

Policy #	Policy Title	Change	Special Notes
2000	Internal Operations		
2310	Membership in Association	delete	the BOE doesn't need a policy to take actions like this, its powers are granted in 1110
3000	Community Relations		
3240	Participation in School-based Planning and Shared Decision Making	delete	this is no longer required in policy
3412	VADIR	delete	this no longer exists and reporting system is different
3610	Board Relations with Nonpublic Schools	delete	optional policy, no longer in use
3620	Shared Services with Nonpublic Schools	delete	optional policy, no longer in use
3630	Superintendent's Relations with Nonpublic Schools		optional policy, no longer in use
4000	Administration		
4212	Organizational Chart	delete	there is no legal requirement to put an org chart in a policy manual
4420	Compensation and Related Benefits	delete	this is contractual and isn't necessary in policy

5000	Non-Instructional /Business Operations
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5684	Anthrax and Other Biological Terrorism: Prevention Protocols/Protocols for Mail Handling	delete	this is not necessary in policy and may publicize district safety info that should be confidential
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5693	Pandemic Preparedness in the Workplace and the Americans with Disabilities Act	delete	this is not necessary in policy and may publicize district safety info that should be confidential
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6000	Personnel
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6230	Selection of Athletic Coaches	delete	this is unnecessary in policy
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6440	Negotiations	delete	this is contractual and is unnecessary in policy
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6471	Telecommunications Equipment/Use by Staff	delete	outdated
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6510	Health Insurance	delete	contractual & unnecessary in policy
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6511	Confidential Management Employees Sick Bank Policy	delete	contractual & unnecessary in policy
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6520	Workers' Compensation	delete	unnecessary in policy
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6521	Full Time Employment	delete	this is contractual and unnecessary in policy
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6530	Payroll Deductions	delete	unnecessary in policy
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6560	Employee Assistance Program (EAP)	delete	optional and unnecessary in policy
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7000	Students		
7122	Released Time of Students	delete	outdated
7310	School Conduct and Discipline	delete	this wording belongs in the Code of Conduct- audience
7312	Student Dress Code	delete	this wording belongs in the Code of Conduct- audience
7619	Use of Time Out Rooms	delete	NYS regs now forbid the use of such rooms
8000	Instruction		
8230	Guidance Program	delete	unnecessary in policy
8270	Instructional Technology	delete	unnecessary in policy

2000 2310

Internal Operations

SUBJECT: MEMBERSHIP IN ASSOCIATIONS

 The School District shall be a member of the New York State and the Cattaraugus County School Boards Associations. Additionally, the Board may maintain membership and participate cooperatively in other associations.

Education Law Section 1618
Comptroller's Opinion 81-255

Adopted: 6/27/00

200032401 of 2

Community Relations

**SUBJECT: PARTICIPATION IN SCHOOL-BASED PLANNING AND SHARED
DECISION MAKING: STUDENT PARTICIPATION**

In accordance with the Commissioner's regulations, the Board of Education has developed and adopted a District plan for the participation by teachers and parents with administrators and School Board members in school-based planning and shared decision making. The District plan shall be developed in collaboration with a committee comprising:

- a) The Superintendent of Schools;
- b) Administrators and teachers selected by their respective bargaining units; and
- c) Parents who are selected by school related parent organizations as defined by Commissioner's regulations and who are not employed by the District or a collective bargaining unit;

The plan for participation in school-based planning and shared decision making shall specify:

- a) The educational issues which will be subject to cooperative planning and shared decision making at the building level by teachers, parents, administrators, and, at the discretion of the Board of Education, other parties such as students, support staff, and community members;
- b) The manner and extent of the expected involvement of all parties;
- c) The means and standards by which all parties shall evaluate improvement in student achievement;
- d) The means by which all parties will be held accountable for the decisions which they share in making;
- e) The process whereby disputes presented by the participating parties about the educational issues being decided upon will be resolved at the local level; and
- f) The manner in which all State and federal requirements for the involvement of parents in planning and decision making will be coordinated with and met by the overall plan.
- g) Adoption of the District plan and submission of such plan to the Commissioner of Education shall be in accordance with the regulations of the Commissioner.

The Board of Education shall review the District plan every two years.

(Continued)

20003240
2 of 2

Community Relations

**SUBJECT: PARTICIPATION IN SCHOOL-BASED PLANNING AND SHARED
DECISION MAKING: STUDENT PARTICIPATION (Cont'd.)**

Students provide an important channel of communication with parents and the entire community. Information concerning the schools may be properly disseminated through students. The School District's administrators shall review all messages and materials prior to authorizing their dispersal through the student body.

Commissioner's Regulations Section 100.11

Adopted: 6/27/00

2006

3412

Community Relations

SUBJECT: UNIFORM VIOLENT AND DISRUPTIVE INCIDENT SYSTEM

In compliance with the Uniform Violent and Disruptive Incident System, the District will record each violent or disruptive incident that occurs on school property or at a school function. School property shall mean 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 as defined in Vehicle and Traffic Law Section 142. A school function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

In accordance with the manner prescribed, the District will submit an annual report of violent and disruptive incidents (on the *Summary of Violent and Disruptive Incidents* form) from the previous school year to the Commissioner of Education. Summary data will be used to determine the rate of violent and disruptive incidents in each school and to identify schools as persistently dangerous, as required by the No Child Left Behind Act.

The District will utilize the *Individual Violent or Disruptive Incident Report* form for the reporting of individual incidents by each building and/or program under its jurisdiction and for the tally count of incidents into the Summary Form. Copies of such incident reports will be retained for the time prescribed by the Commissioner in the applicable records retention schedule. These reports will be available for inspection by the State Education Department upon request.

All personally identifiable information included in a violent or disruptive incident report will be confidential and will not be disclosed to any person for any purpose other than that specified in Section 2802 of the Education Law, except as otherwise authorized by law.

The District will include a summary of the District's annual violent or disruptive incident report in its School District Report Card in the format prescribed by the Commissioner.

Reporting Guidelines

The District will utilize the New York State Education Department's website to obtain copies of the forms, directions, glossary and additional information at www.emsc.nysed.gov/irs/.

Education Law Sections 2801(1) and 2802
8 NYCRR Section 100.2 (gg)

Adopted: 8/7/01
Revised: 8/8/06

2000 3610

Community Relations

SUBJECT: BOARD RELATIONS WITH NONPUBLIC SCHOOLS

 The Board of Education agrees to encourage nonpublic school administrators and their staff/ students in the District to become involved in educational experiences resulting from Chapter One and Chapter Two, since Districts with nonpublic schools must provide opportunity for equitable participation for children enrolled in the nonpublic schools.

Education Consolidation and Improvement Act of 1981

Adopted: 6/27/00

2000

3620

Community Relations

SUBJECT: SHARED SERVICES WITH NONPUBLIC SCHOOLS

The Board of Education may agree to include nonpublic school students in federally funded or locally funded programs when:

- a) These students reside within the School District;
- b) A signed request is received from the student and the student's parent/guardian;
- c) Shared time participation does not interfere with the public school student's instructional program;
- d) Expenses for materials/supplies are paid by the sending school or the nonpublic school students.

Transportation may be provided for nonpublic school students involved in the shared time program. The nonpublic school is held accountable for any non-reimbursed expenses for transporting their students.

Adopted: 6/27/00

2000

3630

Community Relations

SUBJECT: SUPERINTENDENT'S RELATIONS WITH NONPUBLIC SCHOOLS

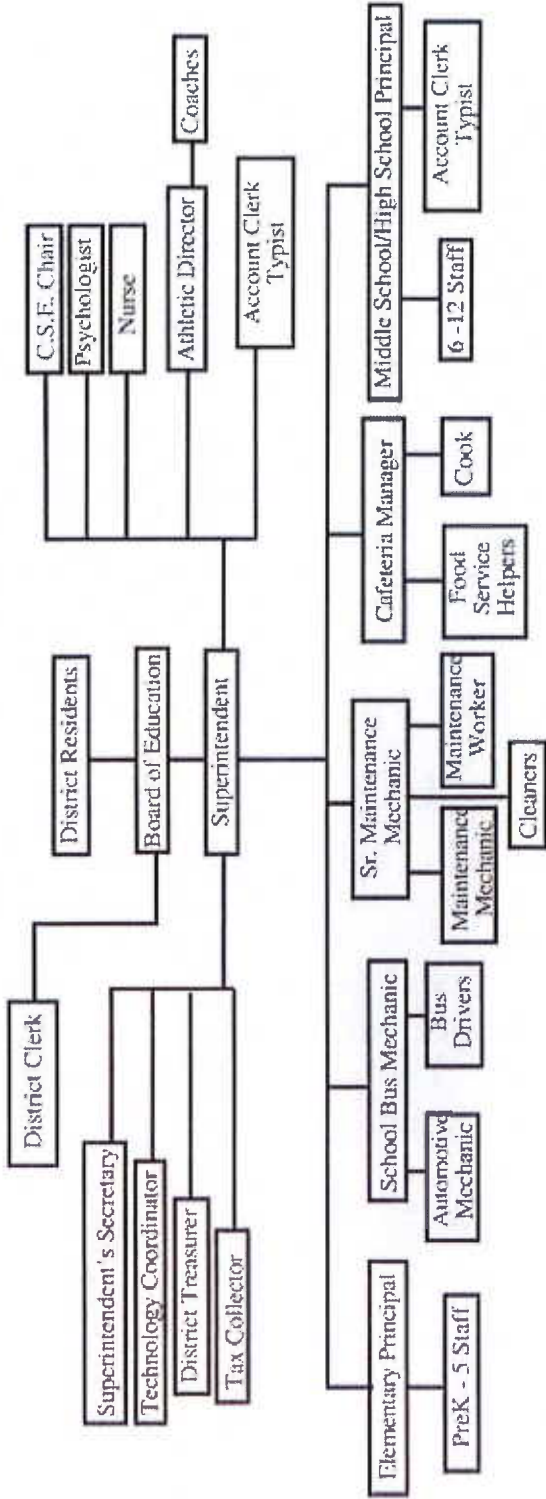
In order to maintain cordial and constructive relationships with other education instructions in the District, the Superintendent of Schools shall:

- a) Maintain liaison with the administrators of all private and parochial schools in this District in order to be aware of any program changes that may be planned which could affect this District;
- b) Determine how this District can advance the education of resident pupils attending parochial or private schools by the provision in these schools of special programs after regular school hours, during summer recess, and as part of the adult or continuing education program;
- c) Cooperate fully in the implementation of all state and federal programs administered by this District which benefit, in whole or in part, eligible pupils attending private or parochial school.

Refer also to Policy # 4310 - 4330.

Adopted: 6/27/00

Ellicottville Central School
Organizational Chart



Adopted: 6/27/00
Revised: 12/11/07

2007

4420

Administration

SUBJECT: COMPENSATION AND RELATED BENEFITS

The salaries and related benefits of administrators shall be set annually by the Board of Education upon the recommendation of the Superintendent and/or shall be in accordance with the terms and conditions of the applicable collective bargaining agreement/contract currently in effect.

Fringe benefits shall be at least equal to those received by the members of the instructional staff in the School District.

Adopted: 6/27/00

Revised: 9/25/07

2003

5684

Non-Instructional/Business
Operations**SUBJECT: ANTHRAX AND OTHER BIOLOGICAL TERRORISM: PREVENTION
PROTOCOLS/PROTOCOLS FOR MAIL HANDLING**

The School District shall assess and review their protocols for handling mail or packages. Common sense and care should be used in inspecting and opening mail or packages. Whenever feasible, the opening of mail should be limited to one individual staff member in an area that is separate from other accessible areas within the school building, including the Main Office.

Additionally, precautions will be taken for those staff members responsible for handling letters or packages such as making available protective gloves to be worn when handling mail and providing appropriate training and protocols for the handling of mail and identifying suspicious envelopes or packages.

The building administrator should limit the area and persons exposed to the threat. Immediately after identifying the threat, the building administrator/designee shall notify the Superintendent/designee, dial 911 and/or the local law enforcement authorities according to the procedures identified in the applicable School Safety Plan (whether District-wide or Building-level plans). The local FBI field office and the county health department will also be notified, if not otherwise provided for in the applicable School Safety Plan.

As far as possible, the school will attempt to limit the area and the persons exposed to the threat and will not allow anyone other than qualified emergency personnel to enter. Custodial and maintenance personnel will follow established procedures for quickly shutting down the building(s) heating/air conditioning/and ventilation systems if possible and as may be deemed necessary.

Furthermore, the building administrator/designee shall, as soon as possible, make a list of all persons who have been identified as having actual contact with the powder or other suspicious element, such as anthrax, for investigating authorities.

Administration shall review and revise, as appropriate, their school safety plans; and provide information regarding applicable safety prevention and response procedures to all staff.

All threats to school buildings and/or its occupants shall be treated seriously. All threats shall be treated as criminal actions and measures shall be taken to preserve the evidence.

Under no circumstances, shall students be permitted to organize and/or handle School District mail; nor shall students be present in the room/area during that time that District mail is being opened by school staff.

Adopted: 4/8/03

2010

5693

Non-Instructional/Business
Operations**SUBJECT: PANDEMIC PREPAREDNESS IN THE WORKPLACE AND THE
AMERICANS WITH DISABILITIES ACT**

The District, in conjunction with its District-wide and building-level school safety plans and team, will identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning. This team should include staff with expertise in all equal employment opportunity laws. Employees with disabilities should be included in planning discussions and employer communications concerning pandemic preparedness should be accessible to employees with disabilities.

Before an influenza pandemic occurs, the School District may make inquiries that are not disability-related. An inquiry is not disability-related if it is designed to identify potential non-medical reasons for absence during a pandemic (e.g., curtailed public transportation) on an equal footing with medical reasons (e.g., chronic illnesses that increase the risk of complications). The inquiry should be structured so that the employee gives one answer of "yes" or "no" to the whole question without specifying the factor(s) that apply to him/her. The answer need not be given anonymously.

If an influenza pandemic becomes more severe or serious, according to the assessment of local, state or federal public health officials, the District may have sufficient objective information from public health advisories to reasonably conclude that employees will face a direct threat if they contract pandemic influenza. Only in this circumstance, may the District make disability-related inquiries or require medical examinations of asymptomatic employees to identify those at higher risk of influenza complications.

School Safety Plans

The School District has developed comprehensive District-wide and building-level school safety plans that address prevention and intervention strategies, emergency response and management at both the District and building level, and have the contents as prescribed in Education Law and Commissioner's regulations.

Both safety plans address pandemic preparedness and will be reviewed to ensure continuity with the Board policy and administrative regulations.

Americans with Disabilities Act Amendments Act (ADAAA) of 2008, Public Law 110-325
Education Law Section 2801-a
8 NYCRR Section 155.17

Adopted: 11/9/10

2000 6230

Personnel

SUBJECT: SELECTION OF ATHLETIC COACHES

In accordance with Commissioner's regulations, the appointment of coaches for interscholastic athletics teams must meet certain criteria.

Specifically, certified physical education teachers may coach any sport, and teachers with coaching qualifications and experience certified in areas other than physical education may coach any sport provided they complete certain first aid and course requirements as enumerated in Commissioner's regulations.

Also, the Board of Education may employ as temporary coaches of interschool sport teams uncertified persons, including volunteers, with coaching qualifications and experience satisfactory to the Board, *but only when certified physical education teachers or teachers certified in other areas with coaching qualifications and experience are not available*. Uncertified persons, including volunteers, must *first* obtain a temporary coaching license, valid for one year, issued pursuant to the conditions as specified in Commissioner's regulations.

The temporary coaching license may be renewed once upon the completion of or enrollment in an approved course in philosophy, principles and organization of athletics; and candidates for any subsequent renewal of a temporary coaching license shall have completed or demonstrate evidence of satisfactory progress toward the completion of an approved education program for coaches pursuant to Commissioner's regulations.

The Superintendent or his/her designee will ensure that the appointment of athletic coaches is in compliance with all applicable laws and regulations; and a job description will be provided to all candidates for athletic coaching positions in the District.

Education Law Sections 3009(1) and 3010
8 NYCRR Sections 80.18 and 135.4(c)(7)(i)(c)

Adopted: 6/27/00

2000 6440

Personnel

SUBJECT: NEGOTIATIONS

Legal Status

The legal status for negotiations is the Public Employees' Fair Employment Law (Taylor Law), Article 14 of the Civil Service Law.

Organizations recognized for the purposes of collective bargaining include:

Ellicottville Central Teachers' Association.

Adopted: 6/27/00

2000

6471

Personnel

SUBJECT: TELECOMMUNICATIONS EQUIPMENT/USE BY STAFF

Except when used in connection with or when rented under provisions of Education Law Section 414, school-owned material or equipment may be used by District employees for school-related purposes only. Private and/or personal use of school-owned materials or equipment is strictly prohibited except in cases of emergency.

The District provides a variety of communication equipment for the purpose of conducting its business including FAX machines, cellular telephones, telephones, modems, etc. The District recognizes that from time to time employees may have a need to use, in relation to their work responsibilities, such telephones and other telecommunications equipment during work hours. Such use of District equipment is permitted so long as, in the judgment of the District, it is for school-related purposes only.

Telephones, FAX Machines, Modems

Employees are discouraged from using District telecommunications equipment for the purpose of making personal long distance calls or contacts during school hours. Staff will be provided access to a school telephone in cases of emergency; however, generally, all personal long distance telephone calls made during school hours must either be charged to the employee's home telephone or made at a pay telephone. All telephone use for personal purposes which result in a cost to the District, except in cases of an emergency, must be reimbursed. Employees are encouraged to use personal telephone credit cards or a pay telephone for the purpose of making such calls. In those instances where this is not possible, he/she must log all telephone calls and file the log with the Business Office within 24-hours of making the call. The Business Office will bill the employee.

Cellular Telephones

Employees using the District's cellular telephone(s) for the purpose of making any personal calls (local or long distance), must reimburse the District. The Business Office will send the employee its monthly cellular telephone bill so that personal calls can be identified and paid by the employee.

Penalties

A violation of this policy may result in discipline, including discharge, in accordance with applicable law and collective bargaining agreements.

Adopted: 6/27/00

2014

6510

Personnel

SUBJECT: HEALTH INSURANCE

Health insurance for certified and support staffs, confidential management and administration shall be in accordance with their respective negotiated agreements and applicable law.

Continuation of Medical Insurance Coverage at Termination of Employment

Under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and their dependents are eligible to continue their insurance coverage when termination of their insurance is due to a reduction in their hours worked, or upon termination of their employment.

Under COBRA, employees generally may continue their group health insurance coverage for up to 18 months. In addition, with the exception of those in self-funded or self-insured plans, employees who have exhausted their federal COBRA coverage may extend their coverage for up to an additional 18 months, for a total period of 36 months, under New York Insurance law.

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

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

Those who are eligible to continue coverage have up to 60 days to complete the Continuation of Coverage Election Form. Premiums and administrative costs will be paid in accordance with law.

American Recovery and Reinvestment Act of 2009, Public Law 111-5
Consolidated Omnibus Budget Reconciliation Act of 1985
Insurance Law Section 3221(m)(4)(5) and (6)
Patient Protection and Affordable Care Act (ACA), Public Law 111-148

Adopted: 4/19/94
Revised: 6/27/00; 5/15/01; 10/9/12; 11/18/14

2005 6511

Personnel

SUBJECT: CONFIDENTIAL MANAGEMENT EMPLOYEES SICK BANK POLICY

The Board and the Administration hereby establishes a Sick Bank for the Confidential Management Employees (CME) (district treasurer, superintendent's secretary, transportation supervisor, cafeteria manager, maintenance supervisor) who need extended leaves due to personal illness. The Bank will be administered by its members and the Superintendent.

Adopted: 6/27/00
Revised: 8/31/04; 12/6/05

2000 6520

Personnel

SUBJECT: WORKERS' COMPENSATION

Employees injured in the performance of their duties are covered by Workers' Compensation Insurance. Employees shall report work-related injuries immediately to their immediate supervisor. Delay in reporting, if necessary, must be justified to the satisfaction of the Board of Education and/or the insurance agency.

Reimbursement for Workers' Compensation Insurance benefits shall be in accordance with their respective negotiated agreements.

Education Law Sections 1604(31), 1709(34) and 2503(10)

Adopted: 6/27/00

2000

6521

Personnel

SUBJECT: FULL TIME EMPLOYMENT

For the purposes of determining eligibility for pay and fringe benefits, any ECS support staff employee shall be considered "full time" if he/she is assigned to work five days per week, at least all weeks of the normal school year, for a minimum of 32 hours per week. This definition does not include "regular" bus drivers (those who are assigned to a daily morning and afternoon bus run) or anyone working as a substitute for a regular employee.

Appointments to full time positions shall not be made unless the position has been previously defined and **approved by the Board** of Education. Applicants for any full time position, selected and recommended by the Administration, shall not be appointed to that position without prior approval of the Board of Education.

Fringe benefits include, but may not be limited to: health insurance coverage, vacation, personal and sick leave; as agreed upon between the employee's group and the Board of Education.

Employee groups are: cafeteria staff, custodial staff, classroom support staff, office staff and bus drivers. Employees who regularly work less than 32 hours per week shall be considered "part-time" and therefore not be eligible for fringe benefits. This includes all substitute teachers and aides.

Adopted: 9/5/00

2000 6530

Personnel

SUBJECT: PAYROLL DEDUCTIONS

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

Education Law Section 1709

Adopted: 6/27/00

2000 6560

Personnel

SUBJECT: EMPLOYEE ASSISTANCE PROGRAM (EAP)

The District will provide an Employee Assistance Program for employees who are experiencing personal difficulties. The purpose of the program is to assist employees in obtaining help to resolve such problems in an effective and confidential manner. This program recognizes that the primary obligation to seek assistance and to resolve the problem rests with the employee.

The Board recognizes that a wide range of problems that are not directly associated with an employee's job function may have an effect on an employee's job performance. The problems may involve physical illness, mental or emotional illness, alcohol abuse or alcoholism, drug abuse or dependency, or personal problems such as those of a marital, family, or financial nature.

A joint District/employee organization committee will be established to assist in the implementation of this policy.

Adopted: 6/27/00

2000 7122

Students

SUBJECT: RELEASED TIME OF STUDENTS

Written requests from the parent/guardian for the release of students generally will be honored. The appropriate time and reason for absence shall be recorded on the attendance record, using the procedures mandated by the state.

The building principal shall assume this responsibility or shall designate an individual to review and approve all requests.

8 NYCRR Section 109.2

Adopted: 6/27/00

SUBJECT: SCHOOL CONDUCT AND DISCIPLINE

The Board of Education acknowledges its responsibility to protect the educational climate of the District and to promote responsible student behavior. Accordingly, the Board delegates to the Superintendent the responsibility for assuring that the following components regarding school conduct and discipline are established, maintained in keeping with this policy, and reviewed annually and updated as needed through collaboration among professional staff, students, and parents.

School property shall mean 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 as defined in Vehicle and Traffic Law Section 142. A school function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

The Board shall further provide for the enforcement of such *Code of Conduct*, which shall be developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other personnel and shall incorporate, at a minimum, those components addressed in law and enumerated in Policy #3410 -- *Code of Conduct on School Property*. Specific components may vary as appropriate to student age, building levels, and educational needs.

In accordance with the *Code of Conduct on School Property*, areas addressing student conduct and behavior will further utilize the following strategies in promoting acceptable student behavior:

- a) A bill of rights and responsibilities of students that focuses upon positive student behavior, and is publicized and explained to all students on an annual basis;
- b) A discipline code for student behavior setting forth prohibited student conduct and the range of penalties that may be imposed for violation of such code, that is publicized and explained to all students and provided in writing to all parents/guardians on an annual basis. Such code shall describe the roles of teachers, administrators, Board of Education members and parents/guardians;
- c) Strategies and procedures for the maintenance and enforcement of public order on school property that shall govern the conduct of all persons on school premises, in accordance with Section 2801 of the Education Law and accepted principles of due process of law;
- d) Procedures within each building to involve student service personnel, administrators, teachers, parents/guardians and students in the early identification and resolution of discipline problems. For students identified as having disabilities, the policy includes procedures for determining when a student's conduct shall constitute a reason for referral to the Committee on Special Education for review and modification, if appropriate, of the student's individualized education program;

(Continued)

2006

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2 of 2

Students

SUBJECT: SCHOOL CONDUCT AND DISCIPLINE (Cont'd.)

- e) Alternative educational programs appropriate to individual student needs;
- f) Disciplinary measures for violation of the school policies developed in accordance with subparagraphs b) and c) of this paragraph. Such measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student. Any suspension from attendance upon instruction may be imposed only in accordance with Section 3214 of the Education Law; and
- g) Guidelines and programs for in-service education for all District staff to ensure effective implementation of school policy on school conduct and discipline.

The Board of Education will review this policy on school conduct and discipline annually and amend it when appropriate. The policy shall be filed in each school building, and shall be available for review by any individual.

Education Law Sections 2801(1) and 3214
8 NYCRR Section 100.2(l)(2)

NOTE: Refer also to Policy #3410 -- Code of Conduct on School Property
District Code of Conduct on School Property

Adopted: 6/27/00
Revised: 8/8/06

2006

7312

Students

SUBJECT: STUDENT DRESS CODE

The responsibility for the dress and appearance of students shall rest with individual students and parents. They have the right to determine how the student shall dress, provided that such attire does not interfere with the operation of the school or infringe upon the general health, safety and welfare of District students or employees. The administration is authorized to take action in instances where individual dress does not meet these stated requirements.

While the school administration may require students participating in physical education classes to wear **certain types** of clothing such as sneakers, socks, shorts, tee shirts, they may not prescribe a specific **brand** which students must buy.

This policy does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that a student shall not be prevented from attending school or a school function, or otherwise be discriminated against, so long as his/her dress and **appearance** meet the above requirements. A school function shall mean a school-sponsored or **school-authorized** extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

Education Law Section 2801(1) -- definition of school function

NOTE: Refer also to *District Code of Conduct on School Property*

Adopted: 6/27/00

Revised: 8/8/06

2015

7619
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Students

SUBJECT: USE OF TIME OUT ROOMS

"Time out" is a technique used to interrupt an unacceptable behavior by removing the student from the situation where the misbehavior is occurring. SED does not regulate the use of time outs, but does regulate the use of a separate room where a student may be removed for a time out.

Except as provided pursuant to 8 New York Code of Rules and Regulations (NYCRR) Section 200.22(c) as referenced below, the School District shall not employ the use of time out rooms as a means of regulating student behavior.

Pursuant to Commissioner's regulations, a time out room is defined "as an area for a student to safely deescalate, regain control and prepare to meet expectations to return to his/her education program." If a time out room is to be used, it must be used in conjunction with a behavioral intervention plan (that is designed to teach and reinforce alternative appropriate behaviors). The student is then removed to a supervised area in order to facilitate self-control. Time outs may also be used in unanticipated situations that pose an immediate concern for the physical safety of a student or others. Such unanticipated or emergency use requires proper documentation as outlined in Commissioner's Regulation Section 200.22(d)(4).

The District has adopted and implemented the following policy and procedures governing school use of time out rooms as part of its behavior management approach consistent with Commissioner's regulations, including the physical and monitoring requirements, parental rights and individualized education program (IEP) requirements for students with disabilities.

At a minimum, the use of time out rooms shall be governed by the following rules and standards:

- a) The District prohibits placing a student in a locked room or space or in a room where the student cannot be continuously observed and supervised. The time out room shall be unlocked and the door must be able to be opened from the inside. The use of locked rooms or spaces for purposes of time out or emergency interventions is prohibited.

Staff shall continuously monitor the student in a time out room. The staff must be able to see and hear the student at all times.

Under no circumstances shall a time out room in a school program be used for seclusion of the student, where the term "seclusion" is interpreted to mean placing a student in a locked room or space or in a room where the student is not continuously observed and supervised.

- b) Factors which may precipitate the use of the time out room:

Only under circumstances where a data driven FBA/BIP is designed to teach and reinforce alternate appropriate behavior which addresses precipitating behaviors that endanger the welfare of the student or others.

(Continued)

2015

7619
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Students

SUBJECT: USE OF TIME OUT ROOMS (Cont'd.)**c) Time limitations for the use of the time out room:**

Time limitations must directly correlate to the developmental level of the student.

Further, a student's IEP shall specify when a behavioral intervention plan includes the use of a time out room for a student with a disability, including the maximum amount of time a student will need to be in a time out room as a behavioral consequence as determined on an individual basis in consideration of the student's age and individual needs.

School administration or other personnel shall be notified in the event a student is placed in a time out room for excessive amounts of time; and such information shall be considered when determining the effectiveness of the student's behavioral intervention plan and the use of the time out room for the student. Whether the student requires a debriefing following the use of a time out room shall be left to the staff knowledgeable about the individual student.

d) Staff training on the policies and procedures related to the use of time out rooms shall include, but not be limited to, the following measures:

1. The Director of Special Education shall be responsible to the Superintendent for establishing administrative practices and procedures for training all District personnel responsible for carrying out the provisions of Commissioner's regulations relating to the use of time out rooms, including members of the Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE).
2. School administration will be responsible for implementation and oversight of training.

e) Data collection to monitor the effectiveness of the use of time out rooms:

District schools shall establish and implement procedures to document the use of time out rooms, including information to monitor the effectiveness of the use of the time out room to decrease specified behaviors. Such data would be subject to review by the State Education Department (SED) upon request.

Such data collection should appropriately include, but is not limited to, the following information:

1. A record for each student showing the date and time of each use of the time out room;
2. A detailed account of the antecedent conditions/specific behavior that led to the use of the time out room;

(Continued)

2015

7619
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Students

SUBJECT: USE OF TIME OUT ROOMS (Cont'd.)

3. The amount of time that the student was in the time out room; and
 4. Information to monitor the effectiveness of the use of the time out room to decrease specified behaviors which resulted in the student being placed in the room.
- f) Information to be provided to parents:

The School District shall inform the student's parents prior to the initiation of a behavioral intervention plan that will incorporate the use of a time out room for a student, and shall give the parent the opportunity to see the physical space that will be used as a time out room and provide the parent with a copy of the school's policy on the use of time out rooms.

Additionally, parents should be notified if their child was placed in a time out room. Minimally, *whenever a time out room is used as an emergency intervention* pursuant to Commissioner's Regulations Section 200.22(d), the parent shall be notified of the emergency intervention. Such notification will be provided the same day whenever possible.

The parent is a member of the CSE and the use of a time out room must be included on the student's IEP. The parent receives prior notice as to the recommendations on a student's IEP and may request due process in the event the parent does not agree with the CSE recommendations.

Parent reports of alleged inappropriate interventions used in a time out room should be directed to school administrators.

Physical Space Used as a Time Out Room

The physical space used as a time out room must meet certain standards.

- a) The room shall provide a means for continuous visual and auditory monitoring of the student.
- b) The room shall be of adequate width, length and height to allow the student to move about and recline comfortably.
- c) Wall and floor coverings should be designed to prevent injury to the student, and there shall be adequate lighting and ventilation.
- d) The temperature of the room shall be within the normal comfort range and consistent with the rest of the building.
- e) The room shall be clean and free of objects and fixtures that could be potentially dangerous to a student and shall meet all local fire and safety codes.

(Continued)

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Students

SUBJECT: USE OF TIME OUT ROOMS (Cont'd.)

Education Law Sections 207, 210, 305, 4401, 4402, 4403, and 4410
8 NYCRR Sections 19.5, 200.1, 200.4, 200.7, 200.22, and 201.2

Adopted: 1/13/15

2000

8230

Instruction

SUBJECT: GUIDANCE PROGRAM

A District plan for the K through 12 guidance program shall be filed in the District office and made available for public review. This plan shall be subject to annual review and revised as necessary in the following areas:

- a) Identification of guidance program objectives;
- b) Activities to accomplish the objectives;
- c) Identification of staff members and other resources to accomplish the objectives;
- d) Provisions for the annual assessment of program results.

Guidance Program (K through 6)

A coordinated guidance program in grades K through 6 shall be developed and implemented to:

- a) Prepare students to participate effectively in their current and future educational programs;
- b) Help those students exhibiting any attendance, academic, behavioral or adjustment problems;
- c) Educate students concerning avoidance of child sexual abuse; and
- d) Encourage parental involvement.

Guidance Program (7-12)

A coordinated guidance program in Grades 7 through 12 shall be developed and implemented including the following activities and services:

- a) Each student's educational progress and career plans will be reviewed annually;
- b) Instruction at each grade level to help students learn about various careers and career planning skills;
- c) Other advisory and counseling assistance which will benefit students such as: helping students develop and implement postsecondary education and career plans; helping those students exhibiting any behavioral or adjustment problems; and encouraging parental involvement;
- d) Employment of personnel certified or licensed as school counselors.

8 NYCRR Section 100.2(j)

Adopted: 6/27/00

2000

8270

Instruction**SUBJECT: INSTRUCTIONAL TECHNOLOGY**

The Board of Education recognizes its responsibility to further the District's educational goals through the use of appropriate and high quality technological materials and equipment. For the purpose of this policy, technology refers to computers, interactive videodiscs, Compact Disc-Read Only Memory (CD-ROM) devices, local area networks, satellite transmission and other telecommunications equipment.

Continuing advances in technology are bringing about changes that have an increasing impact on the way we obtain, process, evaluate and use information. Therefore, the District is committed to:

- a) A comprehensive staff development program to ensure appropriate and effective use of technology.
- b) The preparation of students to utilize multiple types of technology.
- c) The integration of technology within and across all curriculum areas.
- d) The equitable distribution and access to technological equipment and materials for all students.
- e) The promotion of technology as an alternative to traditional methods of gathering, organizing and synthesizing information.
- f) The provision of sufficient funds, within the budgetary constraints of the Board, for the implementation of technology instruction.

The Board directs the Superintendent or his/her designee to assess the technological needs of the District's instructional program, research and review current materials and make recommendations to the Board.

Adopted: 6/27/00