decision concerning selection, placement and replacement is made by the Superintendent.
4. Orientation and in-service training will be provided by appropriate area personnel.
5. Volunteers will work under immediate supervision and direction and shall carry out only those duties assigned which have been approved by the building principal or Superintendent.

6. Volunteers are expected to comply with all rules and regulations set forth by the District.

7. The principal, Superintendent, and faculty shall evaluate the volunteer program, providing an opportunity for volunteers to submit suggestions and to evaluate their rules in the program.

8. An accurate and current list of active volunteers shall be maintained by the District Office.

9. Volunteers who have proven unsatisfactory will be asked by the Superintendent/designee to discontinue service.

**WORKERS’ COMPENSATION**

Employees injured in the performance of their duties are covered by Workers’ Compensation Insurance. An injured employee shall report work related injuries immediately to their immediate supervisor who will be responsible for filing a report with the Business Office within 24 hours after being notified of the injury.

Benefits shall be in accordance with respective negotiated agreements and state laws.