

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, June 14, 2016 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE-**
- 2. COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner
 - b. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes).
 - c. Board Member Reports:
 - 1.) BOE Policy Committee
 - 2.) BOE Facilities Committee
 - 3.) BOE Audit Committee
 - 4.) Senior Year Books
 - 5.) 2016 Summer Law Conference
- 3. PRESENTATIONS:**
 - a. Code of Conduct Public Hearing
 - b. Attendance Policy
- 4. CONSENT ITEMS:**
 - a. Minutes of May 24, 2016 Regular Meeting
 - b. Minutes of June 6, 2016 Special Meeting
 - c. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations 2015-2016
 - d. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-17
 - e. Approval of BOCES Agreements and Resolution
 - f. Annual Cooperative Bidding Resolution
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
 - a. Approval to accept donations
 - b. Approval of grade 11 English Textbooks
 - c. Approval of Field Placement Agreement: Summit University of Pennsylvania
 - d. CAPCO Service Agreements
 - e. Approval of Non-Resident Tuition Rates
 - f. 1st Reading Code of Conduct Revisions
 - g. 1st Reading Attendance Policy Revisions
- 7. PERSONNEL ACTION:**
 - a. Approval of Personnel Resignations and Leaves
 - b. Approval of Non-Instructional Personnel Appointments
 - c. Approval of Administrative and Instructional Personnel Appointments
- 8. LEADERSHIP REPORTS:**
 - a. Director of Business Services
 - b. Assistant Superintendent for Pupil and Personnel Services
 - c. Director of Curriculum and Instruction
 - d. Director of Special Education
 - e. Superintendent
- 9. BOARD MEMBER ACTIVITIES**

10. **AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two-minutes per speaker).
11. **NEXT MEETING AGENDA REVIEW**
12. ***EXECUTIVE SESSION (If needed)***
13. **ADJOURNMENT**

3.2



Enlarged City School District

CODE OF CONDUCT

20156-20167

All changes are identified in bold font

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In compliance with the New York State SAVE legislation and the Commissioner's regulations, the Cortland Enlarged City School District involved students, parents, staff and members of the Board of Education in developing the comprehensive Code of Conduct. The document shall be reviewed and updated at least annually by a special committee comprised of representatives from students, parents and district staff. All involved in the implementation of this Code of Conduct are encouraged to provide input to the appropriate school office if they have recommendations for improving the Code. The committee will review the suggestions for improvement of the Code of Conduct and present the changes to the Board of Education.

The intent of this document is to establish standards of conduct that will enable students, parents, visitors and staff to know what acceptable behavior is and how deviations from these standards will be addressed. These standards and procedures have been developed for system-wide use and will be in effect during school and non-school hours and actively enforced the entire calendar year (twelve months).

Every student and staff member has the right to expect an atmosphere that is orderly, safe and conducive to the educational process. In order to assure an orderly environment in which each person may live and learn to his/her full capabilities in harmony with others, the school community, parents and community-at-large must share responsibility for helping students develop self-discipline.

Educators know that although steps to stop unacceptable behavior are necessary, recognition for responsible student behavior does more to encourage positive traits than anything else. Staff in the Cortland Enlarged City School District are encouraged to practice professionally appropriate classroom management techniques.

When self-discipline fails or self-control falters, disciplinary action will be imposed to protect the rights of others. Discipline must emphasize the humanitarian principles and ideals such as justice and equality. It must recognize the inherent dignity and rights of every human being and must include self-direction and self-discipline. In the Cortland Enlarged City School District, as in the community-at-large, certain rules and procedures are established to guide students through constructive growth into mature adulthood. Students, parents, visitors, district staff and the Board of Education need to cooperate to interpret and enforce these rules.

Code of Conduct

I. INTRODUCTION

The Cortland Enlarged City School District Board of Education ("Board") is committed to providing an educational and working environment that promotes respect, dignity and equality where students may receive, and Cortland Enlarged City School District personnel may deliver, quality educational services and experiences without disruption or interference.

Cortland Enlarged City School District has a long-standing set of expectations for conduct on school property and at all school-sponsored functions. Cortland Enlarged City School District also expects that its students and staff will conduct themselves in an appropriate and positive manner in their off campus conduct. These expectations are based on the principles of civility, mutual respect, citizenship, character, acceptance, honesty, integrity and the belief in the educational goals of the organization. Responsible behavior by students, Cortland Enlarged City School District staff, parents and other visitors is essential to achieving this goal.

The Board recognizes the need to clearly define these expectations for acceptable conduct on Cortland Enlarged City School District property, identify the possible consequences of unacceptable behavior and to ensure that penalties, when necessary, are administered promptly and fairly.

Discrimination and harassment, such as hazing and bullying, are detrimental to student learning and achievement and are not condoned by the District. These behaviors interfere with the mission of the District to educate its students and disrupts the operation of the schools. Such behaviors affect not only the students who are its targets but also those individuals who participate and witness such acts.

To this end, the Board condemns and strictly prohibits all forms of discrimination and harassment inclusive of electronic, such as hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events, or out of school events that have an adverse affect on students and/or staff within the school environment.

Unless otherwise indicated, this code applies to all students, school district staff, parents and other visitors when on Cortland Enlarged City School District property or attending a school district function.

II. DEFINITIONS

For purposes of this code, the following definitions apply.

"Abusive" means improper use or treatment of property or people.

“Act of Violence” means an infliction of evil, injury or damage to self, others or property.

“Arson” means deliberately starting a fire with intent to damage or destroy property.

“Assault” means intentional or reckless act resulting in injury or causing impairment of physical condition or substantial pain.

“Bomb Threat” means a telephone, written, or electronic message that a bomb, explosive, or chemical or biological weapon has been or will be placed on school property.

“Burglary” means entering or remaining unlawfully on school property with intent to commit a crime.

“CECSD” means Cortland Enlarged City School District.

“CECSD Property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law §11[1]).

“Consequence” means anything beyond verbal warning.

“Criminal Harassment” means striking, shoving, or kicking another person or subjecting another person to unwanted physical contact with the intent to, annoy, alarm, or injure another person.

“Criminal Mischief” means intentional or reckless damaging of school property or the property of another person, including, but not limited to, vandalism and the defacing of property with graffiti.

“Custodial Interview” means an investigation by police authorities, as a suspect in the commission of a crime, after he/she has been detained by them, regarding the facts and circumstances of the crime, for the purposes of prosecution.

“Cyber-Bullying” means harassment as defined by this code through the use of electronic devices/technology.

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

“Discrimination” means unfair treatment against any student(s)/staff by a student or students and/or employee or employees on school property or at a school function including but not limited to unfair treatment based on a person’s actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

“Disruptive Student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Due Process” means notice and opportunity to be heard; fairness. The level of due process owed is dependent upon specific facts of the matter.

“Emotional Harm” that takes place in the context of harassment or bullying shall be defined as harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education. Such conduct shall include, but is not limited to, acts based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).

“Extenuating Circumstances” means situations such as, but not limited to, legal, family, medical obligations.

"False Alarm" means falsely activating a fire alarm or other disaster alarm.

"Gang" means any ongoing organization, association or group of three or more persons, whether formal or informal, having one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors or symbols.

"Gender" means actual or perceived sex and shall include a person's gender identity or expression.

"Harassment and bullying" mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyber-bullying, that:

- a. has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
- b. reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
- c. reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
- d. occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

"Hazing" is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

"Indecent" means grossly inappropriate or offensive to manners or morals.

"Insubordination" means not following directive of an adult; being disobedient.

"Intimidation" means intentionally placing another person in fear of imminent physical injury.

"Investigatory Interview" an information seeking activity.

"Larceny or Other Theft Offenses" means unlawful taking and carrying away of personal property with the intent to deprive the rightful owner of property. Permanently or unlawfully withholding property from another.

"Loitering" means to stand idly about; linger aimlessly.

"Minor Altercations" means physical contact is involved and no physical injury.

"Parent" means the biological, adoptive or foster parent, guardian or person in parental relation to a student.

"Physical Harassment" means physical conduct that creates a hostile, intimidating or offensive environment and/or interferes with another's ability to learn, such as, but not limited to; threatening or intimidating actions, blocking a person's path with intent to threaten or intimidate, pushing, shoving, or purposely bumping into a person.

"Racial Harassment" means intimidation through use of epithets or slurs involving race, ethnicity or national origin.

"Reckless Endangerment" means subjecting individuals to danger by recklessly engaging in conduct that creates a grave risk of death or serious injury but no actual physical injury.

"Removal" means relocating, other than suspension and change in placement, for disciplinary reasons from the student's current educational placement to an interim alternative educational setting (IAES).

"Riot" means four or more persons simultaneously engaging in tumultuous and violent conduct and thereby intentionally or recklessly causing or creating a grave risk of physical injury or substantial property damage or causing public alarm.

"Robbery" means forcible stealing of property from a person by using or threatening the immediate use of physical force.

“School Bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).

“School District Function” means any CECSD-sponsored extracurricular event or activity.

“School Resource Officer (SRO)” a law enforcement officer, with sworn authority, assigned by the employing police department to work at a school in collaboration with a school and community-based organizations.

“Sexual Orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality.

“Sexual Harassment” means harassment based on sex or sexual orientation, which consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal, non-verbal or physical conduct of sexual nature.

“Suspension” means a suspension pursuant to Education Law § 3214.

“Stealing” means unlawfully taking personal property of another.

“Threat of Violence” means an expression of intention to inflict emotional or physical injury or damage.

“Tardy” means late; not on time.

“Truancy” means absent from school without permission.

“Vandalism” means deliberate mischievous or malicious destruction or damage of property.

“Violence” means an unwarranted exertion of force or power.

“Violent Student” means a student who may be described by any of the clauses below:

1. Commits an act of violence upon a CECSD employee.
2. Commits, while on CECSD property or at a CECSD function, an act of violence upon another student or any other person lawfully on CECSD property or at a CECSD function.
3. Possesses a weapon while on CECSD property or at a CECSD function.
4. Displays, while on CECSD property or at a CECSD function, what appears to be a weapon.
5. While on CECSD property or at a CECSD function threatens to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any CECSD employee or of any person lawfully on CECSD property or at a CECSD function.
7. Knowingly and intentionally damages or destroys CECSD property.

“Weapon” means a firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act. It also means, but is not limited to any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor blade, stiletto, knife, switchblade knife, gravity knife, pocketknife, brass knuckles, sling shot, metal knuckle knife, box cutters, can sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used as a weapon.

III. DIGNITY FOR ALL STUDENTS ACT

A. Prevention

The school setting provides an opportunity to teach children, and emphasize among staff, that cooperation with and respect for others is a key district value. Staff members and students will be proactive in the prevention of bullying. Our increased awareness, which will include identification of bullying warning signs, as part of district instruction and professional development, will be designed to not only decrease incidents of bullying, but to help students build more supportive relationships with one another.

Curricular material that raises awareness and sensitivity to discrimination or harassment and civility in the relationships of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, sexes or gender expression or identities are included in the district's instructional program K-12.

In order to implement this program the Board will designate at its annual organizational meeting a *Dignity Act Coordinator*. The role of the DAC is to coordinate and enforce implementation of the Act. Dignity Act Coordinators are building principals and the Assistant Superintendent for Pupil and Personnel Services. DAC Contact Information:

Barry Elementary School	Doug Pasquerella	758-4150
Parker Elementary School	Kevin Yare	758-4160
Randall Elementary School	Josh Bacigalupi	758-4170
Smith Elementary School	Cliff Kostuk	758-4180
Virgil Elementary School	Angela Wanish	758-4130
Jr./Sr. High School grades 7-8	Lisa Kaup	758-4110
Jr./Sr. High School grade 9 - 10	Kevin Cafararo	758-4110
Jr./Sr. High School grades 11-12	Abe Brafman	758-4110
District Office	John Zarcone	758-4100
	Judi Riley	758-4110
	Tim Wagoner	758-4110

B. Intervention

Intervention by adults and bystanders is an important step in preventing escalation and resolving issues at the earliest stages. Intervention will emphasize education and skill-building.

Successful intervention may involve remediation. Remedial responses to bullying and harassment include measures designed to correct the problem behavior, prevent another occurrence of the behavior and protect the target. Remediation may be focused on the individual(s) involved in the bullying behavior or environmental approaches which pertain to the school or district as a whole.

In addition, intervention will focus upon the safety of the target. Staff are expected and required, when aware of bullying, to either refer the student to designated resources for assistance, or to intervene where appropriate.

C. Provisions for students who do not feel safe at school

The Board acknowledges that, notwithstanding actions taken by district staff, intervention may require a specific coordinated approach if the child does not feel safe at school. Students who do not feel safe at school are limited in their capacity to learn and reach their academic potential. Staff, when aware of harassment including, but not limited to bullying, should bring this to the attention of the building principal, the DAC Coordinator, or Title IX Compliance Officer. The building principal, DAC Coordinator, or Title IX Compliance Officer will work together to define and implement any needed action with other appropriate staff, the student and the student's parent.

The district recognizes the need to handle each case individually in order to create a safer environment for all students especially those that are targets of harassment or discrimination including but not limited to bullying. The student, parent/guardian, and school administration will collaborate to establish safety provisions that best meet the needs of the targeted student. Follow-up discussion and/or meetings will be scheduled, as needed, to ensure that safety concerns have been adequately addressed and to determine when and if accommodations need to be changed or discontinued.

D. Training

The Board recognizes that in order to implement an effective harassment and discrimination, including bullying, prevention and intervention program, professional development is needed. The Superintendent, the DAC and the District Professional Development Committee will incorporate training to support this program in new teacher orientation and the annual professional development plan, as needed. Training opportunities will be provided for all staff, including, but not limited to bus drivers, cafeteria and hall monitors and all staff who have contact with students. The DAC will be trained in accordance with State requirements and will continue their professional development so as to successfully support this policy and program. The DAC may be reached at 607-758-4100.

E. Reporting and Investigation

At all times, complaints will be documented, tracked and handled in accordance with the regulations and procedures accompanying this policy and/or the district's Code of Conduct. If a staff person is unsure of the reporting procedure, he/she is expected to inquire about how to proceed by speaking with their supervisor. Incidents will be included in the Violent and Disruptive Incident Reporting (VADIR) system when applicable.

These reports are important in order for the district to effectively address harassment, discrimination or bullying. Students, who have been harassed, discriminated against or bullied, parents whose children have been harassed, discriminated against or bullied, or other students or staff who observe harassing, discriminating or bullying behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided.

It is a responsibility for all school personnel to report any incidents of student-to-student, staff-to-student, and student-to-staff harassment, discrimination or bullying that they observe to their building principal or other administrator who supervises their employment. In addition, it is also the responsibility of all parents, staff, and/or non-members of CECSD to report any incidents of student-to-student, staff-to-student, and student-to-staff harassing, discriminating or bullying of which they are made aware by students et al to their building principals or other administrator who supervises their employment.

IV. STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

Cortland Enlarged City School District is committed to safeguarding the rights given to all students under state and federal law and district policy. In addition to those rights, all Cortland Enlarged City School District students have the right to:

1. A safe, healthy, orderly, clean and civil learning environment free of harassment, which includes harassment between students and between faculty and students. Refer to page 4 for definition of harassment.
2. Take part in all school district activities on an equal basis regardless of age, actual or perceived race, weight, religion, religious practice, color, national origin, ethnic group, gender (identity or expression included), sexual orientation, disability or socioeconomic status.
3. Due process in the event of disciplinary action brought against them as outlined in the Code of Conduct. Refer to section VIII.
4. Access to school district rules and, when necessary, to receive an explanation of those rules from Cortland Enlarged City School District personnel.
5. Respectfully express their opinions verbally or in writing and dress in such a way to express their personality, in accordance with the Code of Conduct. Refer to section V.
6. Have access to objective information concerning drug and alcohol use, misuse and abuse as well as access to individuals or agencies capable of providing direct assistance to students with personal problems.
7. Be free from retaliation when, in good faith, the student reports or assists in the investigation of harassment, bullying and/or discrimination.

B. Student Responsibilities

All Cortland Enlarged City School District students have the responsibility to:

1. Contribute to maintaining a safe, clean and orderly environment that is conducive to learning and shows respect to other persons and to property.
2. Report suspicion of potentially dangerous activities and/or presence of the following to any school personnel (i.e. suicide, violent acts, use of a substance, possession of a substance, possession of weapons) and volunteer information in disciplinary cases.
3. Follow directions given by all school district employees and any adult in a supervisory capacity in a respectful and positive manner.
4. Be familiar with and abide by all school district policies, rules and regulations dealing with student conduct.
5. Accept responsibility for their actions.
6. Exercise self-control.
7. Demonstrate appropriate behavior in controlling anger.
8. Ask questions when they do not understand their responsibilities.
9. Seek help in solving problems in order to prevent inappropriate actions.
10. Attend classes every scheduled day (unless excused); be on time, ready to learn and have expected materials.
11. Be conscientiously involved in all academic and co-curricular pursuits, and strive toward the highest level of achievement possible.
12. Conduct themselves as representatives of Cortland Enlarged City School District when participating in or attending school sponsored co-curricular events by holding themselves to the highest standards of conduct.
13. Dress so as not to endanger physical health and/or safety, limit participation in class and/or school functions or be unduly disruptive.
14. Express opinions and ideas in a respectful and non-discriminatory manner so as not to offend, slander or restrict the rights and privileges of others.

V. STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for Cortland Enlarged City School District programs. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other school district staff should exemplify and reinforce acceptable attire and help students develop an understanding of appropriate appearance in the educational setting.

A student's dress, grooming and appearance, including but not limited to attire, clothing, hairstyle/color, jewelry, make-up, tattoos and nails:

1. Should be safe, appropriate and not disrupt or interfere with the educational process.
2. Should recognize that revealing garments are prohibited - examples may include: sheer clothing, short skirts and shorts, halter tops, strapless shirts, shirts with spaghetti straps.
3. Should ensure all undergarments are completely covered and not visible with clothing, and that abdominal and back areas are completely covered. * Sports bras and tanks are considered undergarments for the purpose of this code and are not to be worn uncovered.
4. Students must wear their pants, shorts, skirts at appropriate level at the waistline.
5. Clothing and footwear should be seasonally appropriate.
6. Shall not include outerwear, coats, capes and similar apparel while inside school buildings.
7. Shall not include footwear and garments that are a safety hazard such as, but not limited to: flip flops on a playground. Footwear shall be worn at all times.
8. Shall include not wearing head coverings of any kind ~~or sweatbands~~ in the school except for a medical or religious purpose, or where it is as part of a uniform, ~~or~~ school sponsored activities or approved by school administration.
9. Shall not include items that are vulgar, lewd, obscene, suggestive, libelous or that denigrate others on account of perceived or actual race, color, religion, religious practice, ethnic group, national origin, gender (including expression and identity), sexual orientation, weight or disability.
10. Shall not promote and/or endorse unhealthy behaviors such as, but not limited to, the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
11. Shall not include disruptive or dangerous accessories, including but not limited to: spiked bracelets, wallet chains, snap bracelets, facemasks and sunglasses.

Students who violate the Student Dress Code shall be required to modify their appearance by covering or removing the offending item, by replacing it with an acceptable item or by being sent home to change. Any student who refuses to do so shall be subject to discipline, up to and including out of school suspension for the day.

VI. PROHIBITED STUDENT CONDUCT

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, Cortland Enlarged City School District personnel, guests and other members of the educational community, and for the care of school district facilities and equipment.

The most effective discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. Cortland Enlarged City School District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline which follows the steps to self control.

The Board recognizes the need to make specific and clear expectations for student conduct while on Cortland Enlarged City School District property, engaged in a school district-sponsored function, or engaged in off campus activities that adversely affects the educational process. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from Cortland Enlarged City School District programs when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, abusive or harassing.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the Cortland Enlarged City School District community.
6. Trespassing. Students are not permitted in any Cortland Enlarged City School District building and grounds, other than the one they regularly attend beyond school hours, without permission from the administration in charge of the building.
7. Computer/electronic communication misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include but are not limited to:

1. Failing to comply with the directions of teachers, school district administrators or other school district personnel in charge of students, or otherwise demonstrating disrespect.
 2. Lateness for or missing/leaving class or school district property without permission.
 3. Skipping detention.
 4. Loitering.
- C. Engage in conduct that is disruptive.** Examples of disruptive conduct include but are not limited to:
1. Failing to comply with the directions of teachers, school district administrators or other school district personnel in charge of students.
 2. Communications such as note passing, excessive talking or inappropriate use of technology.
 3. Being unprepared for class.
 4. Unauthorized use of electronics during regular school hours.
 5. Engaging in argumentative behavior.
- D. Engage in conduct that is violent.** Examples of violent conduct include but are not limited to:
1. Acts of discrimination or harassment, as defined by this code, of students, staff or visitors.
 2. Committing an act of violence (such as hitting, kicking, punching, biting, spitting and scratching) upon any school district staff, students or visitors or attempting to do so.
 3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school district property or at a school district function.
 4. Displaying what appears to be a weapon.
 5. Threatening to use any weapon.
 6. Intentionally damaging or destroying the personal property of any school district employee or any person lawfully on school property.
 7. Intentionally damaging or destroying school district property.
 8. Intimidating or threatening to commit an act of violence, in person or through the use of technology, including social media.
- E. Engage in behavior perceived to be membership or affiliation in any gang such as but not limited to:**
1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which may be evidence of membership or affiliation in any gang.
 2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership or affiliation in a gang;
 3. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans.
 4. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity.
 5. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.
 6. Soliciting others for gang membership.
 7. Committing any other illegal act or other violation of school district policies that relates to gang activities.
- F. Engage in any conduct that endangers the safety, morals, health or welfare of others.** Examples of such conduct include but are not limited to:
1. Lying to school district personnel.
 2. Stealing property of the district, students, staff or any other person lawfully on school property or attending a school function.
 3. Intentionally damaging or removing district or personal property, or inappropriate use of district property while attending a school function.
 4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 5. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
 6. Acts of harassment as defined in the school district sexual harassment policy.
 7. Acts of harassment, bullying, or cyber-bullying as defined by this code.
 8. Selling, using, distributing, manufacturing or possessing obscene material.
 9. Public displays of affection on school property or at any school district functions.
 10. Gambling.
 11. Possession or use of electronic cigarettes or any tobacco products.
 12. Possession of paraphernalia related to use of tobacco, alcohol or other illegal substances.

13. Possessing, consuming, selling, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include but are not limited to: inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
14. Possession of, sharing, use, or distribution of over-the-counter and/or prescription drugs or harmful substances.
15. Use of prescription or non-prescription medication or drugs not dispensed by the school nurse.
16. Creating an unsafe or unhealthy environment.
17. Falsely reporting an incident.
18. Personal use of recording devices or the camera of a cell phone for unauthorized purposes, such as picture taking or videos.
19. Subjecting other students, school personnel, or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.

G. Engage in misconduct while on a school vehicle. It is crucial for students to behave appropriately while riding on school district school vehicles, to ensure their safety and that of other passengers. School vehicle drivers are authorized to assign seats. All students are to stay in their seats while riding. Students are to conduct themselves on the school vehicle in a manner consistent with established standards for classroom behavior. Excessive noise, profane language, pushing, shoving, fighting, vandalism, littering, eating, drinking, smoking and other behaviors prohibited by this code or deemed to be distracting by the school vehicle operator are prohibited. Students are to keep all body parts and all objects inside the school vehicle. Students waiting for school vehicles when not on school property are expected to conduct themselves in accordance with the school district Code of Conduct.

H. Engage in any form of academic misconduct. Examples of academic misconduct include but are not limited to:

1. Plagiarism.
2. Cheating.
3. Altering a grade or another student's record on paper or in electronic form.
4. Copying other's work.
5. Forgery of any kind.
6. Inappropriate use of technology.
7. Assisting another student in any of the above actions.

I. Engage in conduct that is a violation of New York State Law. Examples of such conduct include, but are not limited to:

1. Riding a bicycle, skateboard, scooter or rollerblades without a required helmet if under 14 years of age.

J. Engagement in off-campus misconduct that endangers the health and safety of students or staff within the school or adversely affects the educational process. Examples of such misconduct include but are not limited to:

1. Cyber-Bullying.
2. Threatening, hazing, harassing students or school personnel over the phone or the internet.
3. Using message boards to convey threats, derogatory comments or post inappropriate pictures of students or school personnel.
4. Drug and/or alcohol use; including non-prescribed prescription medications.

VII. REPORTING VIOLATIONS OF THE CODE OF CONDUCT

Any student observing a violation to the code of conduct, including but not limited to knowledge of a student possessing a weapon, alcohol, illegal substance or suspicion of a potentially dangerous situation on Cortland Enlarged City School District property or at a school sponsored function shall report this information immediately to school staff. All complainants and those who participate in the investigation of a complaint in conformity with State law and district policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind. Failure to report the above mentioned violation could result in disciplinary action. Any weapons, alcohol or illegal substances found shall be confiscated immediately, followed by notification of the parent/guardian and the student involved. Appropriate disciplinary action up to and including permanent suspension and referral for prosecution will be imposed. (The Building Principal or designee shall investigate any reports of potentially dangerous situations).

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction. All District staff

must also report any instances of misconduct or alleged misconduct believed to be in violation with the Dignity for All Students Act to the appropriate administrator.

For purposes of this code, the Building Principal shall receive such reports believed to be in violation of the Dignity for All Students Act. The contact information for the Building Principal is as follows:

Barry Elementary Principal	Doug Pasquerella	758-4150
Parker Elementary Principal	Kevin Yard Josh Bacigalupi	758-4160
Randall Elementary Principal	Cliff Kostuk	758-4170
Smith Elementary Principal	Angela Wanish	758-4180
Virgil Elementary Principal	Lisa Kaup	758-4130
Jr./Sr. High School grades 7-8 Principal	Kevin Cafararo	758-4110
Jr./Sr. High School grade 9-10 Principal	Abe Brafman	758-4110
Jr./Sr. High School grades 11-12 Principal	John Zarcone	758-4110
Director of Athletics and Physical Education	Tim Wagoner	758-4110

In further compliance with the Dignity for All Students Act (DASA), complaints of bullying, harassment, discrimination and/or cyber-bullying must be made to the DASA Coordinator. The contact information is as follows:

District Office	Judi Riley	758-4100
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The Building Principal or program supervisor must notify the appropriate local law enforcement agency of those code violations that may constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of school business the day the Principal learns of the violation. Parent/guardian notification will be attempted by telephone, followed by a letter expressing the intent to suspend on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

VIII. DISCIPLINARY PROCEDURES AND PENALTIES

While the focus of CECSD is on prevention of problem behaviors, discrimination and harassment, including bullying, prohibited acts may still occur. In these cases, offenders will be given the clear message that their actions are wrong and the behavior must improve. Student offenders will be provided in-school guidance pertaining to positive choices in their relationships with others.

Disciplinary action, when necessary, will be firm, fair, timely and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers, students and/or others, as appropriate.
6. Other extenuating circumstances.
7. Consequences outlined in District Code of Conduct and Board Policies.
8. The effect/impact that the offense had upon the individual.

If a student with a disability or suspected disability violates the Code of Conduct, see Section IX for discipline related to Students with Disabilities.

A. Range of Penalties

Students who are found to have violated the Cortland Enlarged City School District Code of Conduct may be subject to the following penalties, either alone or in combination with one another:

1. Verbal warning.
2. Temporary removal from class/activity.
3. Written referral.
4. Written notification to parent.
5. Detention (examples: lunch, recess, after school).
6. Suspension from school vehicle transportation.
7. Suspension from social or co-curricular activities.
8. Suspension of other privileges.
9. In-school suspension.
10. Removal from classroom.

11. Short-term (five day or less) suspension from school.
12. Long-term (more than 5 days) suspension from school.
13. Permanent suspension from school.

As a general rule, discipline will be progressive. This means that a student's subsequent violations will usually merit a stiffer penalty than the first violation. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

B. Procedures

The amount of due process a student is entitled to before a penalty is imposed will depend on the type of penalty. In all cases, regardless of the penalty imposed, the Cortland Enlarged City School District personnel authorized to impose the penalty must let the student know what misconduct the student is alleged to have committed, and must investigate the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the Cortland Enlarged City School District personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than a verbal warning, written referral or written notification to their parents are entitled to additional rights before the penalty is imposed. Penalties and associated rights are explained as follows:

Detention

Teachers, Principals and the Superintendent may use detention as a penalty for student misconduct in situations when removal from the classroom or suspension would be inappropriate. After-school detention will be imposed as a penalty only after the student's parent has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

Suspension from transportation

If a student does not conduct himself/herself properly on a school vehicle, the school vehicle driver is expected to bring such misconduct to the Building Principal's attention through a written referral. Students who become a serious disciplinary problem may have their riding privileges suspended by the Building Principal or the Superintendent. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, Cortland Enlarged City School District will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Building Principal or Program Supervisor to discuss the conduct and the penalty involved.

Suspension from co-curricular, athletic and other privileges

A student subjected to a suspension from co-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Building Principal or Program Supervisor imposing the suspension to discuss the conduct and the penalty involved.

In-school suspension

The Board recognizes that the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes Building Principals, Program Supervisors, and the Superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension." "In-school suspension" is the temporary removal of students from the classroom and their placement in another area of the school building designated for such a suspension, where students will receive instruction from certified personnel.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

Teacher removal of disruptive students

Nothing in this section of the Code of Conduct abridges the customary right or responsibility of a Principal to suspend a student. Further, nothing in this code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom. The removal process should not become a substitute for good classroom management.

A disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A disruptive student can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In many instances the classroom teacher can control disruptive student behavior by using good management techniques. Occasionally, however, it may be necessary for a teacher to remove a disruptive student from the classroom to ensure that the other students continue to learn.

A classroom teacher may remove a student from class for up to two days if the teacher determines that the student is disruptive. The removal from class applies to the class of the removing teacher only.

If the student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student, before the student is removed, with an explanation for why he or she is being removed. The student must also be given the opportunity to present his or her version of the relevant events to the teacher. Only after this informal discussion may a teacher remove a student from class.

If the student does pose a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must complete a Cortland Enlarged City School District-established referral form and meet with the Principal as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the referral forms. If the Principal or supervisor is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the Principal, or another Cortland Enlarged City School District administrator designated by the Principal must notify the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal, Supervisor, or the designated administrator to discuss the reasons for the removal and behavior modification(s) to remedy the cause of removal. Teacher's attendance is expected. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parent. Where possible, notice should also be provided by telephone if Cortland Enlarged City School District has been provided with a telephone number(s) for the purpose of contacting parents.

If at the informal meeting the student denies the charges, the Principal or the designated administrator must explain why the student was removed and give the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent, teacher and Principal.

The Principal or designee may overturn the removal of the student from class if the Principal, supervisor, or designee finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the Cortland Enlarged City School District's Code of Conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

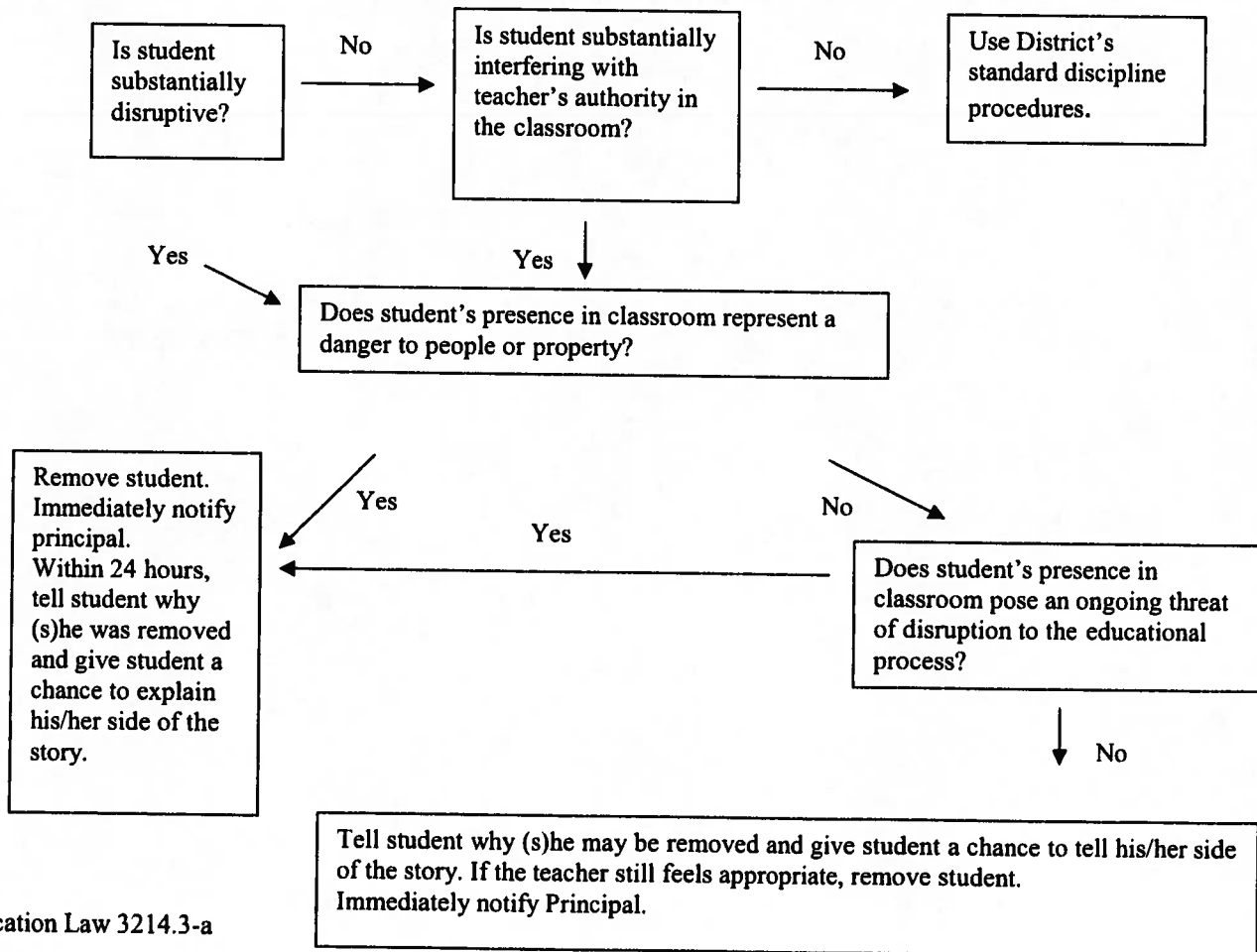
The Principal or his or her designee must make a determination as to whether to overturn the removal before the close of business on the day after the day of the informal hearing. No student removed from the

classroom by the classroom teacher will be permitted to return to the classroom until the Principal, Supervisor, or designee makes a final determination, or the period of removal expires, whichever is less. At the teacher's discretion, he or she may rescind the removal prior to the expiration of the full period of removal.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom. All educational materials and lesson plans will be provided by the classroom teacher.

Each teacher must keep a complete log (on a Cortland Enlarged City School District provided form) for all cases of removal of students from his/her class. The Principal, or Supervisor must keep a log of all removals of students from class. Removal of a student with a disability may, under certain circumstances, constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the Principal, Supervisor or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under State or Federal law or regulation.

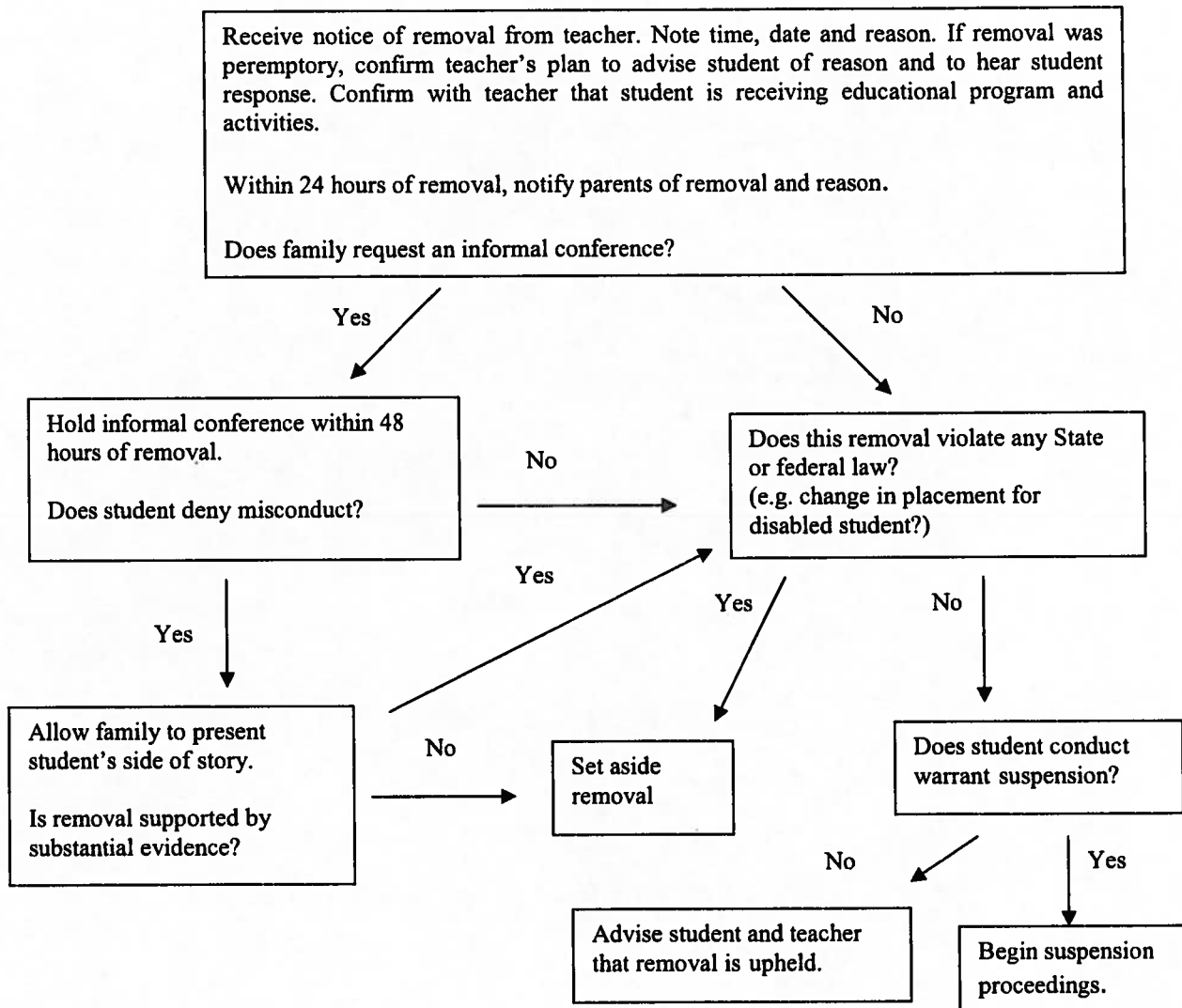
Removal of Disruptive Students from Classroom
Role of Teacher



Education Law 3214.3-a

Removal of Disruptive Students from Classroom

Role of Principal



Notes:

A Principal may, at his/her discretion, designate another school district administrator to perform these functions.

Determinations of suspension proceedings, or whether removal is upheld must be made by the end of the business day following a 48-hour period after the informal conference.

Education Law 3214.3-a

Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Building Principals.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short term (five days or less) suspension from school

When the Superintendent or Principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law § 3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parent or legal guardian in writing at the last known address of the parents that the student will be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours if the decision is to propose suspension. Where possible, notice should also be provided by telephone if Cortland Enlarged City School District has been provided with a telephone number(s) for the purpose of contacting the parent or legal guardian.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parent or legal guardian of the right to request an immediate informal conference with the Principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parent or legal guardian. At the conference, the parent or legal guardian shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practical.

After the conference, the Principal shall promptly advise the parent or legal guardian in writing of his or her decision. The Principal shall advise the parent or legal guardian that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within 10 business days. If not satisfied then they must provide a written appeal to the Board of Education with the District Clerk within 10 business days of the date of the decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education. These appeals must be filed within 30 days of the decision.

b. Long Term (more than five days) suspension from school

When the Superintendent or Board of Education determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parent or legal guardian of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf. The

Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths, and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations, as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within 30 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstance precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

c. Procedure after Long Term suspension

The Board of Education, upon recommendation of the Superintendent, may condition a student's early return from a suspension on the student's voluntary participation in counseling or specialized classes, such as anger management or dispute resolution. The Board retains discretion in offering this opportunity. If and when the student and/or parent/guardian agrees to this option, the terms and conditions shall be specified in writing.

d. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, Cortland Enlarged City School personnel or any other person lawfully on Cortland Enlarged City School District property or attending a Cortland Enlarged City School District function.

e. Minimum Periods of Suspension

Students who bring a weapon to Cortland Enlarged City School District property or functions:

Any student, other than a student with a disability, found guilty of bringing a weapon onto Cortland Enlarged City School District property or event will be subject to suspension from Cortland Enlarged City School District programs for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the minimum suspension period on a case-by-case basis. The Superintendent may consider the following:

- a) The student's age.
- b) The student's grade in school.
- c) The student's prior disciplinary record.
- d) The Superintendent's belief that other forms of discipline may be more effective.
- e) Input from parents, teachers, students and/or others.
- f) Other extenuating circumstances.

Students who commit violent acts other than bringing a weapon to school:

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension. The student and the student's parent will be given notice and opportunity for a hearing given to all students subject to a short term suspension. If proposed penalty exceeds a five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify a suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension of possessing a weapon.

Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom:

Any student, other than a student with a disability, who engages in conduct which results in the student being removed from the classroom by teacher(s) on four or more occasions during a semester shall be subject to suspension from school. The student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds a five-day suspension, the student and the student's parent will be given the same notice and opportunity to a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify a suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension of possessing a weapon.

C. Referrals

1. Counseling

Administration and/or PPS staff shall handle all referrals of students to counseling.

2. PINS Petitions

The District may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond lawful control of the school.
- c. Knowingly and unlawfully possessing marijuana in violation of Penal Law § 221.05 will be a sufficient basis for filing a PINS petition

3. Juvenile offenders

The Superintendent will refer the following students to the County Attorney and local law enforcement when required for a juvenile delinquency proceeding before the Family Court.

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42).

In addition, school personnel may refer students to outside counseling or community resource agencies for additional support.

IX. ALTERNATE INSTRUCTION

When a student of any age is removed from class by a teacher, or a student of compulsory attendance age is suspended from school pursuant to Education Law § 3214, Cortland Enlarged City School District will take immediate steps to provide alternative means of instruction for the student. Elementary students will be eligible to receive 1 hour of tutoring per day; JSHS students will be eligible to receive 2 hours per day.

X. DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities are extended certain procedural protections under the IDEA and Article 89 of New York's Education Law whenever Cortland Enlarged City School District authorities intend to impose discipline on them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This Code of Conduct affords the students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable Federal and State laws and regulations.

A. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the Code of Conduct, the following definitions apply:

A "suspension" means a temporary removal pursuant to Education Law § 3214.

A "removal" means relocating for disciplinary reasons from the student's current education placement other than a suspension and change in placement to an Interim Alternative Education Setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself/herself or others.

An "IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred. This enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those on the student current individualized

education plan (IEP), that will enable the student to meet the goals set out in such IEP, and also include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from occurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:
 - a. The Board, , Superintendent of Schools or a Building Principal delegated the authority to suspend students may order the placement of a student with a disability into IAES or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
 - b. The Superintendent may order the placement of a student with a disability into an IAES or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
 - c. The Superintendent may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
 - d. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on Special Education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon, inflicts serious bodily injury upon another person, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school, at a school function, or on school grounds.
- (1) **“Weapon”** means the same as “dangerous weapon” under 18 U.S.C.: §930(g)(w) which includes “a weapon, device or instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.”
- (2) **“Controlled substance”** means a drug or other substance identified in certain provisions of the Federal Controlled Substances Act specified in both Federal and State law and regulations applicable to this policy.
- (3) **“Illegal drugs”** means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other Federal law.
3. Subject to specified conditions required by both Federal and State law and regulation, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student’s current educational placement that is either:
 - a. for more than 10 consecutive school days; or
 - b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspensions or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student’s disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The District’s Committee of Special Education shall:

- a. conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral plans whenever the District is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in Federal and State law and regulations if, in accordance with Federal and State statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
 - a. The Superintendent, Building Principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
 - b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information that supports a claim that the district had knowledge the student was a student with a disability, the district either:
 - (1) conducted an individual evaluation and determined that the student is not a student with a disability, or
 - (2) determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable Federal and State law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. Cortland Enlarged City School District shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notice prescribed by the Commissioner of Education shall accompany the notice of disciplinary removal.

4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be divided into a guilt phase and a penalty phase in accordance with the procedures set forth in the Regulations of the Commissioner of Education incorporated into this policy.

6. The removal of a student with disabilities other than a suspension or placement in an IAES, shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
7. Manifestation review is a review of the relationship between the student's disabilities and the behavior subject to disciplinary action required when the disciplinary action results in a disciplinary change of placement, and conducted in accordance with requirements set forth later in this policy.
8. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Regulations of the Commissioner of Education incorporated into this policy.

D. Expedited Due Process Hearings

An expedited due process hearing shall be conducted in the manner specified by the Regulations of the Commissioner of Education incorporated into this policy.

- a. Cortland Enlarged City School District requests such a hearing to obtain an order from an impartial hearing officer placing a student with a disability in an Interim Alternative Education Setting (IAES) where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or pending due process hearings where Cortland Enlarged City School District personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
- b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
 - (1) Pending an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and Cortland Enlarged City School District agree otherwise.
 - (2) If Cortland Enlarged City School District personnel propose to change the student's placement after expiration of an IAES placement pending any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed an IAES.
- c. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and not later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

E. Referral to Law Enforcement and Judicial Authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities and such action will not constitute a change of the student's placement.
2. The Superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

XI. CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of Cortland Enlarged City School District or others.

3. Restrain or remove a student whose behavior interferes with orderly exercise and performance of Cortland Enlarged City School District functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with commissioner's regulations.

XII. STUDENT SEARCHES AND INTERROGATIONS

The Board of Education is committed to ensuring an atmosphere on Cortland Enlarged City School District property and at Cortland Enlarged City School District functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district Code of Conduct. Students are not entitled to any sort of Miranda-type warning before being questioned by Cortland Enlarged City School District officials, nor are Cortland Enlarged City School District officials required to contact a student's parent before questioning the student. However, Cortland Enlarged City School District officials will tell all students why they are being questioned.

In addition, the Board authorizes Cortland Enlarged City School District staff, Principals, district administrators, social workers, teachers and the Superintendent to conduct searches of students and their belongings if the authorized Cortland Enlarged City School District official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct. An authorized Cortland Enlarged City School District official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the Cortland Enlarged City School District official has a legitimate reason for the very limited search.

An authorized Cortland Enlarged City School District official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than the Cortland Enlarged City School District employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. Cortland Enlarged City School District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized Cortland Enlarged City School District official should attempt to get the student to admit that he or she possess physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and Other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and Cortland Enlarged City School District officials retain complete control over them. This means that student lockers, desks and other Cortland Enlarged City School District places may be subject to search at any time by Cortland Enlarged City School District officials, without prior notice to the students and without their consent. Additionally, it should be understood that random locker searches may be justified for the purpose of school safety, to ensure the safety of students, faculty and staff members, and to prevent disruptions to the learning environment.

B. Documentation of Searches

The official performing the search shall be responsible for promptly recording the following information about each search using the Student Search Documentation Form found at the end of this policy. Such form shall be maintained in each administrative office and a copy forwarded to the Assistant Superintendent for Pupil and Personnel Services.

1. Name, age and grade of student searched.
2. Reason for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what item(s) were found).

10. Disposition of items found.
11. Student response to search.
12. Time, manner and result of parental notification.

The principal shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal or supervisor shall retain control of the items, unless the items are turned over to the police.

C. Police Involvement in Searches and Interrogations of Students

Cortland Enlarged City School District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in Cortland Enlarged City School District buildings or at Cortland Enlarged City School District functions, or to use Cortland Enlarged City School District facilities in connection with police work. Police officials may enter Cortland Enlarged City School District property or a Cortland Enlarged City School District function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or arrest warrant.
2. Probable cause to believe a crime has been committed on Cortland Enlarged City School District property or at a school function, or
3. Been invited by Cortland Enlarged City School District officials.

Before police officials are permitted to question or search any student, the building principal or program supervisor shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted, unless the student is 16 years of age or older. The principal or supervisor will also be present during any police questioning or search of a student on Cortland Enlarged City School District property or at a Cortland Enlarged City School District function.

The above information regarding police involvement in searches and interrogations of students generally pertains to the School Resource Officer, SRO. The School Resource Officer program was created for prevention purposes and the individual SRO will generally conduct investigatory interviews only. In the event of an emergency or observed violation of the law, the SRO however, has a responsibility to fulfill his/her duties as a police officer abiding by all governing laws.

Students who are questioned by police officials on Cortland Enlarged City School District property or at a Cortland Enlarged City School District function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

D. Child Protective Service Investigations

Consistent with the district's commitment to keep students safe from harm and obligation of Cortland Enlarged City School District personnel to report to child protective services when they have reasonable cause to suspect that a student has been neglected, abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on Cortland Enlarged City School District property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the Principal or PPS staff, who shall set the time and place of the interview. A Cortland Enlarged City School District official may be present during the entire interview.

If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective services worker may not remove a student from Cortland Enlarged City School District property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from Cortland Enlarged City School District property before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

XIII. CO-CURRICULAR ACTIVITIES CODE OF CONDUCT

Participation in co-curricular activities including all extra-curricular activities and athletics is a privilege that commands responsibility. The purpose of the co-curricular program is to promote educational attitudes and behaviors that will help students find success in life beyond school. Participants have a responsibility to model behaviors that display high academic standards, leadership, sportsmanship, cooperation and service in both the school and community.

What is a co-curricular activity?

A co-curricular activity is an official school sponsored activity that is outside the prescribed curriculum; an activity that isn't required or is not a normal part of a course of study or work. Please see Appendix ____ for a list of co-curricular activities.

The code has three (3) components.

Academics:

Participants must pass all of their courses or maintain an overall quarterly passing average of seventy (70%)*

* Participants with an overall average of 70% but failing one or more courses are required to attend an Academic Table session 1x/week per failing subject to maintain eligibility.

Attendance:

Participants must be on time and in school all day on the day of an event*.

*Note: Excused tardy with note from parent, to be submitted upon entry to school, may enable a student to participate.

Examples of excused absences include, but are not limited to: personal illness, death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical appointments for student, college visits, military obligations, impassable roads as determined by school transportation, absences approved in advance by the principal, and other reasons as may be approved by the Commissioner of Education.

Citizenship:

Participants need to consistently demonstrate respect to all faculty/staff, fellow students, and property. Participants may not receive more than 2 referrals, with consequences, within a ten week marking period to maintain eligibility.

Academic Eligibility Standards:	Attendance Standards:	Citizenship Standards:
<p><i>Research concludes that success in the classroom is linked with attendance; therefore students will be held accountable for all unexcused absences.</i></p> <ul style="list-style-type: none"> • Pass all courses, or • Maintain 70% or higher overall average on each report card. <u>Participants with an overall average of 70% but failing one or more courses are required to attend an Academic Table session 1x/week per failing subject to maintain eligibility.</u> • <u>Passing grades earned at the end of the school year and summer school (when applicable) will earn the student eligibility.</u> • <u>Course failure at the end of year will be carried into the fall for eligibility purposes requiring attendance at Academic Tables.</u> 	<p><i>Participation in a co-curricular activity is a privilege earned by being a respectful citizen at CJSHS. Participants are expected to be honest, to be lawful and to maintain high standards of conduct.</i></p> <ul style="list-style-type: none"> • In order to be eligible to participate the day of a co-curricular event, a student must <u>be on time and in school for the entire day</u>. If extenuating circumstances apply, please explain the situation to an administrator ASAP. • <u>Excused*</u> tardy with note from parent, to be submitted upon entry to school, may enable a student to participate. • To ensure that unexcused absences do not occur, please be certain that for every tardy to school or absence that a parent / guardian provides a signed written note providing the reason for the tardy or absence to the attendance office. 	<ul style="list-style-type: none"> • Students receiving more than 2 referrals, with consequences, during any 10-week marking period will be ineligible for co-curricular activities during the remainder of the 10-week period.

- Examples of excused* absences include, but are not limited to: personal illness, death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical appointments for student, college visits, military obligations, impassable roads as determined by school transportation, absences approved in advance by the principal, and other reasons as may be approved by the Commissioner of Education.
- Advisors and Coaches are responsible for submitting accurate student rosters for each activity or sport at the start of the school year or each season so that eligibility standards may be monitored. Updates to rosters may be requested at any point by an administrator.

Eligibility Determination Processes:

How will a student be determined as ineligible through academic standards?

A student will become ineligible if he/she fails to attend Academic Table sessions per failing course.

How can a student regain eligibility through academic standards?

- Passing all classes on the five week Progress Report
or
- Passing all classes on the Report Card
or
- Has an overall marking period average of seventy (70%) or better (~~if failing one or more courses~~) on the next Report Card with mandatory attendance at Academic Tables 1x/week per failing course.

What if I pass all my courses, yet I fall below a seventy overall average?

In the event a student passes all of his or her courses yet still falls below an overall quarterly average of seventy (70%), he or she will have the opportunity to participate in co-curricular activities.

What if I receive an incomplete (INC) for a course, how will it affect my eligibility and overall average?

An incomplete (INC) is calculated as a 50%. Students are encouraged to take advantage of academic assistance and meet with his or her teacher to complete all work before the end of the marking period. If an INC is given, students will have 5 weeks to complete the work required to receive the appropriate grade in place of the incomplete. At the conclusion of the 5 weeks, if the student is passing the course with an overall average of a 70%, the student is eligible to participate. A student can come off the ineligible list PRIOR to a 5 week progress report only if the incomplete is due to medical reasons or school related issues due to administrative decisions.

What academic avenues will be available to assist with improving my overall average?

A student may take advantage of academic assistance at the Academic Tables or meet with his or her teachers when their schedule permits.

****A student can only become ineligible at a ten week Report Card. A student may be removed from the ineligible list at the five week Progress Report if he or she is passing all courses or has a seventy (70%) overall average on his or her next Report Card and attends mandatory Academic Table sessions.**

Administration will be in charge of notifying all students, parents, and advisers / coaches of code infractions, ineligibility, and eligibility for students.

Additional Expectations:

D.—Membership Standards:

1. Participants will report on time for all practices and activities unless excused by the advisor/coach in advance.
2. Participants will travel to and from events under the supervision of personnel assigned by school administration. The advisor/coach may authorize return transportation by the student's own parent by signing the travel release form. An administrator with written parental permission may authorize alternate transportation to an event, or return transportation by an adult other than the student's parent.
3. Participants will take care of school equipment and return it personally in a timely manner upon leaving a team/group or at the conclusion of the season. School issued equipment shall only be used for school sanctioned events.
4. It is the responsibility of participants to report to their advisor/coach any injury or change in physical condition that affects their ability to safely participate.
5. A participant must be a full-time student (i.e. a junior/senior high school student must be enrolled in at least 5 classes plus physical education).
6. Participant must be in school all day, the day of the event, unless excused by a school official.

7. Any participant who leaves a team without both the knowledge and consent of the coach and the Director of Athletics will not be allowed to participate in the first 25% of his/her contests in the next sport season in which he/she participates. This penalty is the maximum to be administered. A lesser penalty may be deemed appropriate if mitigating circumstances are found.

E.—Substance Use and Abuse Standard: Participants shall show that respect for one's health and physical development is an integral part of daily living. Participation in co-curricular activities demands a commitment, which involves sacrifice and dedication.

1. A participant's possession, use, manufacturing, distribution or sale of alcohol, tobacco in any form, marijuana, prescription medications or other controlled substances or look-alike or designer drugs is prohibited.
2. Participants are expected to avoid or leave an establishment or location where minors are involved with alcohol, illegal drugs or illegal activities.
3. Participants and/or parents/guardians are encouraged to confidentially approach an advisor/coach or school officials for help with substance use problem and will be given appropriate confidential help.

Penalties (Subsection E):

Participants will be held accountable for choosing behaviors that adhere to the standards set forth in the Co-Curricular Code of Conduct. In instances where the Co-Curricular Code of Conduct has not been met, consequences will be imposed by the principal based on the participant's entire school record and in accordance with Section VI of the District Code of Conduct.

If infractions take place during school hours or at school activities ~~or otherwise occur~~ in a manner that provides a basis for additional discipline, the penalties outlined below will be applied concurrently with and/or in addition to any school or district penalties.

It is the responsibility of coaches, club advisors, the student body, athletes, and parents to ensure these code rules are observed. Any violation of the district's drug and alcohol policy should be reported immediately to the principal and/or athletic director. If a violation of the co-curricular activities code of conduct occurs in relation to use, possession, consumption, distribution of alcohol, illegal drugs and prescription or nonprescription drugs, the following consequences will occur:

The periods of suspension from athletics and/or extra-curricular activities listed below are inclusive of any suspension from school associated with the offense(s), including long-term suspensions (Superintendent Hearing).

First Offense

Initial consequence:

Use, Under the Influence, and/or Possession – 21 calendar days (3 weeks)

Distribution – 42 calendar days (6 weeks)

Second Offense

Initial consequence:

Use, Under the Influence, and/or Possession – 28 calendar days (4 weeks)

Distribution – 84 calendar days (12 weeks)

Third Offense:

Use, Under the Influence, Possession, and/or Distribution – One calendar year. This penalty may be reduced by entering into a behavior contract.

All behavior contracts must be approved by the Superintendent and be signed by the student and a parent/guardian.

Under no circumstances will a behavior contract result in a lesser period of suspension than six months.

Due Process:

Any student who violates a provision of the Co-Curricular Code of Conduct is entitled to due process including an informal hearing with the advisor, the principal and the student's parents/guardian, if desired. A decision will be made within two school days following the hearing.

A student has the right to appeal the informal hearing decision to the Superintendent of Schools, then to the School Board and then to the Commissioner of Education.

XIV. RESPONSIBILITIES OF THE ESSENTIAL PARTNERS IN EDUCATION

We recognize that the education of children is a joint responsibility of the parents and the educational community.

A. Parents

All district parents are expected to:

1. Send their children healthy, well rested and ready to learn and participate in educational programs.
2. Ensure their children attend school on time.
3. Ensure absences are excused (i.e. sickness, funeral, religious activity). Family vacations are not excused.
4. Insist their children be dressed and groomed in a manner consistent with the student dress code.
5. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
6. Know Cortland Enlarged City School rules including the District Code of Conduct and help their children understand them.
7. Convey to their children a supportive attitude toward education and Cortland Enlarged City School District.
8. Promote good relationships with school employees, other parents and their children's friends.
9. Model and support student use of technology in a positive and appropriate manner.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home or health situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Read notices from the school and communicate with teachers or others regarding questions about school programs or student's progress.
14. Participate in parent-teacher-student conferences and other school events.
15. Inform school officials of changes in residency in a timely manner.

B. Teachers

All district teachers are expected to:

1. Promote a safe, orderly, stimulating and positive school environment that supports active teaching and learning.
2. Establish and maintain a climate of mutual respect, civility and dignity, which will strengthen students' self-concept and promote confidence to learn.
3. Communicate with students, parents and other teachers concerning student growth and achievement.
4. Be prompt and prepared to teach.
5. Know Cortland Enlarged City School District and NYS policies and rules, including the District Code of Conduct, and enforce them in a fair and consistent manner.
6. Model and support student use of technology in a positive and appropriate manner.
7. Communicate the following to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan
8. Be free from retaliation when, in good faith, the teacher reports or assists in the investigation of harassment, bullying and/or discrimination.

C. Counselors, School Psychologists, Social Workers

All counselors are expected to:

1. Promote a safe orderly, stimulating and positive school environment that supports active teaching and learning.
2. Know Cortland Enlarged City School District and NYS policies and rules, including the District Code of Conduct, and enforce them in a fair and consistent manner.
3. Model and support student use of technology in a positive and appropriate manner.
4. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
5. Initiate teacher/student/counselor conferences and parent-teacher/student/counselor conferences, as necessary, as a way to resolve problems.
6. Regularly review with students their educational progress and career plans.
7. Provide information in a timely manner to assist student with career planning.
8. Encourage students to benefit from the curriculum and co-curricular programs.
9. Communicate with students, parents and other teachers concerning student growth and achievement.
10. Be free from retaliation when, in good faith, the employee reports or assists in the investigation of harassment, bullying and/or discrimination.

11. Maintain confidentiality in accordance with federal and state law.
12. Provide information to assist students with career planning.
13. Encourage students to benefit from curriculum and extracurricular programs.
14. Make known to students and families the resources in the community that are available to meet their needs.
15. Participate in school-wide efforts to provide adequate supervision in all school spaces.
16. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
17. Address personal biases that may prevent equal treatment of all students.

D. Non-Instructional/Support Staff

All Non-Instructional/Support Staff are expected to:

1. Promote a safe, orderly, stimulating and positive school environment that supports active teaching and learning.
2. Know Cortland Enlarged City School District and NYS policies and rules, including the District Code of Conduct, and enforce them in a fair and consistent manner.
3. Model and support student use of technology in a positive and appropriate manner.
4. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
5. Be prompt and prepared to execute assigned duties.
6. Be free from retaliation when, in good faith, the employee reports or assists in the investigation of harassment, bullying and/or discrimination.
7. Participate in school-wide efforts to provide adequate supervision in all school spaces.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students.

E. Administrators

All Administrators are expected to:

1. Promote a safe, orderly, stimulating and positive school environment that supports active teaching and learning.
2. Know Cortland Enlarged City School District and NYS policies and rules, including the District Code of Conduct, and enforce them in a fair and consistent manner.
3. Model and support student use of technology in a positive and appropriate manner.
4. Ensure that students, staff and parents have the opportunity to communicate regularly with the Administrator and approach the Administrator for redress of grievances.
5. Evaluate on a regular basis all instructional programs.
6. Support the development of and student participation in appropriate co-curricular activities.
7. Be responsible for implementing and enforcing all Board policies and the Code of Conduct and for ensuring that all cases are resolved promptly and fairly.
8. Maintain a climate of mutual respect and professionalism.
9. Be free from retaliation when, in good faith, the administrator reports or assists in the investigation of harassment, bullying and/or discrimination.

F. Superintendent

The Superintendent is expected to:

1. Promote a safe, orderly, stimulating and positive school environment that supports active teaching and learning.
2. Know Cortland Enlarged City School District and NYS policies and rules, including the District Code of Conduct, and enforce them in a fair and consistent manner.
3. Model and support student use of technology in a positive and appropriate manner.
4. Review with district administrators the policies of the Board of Education and State and Federal laws relating to school operations and management.
5. Inform the Cortland Enlarged City School District Board about educational trends relating to student discipline.
6. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
7. Work with district administrators to implement and enforce the Board Policies and the Code of Conduct and to ensure that all cases are resolved promptly and fairly.

8. Ensure a reporting form will be available in this code and on all CECSD schools' websites. The district will ensure that the process of reporting discrimination or harassment including bullying is clearly explained.
9. Be free from retaliation when, in good faith, the Superintendent reports or assists in the investigation of harassment, bullying and/or discrimination.

G. Board of Education

The Board of Education is expected to:

1. Collaborate with student, teacher, administrator and parent organizations, CECSD safety personnel and other school district personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, school district personnel and visitors on school property and at school district functions.
2. Know Cortland Enlarged City School District and NYS policies and rules, including the District Code of Conduct, and enforce them in a fair and consistent manner and review and adopt at least once each year.
3. Model and support student use of technology in a positive and appropriate manner.
4. Ensure publication of Code of Conduct in student registration materials, student, parent and employee handbooks, and posted on the district's website.
5. Ensure a reporting form will be available in this code and on all CECSD schools' websites. The district will ensure that the process of reporting discrimination or harassment including bullying is clearly explained.
6. The Board may receive an annual report regarding incidents related to and reported regarding harassment, including bullying.

H. The Dignity Act Coordinator

The Dignity Act Coordinator is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Oversee and coordinate the work of the district-wide and building-level bullying prevention committees.
3. Identify curricular resources that support infusing civility in classroom instruction and classroom management; and provide guidance to staff as to how to access and implement those resources.
4. Coordinate, with the Professional Development Committee, training in support of the bullying prevention committee.
5. Be responsible for monitoring and reporting on the effectiveness of the district's bullying prevention policy.
6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students and staff.

XV. SCHOOL EMPLOYEE DRESS CODE

All school employees are expected to give proper attention to personal cleanliness and to dress appropriately for work and school sponsored functions. School employees should exemplify and reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the educational setting. It is expected that CECSD staff set a professional tone by modeling appropriate dress.

All school employee's dress, grooming and appearance, shall:

1. Not consist of inappropriate garments that disrupt the educational process, such as brief or revealing clothing.
2. Not include items that are vulgar, obscene, libelous, or that denigrate others on account of actual or perceived race, color, religion, ethnic group, national origin, gender (including gender identity and expression), weight, sexual orientation, religious practice or disability.
3. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

School employees who violate the school employee's dress code shall be required to modify their appearance by covering or changing the offending item immediately. Any school employee who refuses to do so shall be subject to disciplinary measures in accordance with the contract.

XVI. SCHOOL EMPLOYEES LANGUAGE CODE

School employees are expected to use appropriate and acceptable language at all times. This language should exemplify and reinforce professional standards.

School employees shall not engage in language that is:

1. Considered a threat of violence: An expression of intention to inflict emotional or physical injury or damage.
2. Considered abusive or humiliating.
3. Considered indecent: Language that is grossly, unseemly or offensive to manners or morals.
4. Considered obscene.

XVII. SCHOOL EMPLOYEE HARASSMENT CODE

School employees shall not engage in harassment of any kind. All school employees shall conduct themselves in accordance with Board Policies 6190, 6191 and 7511 (Sex Discrimination and Sexual Harassment, Sex Discrimination and Sexual Harassment of Students and Harassment & Discrimination).

XVIII. VISITORS TO THE SCHOOL

The Board encourages parents and other district citizens to visit the district's school and classrooms to observe the work of students, teachers and other staff. However, schools are a place of work and learning; therefore, certain limits must be set for such visits. The Building Principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to Cortland Enlarged City School District property:

1. Anyone who is not a regular staff member or student of the school or program will be considered a visitor.
2. All visitors to the Cortland Enlarged City School District facility must report to the main office upon arrival at the school. There they will be required to provide appropriate identification which will be verified prior to access. Visitors will sign the register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return to the main office before leaving and sign out.
3. Visitors attending Cortland Enlarged City School District functions that are open to the public, such as parent-teacher organization meetings or public gatherings, during school hours, will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return to the main office before leaving the building and sign out.
4. Parents or citizens are welcome to visit a classroom while school is in session but are required to arrange such visits at least 24 hours in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Parents/guardians are expected to make an appointment to discuss individual student matters with a teacher and are not to take class time for this purpose.
6. All other visitors are expected to make an appointment with staff member outside of his/her instructional time.
7. Any unauthorized person on school property will be reported to the main office or Principal/Designee. Unauthorized persons will be asked to leave. Law enforcement may be called if the situation so warrants.
8. All visitors are expected to abide by the rules for public conduct on Cortland Enlarged City School District property contained in this Code of Conduct and other Board of Education policies.

XIX. PUBLIC CONDUCT ON SCHOOL PROPERTY

The Cortland Enlarged City School District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on Cortland Enlarged City School District property and at all school-sponsored functions.

The restrictions on public conduct on Cortland Enlarged City School District property and at all school-sponsored functions contained in this code are not intended to limit freedom of speech or peaceful assembly. Cortland Enlarged City School District recognizes that free expressions are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

School visitation assumes a commitment on the part of the visitor to exhibit integrity and positive ethical behavior toward all persons. The behavior of visitors, teachers or students is expected to reflect respect for all rules and policies in effect in the classrooms, the school buildings and at all school-sponsored functions.

A. Expected Conduct

All visitors, staff and students shall:

1. Exhibit integrity and positive ethical behavior towards all persons.
2. Follow the directions and accept the decisions of school personnel.
3. Promote good sportsmanship by demonstrating self-control and respect for others at all times.
4. Be supportive of all participants.
5. Use language and/or wear clothing that is non-disruptive and appropriate for the function.

B. Prohibited Conduct

No visitor, staff or student, either alone or with others, shall:

1. Intentionally intimidate, harass or injure any person or threaten to do so.
2. Intentionally damage or remove district or personal property, or use district property for other than intended use.
3. Disrupt the orderly conduct of classes, Cortland Enlarged City School District programs or other Cortland Enlarged City School District activities.
4. Wear clothing or materials on Cortland Enlarged City School District grounds or at Cortland Enlarged City School District functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others or are disruptive to the educational programs.
5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, nationality, religion, religious practice, age, sex, marital status, weight, gender (including gender identity and expression), sexual orientation or disability.
6. Enter any portion of the Cortland Enlarged City School District premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person on school property or at any school sponsored functions unless otherwise authorized to do so.
8. Violate the traffic laws, parking regulations or other school restrictions on vehicles.
9. Possess, consume, sell, manufacture, distribute or exchange alcoholic beverages, controlled substances or any synthetic versions (whether or not specifically illegal or labeled for human consumption), or be under the influence of either on Cortland Enlarged City School District property or at a Cortland Enlarged City School District function.
10. Use tobacco or electronic cigarettes in school, on school grounds or at school sponsored functions.
11. Possess or use firearms or other weapons including but not limited to air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, in or on school property or at school functions, except in the case of law enforcement officers or except as specially authorized by Cortland Enlarged City School District.
12. Possess illegal sprays, sprays in illegal canisters, in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by Cortland Enlarged City School District.
13. Loiter on or about Cortland Enlarged City School District property or at school sponsored functions.
14. Distribute or post printed or written matter for non-school activities without prior approval by the principal.
15. Gamble on Cortland Enlarged City School District property or at school sponsored functions.
16. Refuse to comply with any request of identifiable Cortland Enlarged City School District staff performing their duties.
17. Willfully incite others to commit any of the acts prohibited by this code.
18. Use language and/or gestures that are obscene, abusive, sexual or indecent.
19. Violate any Federal or State statute, local ordinance or Board policy while on Cortland Enlarged City School District property or while at a school sponsored function.
20. Bring unauthorized pets onto school property.

C. Penalties and Procedures

Persons who violate any of the provisions of these rules shall be subject to the following penalties and procedures:

1. A verbal warning may be issued to modify their appearance, language or behavior.
2. Immediate surrender of any prohibited spray or weapon to the authorized school official is expected and appropriate legal action will be initiated. In all cases where legal or illegal chemical sprays are used on school district property appropriate legal action will be initiated. In all cases where legal or illegal chemical sprays are used on school district property appropriate law enforcement agencies will be notified.
3. Authorization, if any, to remain on Cortland Enlarged City School District grounds or at the Cortland Enlarged City School District function shall be withdrawn. The person in violation shall be directed to leave the premises. Refusal to leave shall result in ejection. If necessary, law enforcement officials will be called to assist in this ejection. Law enforcement agencies will be called if illegal behavior is suspected.
4. A student shall be subject to disciplinary action as the facts of the case may warrant, including: warning, reprimand, loss of privileges, probation or suspension as prescribed by section 3214 of the Education Law and he/she shall be subject to ejection.
5. A faculty member shall be subject to: warning, ejection, reprimand, suspension and/or other disciplinary action as prescribed by and in accordance with section 3020-a of the Education Law if applicable.

6. A staff member in the classified service of the civil service shall be subject to the penalties and procedures prescribed in section 75 of the Civil Service Law and are subject to: warning, ejection, reprimand and/or suspension.
7. A staff member other than one described in subdivisions 5 and 6 shall be subject to: warning, ejection, reprimand, dismissal, suspension without pay or censure.

D. Enforcement

1. Any school personnel witnessing a violation of the Public Conduct on School Property Code shall address the situation and/or immediately refer the situation to an appropriate school official, i.e.; principal, coach, or other person in a supervisory capacity.
2. The Superintendent and designee shall be responsible for enforcing the conduct required by this code. The Superintendent may designate other Cortland Enlarged City School District staff who are authorized to take action consistent with the code.

XX. DISSEMINATION AND REVIEW

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this Code of Conduct by:

1. Providing copies of a summary of the code to all students at the beginning of each academic year.
2. Providing a summary of the Code of Conduct written in plain language to all parents of district students at the beginning of the academic year and making this summary available upon request.
3. Notifying all employees of annual revisions of the code and making a copy of the code available upon request.
4. Providing all new employees with a copy of the current Code of Conduct when they are first hired by the district.
5. Providing new students with a copy of the Code of Conduct through the Central Registration process.
6. Posting the complete code of conduct on the Cortland Enlarged City School District's website.

On an annual basis, the Code of Conduct will be publicized and explained to all students and distributed in writing, to parents and guardians of students. A copy of the code will be filed in each school building, where it will be available for review by any individual and placed on the Cortland Enlarged City School District's Website.

The District will sponsor an in-service education program for all Cortland Enlarged City School District staff members to ensure the effective implementation of the Code of Conduct. The Superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The Board of Education will review this Code of Conduct every year and update it as necessary.

An advisory committee will be established annually to assist in reviewing the code and the district's response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school district safety personnel and other school district personnel.

Before making any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The Code of Conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

Student Search Documentation

Name of Student Searched: _____

Age: _____

Grade: _____

Name of Informant(s): _____

Person conducting search: _____

Witness(es) to search: _____

Location of search: _____

Reason for search: _____

Purpose of search (items being sought): _____

Type or scope of search: _____

Results of search (items found): _____

Disposition of items found: _____

Student's reaction to search: _____

Time, manner and results of parental notification: _____

Staff member who completed the search: _____ Date: _____

Signature

Witness (if applicable): _____

Date: _____

Signature

Teacher Removal of Disruptive Student

Name of student: _____

Name of teacher: _____

Date of removal: _____

Reason for removal: _____

Date and time of Principal notification: _____

Date parents notified of removal: _____

Date of informal conference: _____

Administrative decision:

Removal upheld: _____ Removal set aside: _____ Suspension imposed: _____

Alternate Education arranged: Yes _____ No _____

HARASSMENT OR INTIMIDATION (BULLYING) REPORTING FORM

Directions: Harassment and intimidation (bullying) are serious and will not be tolerated. This is a form to report alleged harassment and intimidation (bullying) that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged harassment or intimidation (bullying), complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

Harassment and bullying shall mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that: (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. Cyberbullying" shall mean harassment or bullying as defined above where such harassment or bullying occurs through any form of electronic communication

Today's date: ____ / ____ / ____ School: ____
Month Day Year
School System: ____

PERSON REPORTING INCIDENT

Name: ____

Telephone: ____

E-mail: ____

Place an X in the appropriate box: ☐ Student ☐ Parent/guardian ☐ Close adult relative ☐ School Staff

1. Name of student victim: ____ Age: ____
(Please print)

2. Name(s) of alleged offender(s) (If known): (Please print)	Age	School (if known)	Is he/she a student?
____	____	____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____	____	____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____	____	____	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. On what date(s) did the incident happen?:

____ / ____ / ____ ____ / ____ / ____ ____ / ____ / ____
Month Day Year Month Day Year Month Day Year

4. Where did the incident happen (choose all that apply)?

- ☐ On school property ☐ At a school-sponsored activity or event off school property
☐ On a school bus ☐ On the way to/from school*

5. Place an X next to the statement(s) that best describes what happened (choose all that apply):

- ☐ Hitting, kicking, shoving, spitting, hair pulling, or throwing something
☐ Getting another person to hit or harm the student
☐ Teasing, name-calling, making critical remarks, or threatening, in person or by other means
☐ Demeaning and making the victim of jokes
☐ Making rude and/or threatening gestures
☐ Excluding or rejecting the student
☐ Intimidating (bullying), extorting, or exploiting
☐ Spreading harmful rumors or gossip
☐ Other (specify) _____

(All attachments must be necessary)

7. What are the circumstances under which this (bullying) occurred?

(Attach a separate sheet if necessary)

8. Did a physical injury result from this incident? Place an X next to one of the following:

☐ No ☐ Yes, but it did not require medical attention ☐ Yes, and it required medical attention

9. If there was a physical injury, do you think there will be permanent effects? ☐ Yes ☐ No

10. Was the student victim absent from school as a result of the incident? ☐ Yes ☐ No
If yes, how many days was the student victim absent from school as a result of the incident? _____

11. Is there any additional information you would like to provide?

[illegible]

Signature: _____ Date: _____

Administrative Use:
What response/action was taken in regard to this matter?

Category: 7000 Students

7110

Policy: 7110

Adopted: Last Revised:

Type:

09/08/98

05/31/16

Title: **Attendance**

Comprehensive Student Attendance Policy - Cortland Enlarged City School District

I. Philosophy Statement

Class attendance within the Cortland Enlarged City School District is recognized as an integral component of instruction and the learning experience. Achievement is a measurement of what a student knows, what he/she can do, and how well the student participates in class. These measurable student outcomes are criteria for excellence and are heavily attendance dependent. Accountability for learning begins with classroom attendance. Therefore, attendance in school must be a top priority.

Regular attendance contributes to improved academic performance, ~~and~~ promotes continuity and reinforcement of learning, and contributes to the social and emotional well-being of students. Student diligence and dedication to regular periods of instruction help establish a discipline for the student. This is important in developing positive work ethic behaviors necessary to be career and/or college ready. It is toward these ends that the Cortland Enlarged City School District Attendance Regulations for students are directed.

Therefore, each student has the responsibility to attend all regularly scheduled classes and to participate fully in class experiences and activities. Further, it is the student's responsibility to make up classes and/or work from which he/she has been absent in a timely manner.

It is the shared responsibility of the school and the home to assist students in developing the desirable habits of punctuality and attendance. Written procedures are established at the Universal Pre-K, elementary, and secondary levels to ensure accountability for all students in accordance with the laws of the State of New York.

II. Objectives

The objectives of the CECSD Comprehensive Student Attendance Policy are:

To ensure student attendance as required by Education Law 3205, 3208, 3211, 3212

To reinforce attendance as a critical factor in school success for students

To increase student accountability leading to college and/or career readiness

To monitor safety for all students

To determine the district's average daily attendance for State Aid purposes.

To identify attendance patterns in order to design attendance improvement efforts.

III. Definitions

Whenever used within the Comprehensive Student Attendance Policy, the following terms shall mean:

Scheduled Instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day.

Absent: The pupil is not present for the period of the pupil's scheduled instruction.

Tardy to Class: The pupil arrives later than the starting time of the pupil's scheduled instruction.

Tardy to School: The pupil arrives later than the starting time of school.

Early Departure: The pupil leaves prior to the end of the pupil's scheduled instruction.

Present: The pupil is in attendance for the period of scheduled instruction.

Excused Absence: Any absence, tardiness or early departure for which the pupil has a valid school approved excuse. Such excused absences may include, but are not limited to: personal illness, death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical appointments for student*, college visits, military obligations, impassable roads as determined by school transportation, absences approved in advance by the principal, and other reasons as may be approved by the Commissioner of Education.

* Please note that although staff shall cooperate with parents in requests for pupil absences for dental and medical services, the Board strongly requests parental effort to schedule such appointments in free time or after school. If such scheduling is not possible, advance notice should be given to the school by the parents. Further, parents are strongly encouraged to return the student to school, following appointments as possible, to continue his/her participation in remaining classes.

Unexcused Absence: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused absences may include, but are not limited to: oversleeping, baby-sitting, shopping/personal errands, family vacation/travel, needed at home, skipping class, job interview, hunting/fishing, motor vehicle appointment, non-specific family emergency, missing the bus, and any other absence that is not excused.

Perfect Attendance: The pupil is in attendance every period of instruction during the entire school year. A student participating in a school sponsored activity will be counted in attendance and retains responsibility for missed work. Exceptions will be allowed for religious observance.

IV. Coding System:

A = Absent Excused - Period
D = Early Dismissal
E = Returned
F = Full Day Absence Excused
G = Full Day Absence Unexcused
GG = Guidance
H = In School Suspension
K = Unexcused Early Departure
LE = Late to School Excused
LU = Late to School Unexcused
M = Medical Tutoed
ML = Music Lesson
N = Nurse's Office
O = Sent to Office
P = Placement Tutoring
R = Truant
S = Suspended Out of School
T = Tardy Excused - Period

U = Absent Unexcused - Period
V = Tardy Unexcused - Period
X = Educational Event
Y = Suspended with Tutor
Z = Time Out Room

V. Strategies and Incentives:

A. Strategies: In order to encourage student attendance, the following strategies shall apply:

1. Create and maintain a positive school building culture by fostering a positive environment.
2. Develop and maintain a Comprehensive Student Attendance Plan based upon the recommendations of a broadly representative District Policy Development Team.
3. Maintain accurate record keeping using a Register of Attendance to record presence, absence, tardiness or early departure of all pupils.
4. Utilize data analysis systems to track individual pupil attendance, and identify trends in student attendance.
5. Develop early intervention strategies to improve school attendance for all pupils.
6. Develop collaborative community supports.

B. Incentives: Individual schools will implement classroom and school-wide based incentive programs for excellent attendance. Examples, including but not limited to those listed below, may occur in schools:

1. Attendance honor rolls to be posted in prominent places in District buildings, included in District newsletters, community newsletters and sent to individual students and parents.
2. Attendance awards such as roaming trophies, certificates, banners, and reward parties to be provided as recognition of students or a class, as appropriate.
3. Grade level awards in individual buildings for best attendance.
4. School-wide and classroom bulletin boards highlighting excellent attendance.

C. Intervention Strategies

The Building Principal shall review student attendance records as per district procedures, address identified patterns of unexcused pupil absence, tardiness, and early departure, and review current intervention methods. Intervention strategies, may include, but are not limited to:

1. Student Centered Support
 - Problem Solving Meetings
 - Parental Contact
 - Student Attendance Plans
2. Written or verbal notice to address chronic attendance problems.
3. Parent conferences to address chronic attendance problems.
4. Counseling provided to students with chronic absenteeism.
5. Referral to outside agency.

D. Notices of Absences: Parents/persons in parental relation shall be notified of their child's absence(s), tardiness or early departures. When a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the school attendance officer shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the child has not arrived at school.

E. Disciplinary Procedures: A pupil may be subject to disciplinary sanctions for unexcused absence, tardiness, or early departure as described in the Code of Conduct. Disciplinary sanctions may include, but are not limited to:

1. Verbal or written warning.
2. Parent Contact
3. Detention.
4. In-School Suspension.
5. Loss of extra-curricular privileges.
6. Involvement in the court system.

VI. Attendance Officer:

Attendance records shall be kept consistent with Education Law. The Board shall designate a person/persons as the Attendance Officer(s). The Attendance Officer(s) is/are responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Student Attendance Policy.

Legal Reference: Education Law 3205, 3208, 3211, 3212

Adopted: 9/8/1998

| Revised: 7/2/2002; 8/26/2003; 6/27/2006, 7/17/07, 7/15/2008, 8/12/2015, 5/31/2016



Enlarged City School District

Collaborative Attendance Procedure Elementary 2016-2017

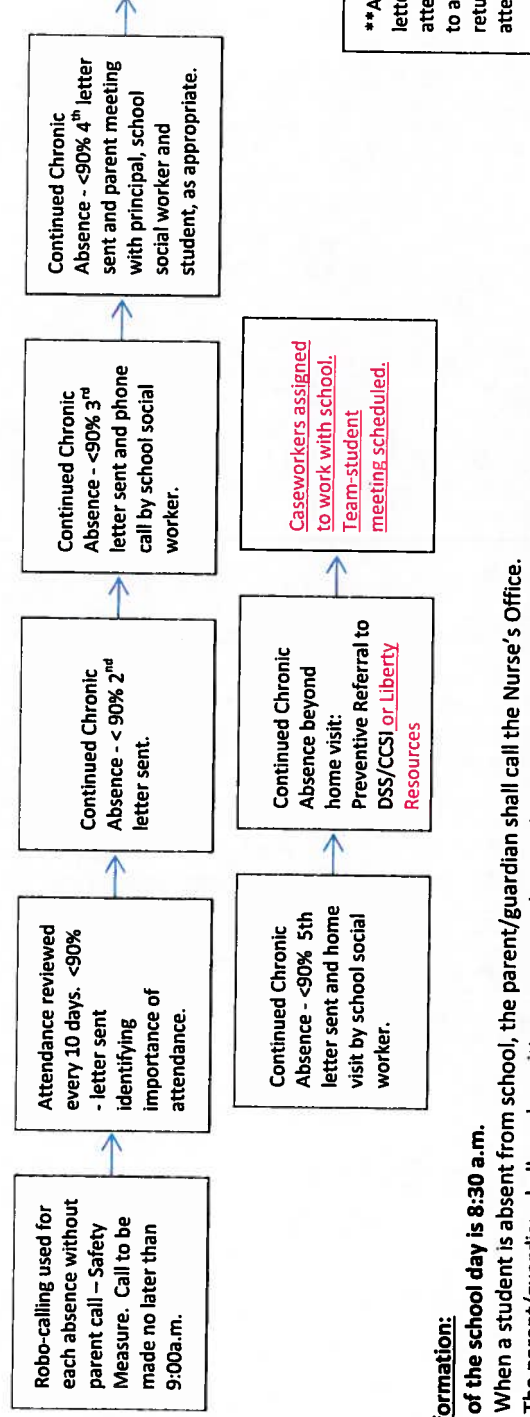


Response to Absence Procedures:

Purpose: To support students and families who are struggling with chronic absenteeism in a supportive, collaborative manner. Bright futures begin with good school attendance! To that end, the school, families and community partners will work to reduce chronic absenteeism through early intervention and supports.

Chronic Absenteeism: Students missing 10% of the school days, for any reason, whether excused or unexcused. These days can be consecutive or not. It is important to note: students who miss a couple days of school each month can be considered chronically absent.

**The flow chart below is a guide; steps and actions may vary based on circumstances.*



Absence General Information:

- The start of the school day is 8:30 a.m.
- When a student is absent from school, the parent/guardian shall call the Nurse's Office.
- The parent/guardian shall send a written excuse explaining the student's absences upon the student's return.
- Any student absent for 5 consecutive days without a physician's verification will be referred to a school social worker.
- A physician's excuse must be filed in the school nurses' office for any absence exceeding 6 consecutive days.
- Anticipated absences of more than 2 weeks should be referred for home tutoring.
- SSW and or Principal should be notified at each step in case they are aware of extenuating circumstances that would excuse the family from this process.
- At any point in this process if a child's school attendance is having a negative impact on his school performance or emotional well-being a CPS report can be made



Enlarged City School District

Collaborative Attendance Procedure Cortland Jr. Sr. High School 2016-2017

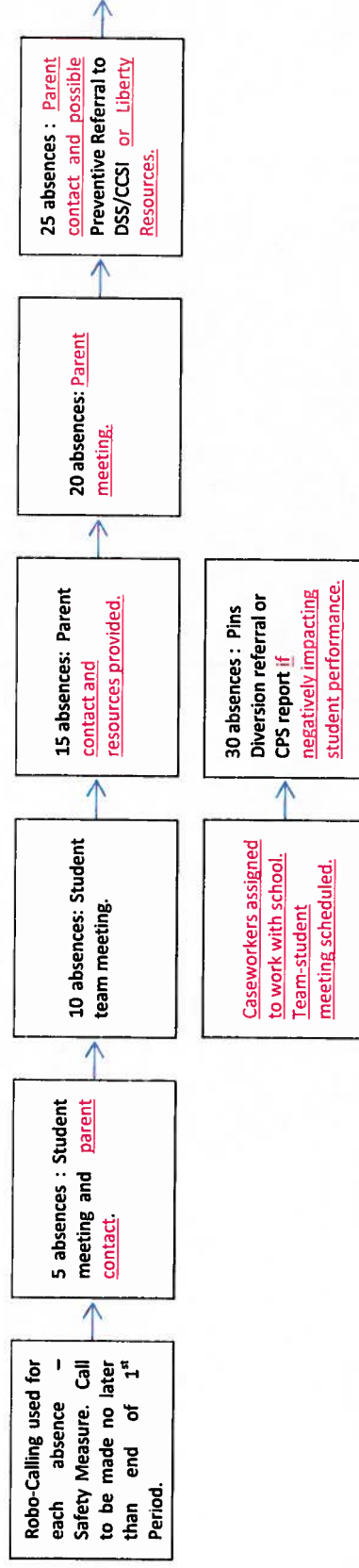


Response to Absence Procedures:

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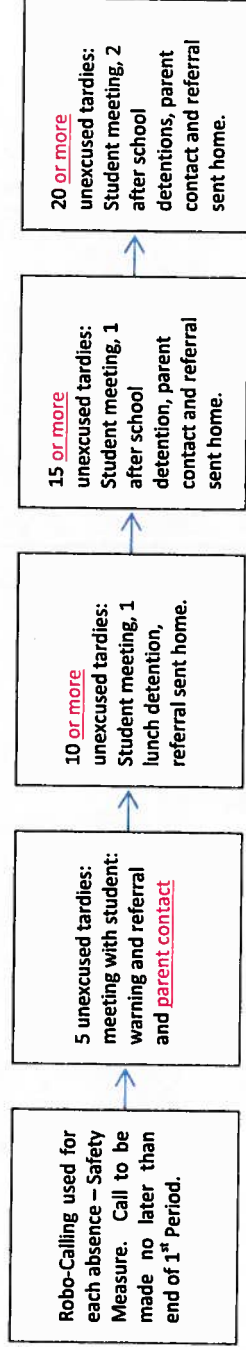
*The flow chart below is a guide; steps and actions may vary based on circumstances.



Absence General Information:

- **The start of the school day is 7:45a.m.**
 - When a student is absent from school, the parent/guardian shall call the Attendance Office, 758-4110, ext 1326/1327
 - The parent/guardian shall send a written excuse explaining the student's absences upon the student's return.
 - Any student absent for 5 consecutive days without a physician's verification will be referred to a school social worker.
 - A physician's excuse must be filed in the school nurses' office for any absence exceeding 6 consecutive days.
 - Anticipated absences of more than 2 weeks should be referred for home tutoring.
 - SSW and/or Principal should be notified at each step in case they are aware of extenuating circumstances excusing the family from this process.
 - At any point in this process if a child's school attendance is having a negative impact on his school performance or emotional well-being a CPS report can be made.

Response to Tardiness Procedures:



School Tardiness General Information:

- The school day begins at 7:45.
 - Any student arriving to school after 7:45 must report to the attendance office with a written excuse for being tardy.
 - Students arriving late to school will receive a pass signed by the Attendance Office. This pass will admit the student to class.
 - Penalties for unexcused tardies will be as follows:
 - 1st Referral – Warning
 - 2nd Referral – Lunch Detention
 - 3rd Referral – After School Detention and Parent Contact
 - 4th Referral – 2 After School Detentions and Parent Contact

4.9

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, May 24, 2016 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

A Regular Meeting of the Board of Education was held on Tuesday, May 24, 2016 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

Present: Ms. Melissa Davis-Howard, Ms. Janet Griffin, Ms. Christine Gregory, Ms. Judith Murphy, Mr. John Natoli and Ms. Alane VanDonsel

Also Present: Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Kimberly Vile, Director of Business Services; Ms. Kristie Bliss, Director of Curriculum & Instruction; Dr. John Sheehan, Director of Special Education; School and Community Members; and Ms. Alicia Zupancic, Clerk

Absent: Mr. Daniel Sidebottom

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE-

Ms. Davis-Howard called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited.

2. COMMUNICATIONS and RECOGNITION:

a. Kudos Korner

1.) Syracuse Automotive Dealers Association Student Achievement Award

Colbie Lockwood, a 10th grade student and Brandon Sweet, a 12th grade student were recognized for being recipients of the Syracuse Automotive Dealers Association Student Achievement Award.

2.) New York Times Editorial Contest Finalists

Two of our high school students, Sheridan Crane for his article titled "End the Prohibition on All Drugs and Cady Walts for her article titled "Late to Bed, Early To Rise" were recognized as finalists in the New York Times Editorial Contest.

3.) Cortland Area Communities That Care Youth of the Year

Cortland Area Communities That Care Coalition recognizes exemplary and noteworthy students annually through the Youth of the Year awards. Cortland Junior Senior High School had three nominees: Katie Couture, Noah Cole, (both Katie and Noah were unable to make the meeting) and the winner, Youth of the Year, Brian Barnes. The Board recognized Brian for this extraordinary achievement.

4.) 2016 NASA Ames Space Settlement Contest Winners

8th grade English teacher, Stephanie Passeri-Densmore and her Team 3 English students were recognized for being the first place winners of the 2016 NASA Ames Space Settlement Contest for their entry, TRIO (Three Rotating Inter-related Orbiters). Ms. Passeri-Densmore and a group of the Team 3 students shared with us their role in the project.

5.) 2016 Cortland Rotary Teacher of the Year Award - Amy Johnson, a Health teacher at our Cortland Junior Senior High School was the recipient of the 2016 Cortland Rotary Teach of the Year Award. Amy was unable to attend the meeting.

b. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes). - There were no requests to address the Board on items relating to the Agenda.

c. Board Member Reports:

1.) BOE Policy Committee – Next meeting TBD

2.) BOE Facilities Committee – Next meeting TBD

3.) BOE Audit Committee – Next meeting TBD

3. PRESENTATIONS:

myOn – Barry School – Mr. Pasquerella, principal of Barry School; Tony Caravella, Barry School 2nd grade teacher; Michelle Ryan, Barry School 3rd grade teacher; Kim Hayden, Barry School Library Media Specialist; Debbie Fitzgerald, Barry School Special Education teacher; and two of Ms. Ryan's 3rd grade students. Those two students told us their top ten reasons the love myOn. The number one reason was "it helps us learn". Mr. Caravella told the Board how myOn is similar to Netflix only with books rather than movies. The second grade class has read over one thousand books this school year. Students love having the choice to read online or borrow a library book. Ms. Ryan explained how the kids themselves spread the reading program through the classroom themselves. The students enjoy sharing what they have read and the program suggests other books to them. Ms. Hayden had a video to share that wouldn't work. She is going to come back and share it with us another time.

Ms. Quail and several of her third grade students presented a fundraising project they are doing. They wondered how do we make sure everyone in the world has safe water. They decided to do a fundraiser called Drop in the bucket. They have a bucket for spare change to be given. For every donation given, the donor gets a water drop with their name on it hung on the window at Barry School.

4. CONSENT ITEMS:

- a. Minutes of May 10, 2016 Public Budget Hearing
- b. Minutes of May 10, 2016 Regular Meeting
- c. Minutes of May 17, 2016 Special Meeting Budget Vote / Election Canvassing of Votes
- d. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations 2015-2016
610375505, 610317808, 607000595, 607000463, 610298184, 610308397, 610395066, 607000982, 610385249, 610394529, 610330460, 607001738, 610353007, 607000287, 610360297, 607001020, 610385240, 610253538, 610373394, 607001694, 610308392, 610323615, 607001733, 607000959, 610309695, 607002105, 610333290, 607000433, 607000095, 607000395, 610365431, 607001331, 607002179, 610321232, 607001589, 610393956, 610350592, 610253548, 610252432, 610346296
- e. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-17

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Consent Items as presented.

607002216, 607001679, 607002201, 607002239, 607002204, 607002140, 607002142, 607002161, 607002180, 607002149

Moved by Mr. Natoli, seconded by Ms. Gregory. Discussion: None

Final Vote: Yes – 6, No – 0. Motion Carried.

5. OLD BUSINESS: None

6. NEW BUSINESS:

- a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – April 2016 and Go Bookkeeper Quarterly Report for Quarter ending March 31, 2016

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated April 2016 and the Go Bookkeeper Quarterly Report for Quarter ending March 31, 2016 as presented.

Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None

Final Vote: Yes – 6, No – 0. Motion Carried.

- b. Approval to accept a donation of an electronic keyboard/piano

RESOLVED, upon the recommendation of the Business office to approve the donation of an electric keyboard/piano as presented.

Moved by Ms. Gregory, seconded by Ms. Van Donsel. Discussion: None

Final Vote: Yes – 6, No – 0. Motion Carried.

- c. Approval of Catholic Charities Summer Feeding Agreement

RESOLVED, upon the recommendation of the Business office to approve the Catholic Charities Summer Feeding Agreement as presented.

Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None

Final Vote: Yes – 6, No – 0. Motion Carried.

- d. **Approval of the Field Placement Agreement between Cortland Enlarged City School District and the University of New Hampshire College of Health and Human Services.**

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Field Placement Agreement between Cortland Enlarged City School District and the University of New Hampshire College of Health and Human Services as presented.

Moved by Ms. Gregory, seconded by Mr. Natoli. Discussion: This is for online students. The agreement continues until either party cancels.

Final Vote: Yes – 6, No – 0. Motion Carried.

- e. **Accept Budget Vote / Election Final Results**

Proposition 1 Budget Results: YES - 448 NO – 95

Proposition 2 Vehicle Purchase Results: YES - 435 NO – 115

Proposition 3 Capital Reserve Results: YES – 435 NO - 117

Proposition 3 Cortland Free Library: YES - 404 NO - 146

RESOLVED, that the Board of Education of the Cortland Enlarged City School District accept the FINAL budget vote, vehicle purchase, Capital Reserve and Cortland Free Library Tax vote results as stated above, and as presented on the tabulation sheet dated May 17, 2016, to be attached to these minutes.

Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: None

Final Vote: Yes – 6, No – 0. Motion Carried.

RESOLVED, by the Board of Education of the Cortland Enlarged City School District, Cortland, New York, that Judith Murphy and Peter Rogoff are hereby declared elected to three-year terms as members of the Board of Education of said School District, commencing July 1, 2016, per the tabulation sheet dated May 17, 2016, to be attached to these minutes.

Moved by Ms. Gregory, seconded by Ms. Murphy. Discussion: None

Final Vote: Yes – 6, No – 0. Motion Carried.

7. PERSONNEL ACTION:

- a. **Approval of Personnel Resignations and Leaves**

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Resignations and Leaves as presented on Resignations and Leaves Schedule 11.73.

Moved by Ms. Griffin, seconded by Ms. Gregory. Discussion: Ms. Camarano's retirement with regret

Final Vote: Yes – 6, No – 0. Motion Carried.

- b. **Approval of Non-Instructional Personnel Appointments**

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Non-Instructional Personnel as presented on Schedules of Appointment 1175 and 1176.

Moved by Ms. Van Donsel, seconded by Ms. Gregory. Discussion: None

Final Vote: Yes – 6, No – 0. Motion Carried.

- c. **Approval of Administrative and Instructional Personnel Appointments**

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Administrative and Instructional Personnel as presented on Schedules of Appointment 2402 and 2403.

Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None

Final Vote: Yes – 6, No – 0. Motion Carried.

d. Approval of Tenure Recommendations

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-1.

Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: None

Ms. Melissa Davis-Howard voting	Yes
Ms. Christine A. Gregory voting	No
Ms. Janet S. Griffin voting	Yes
Ms. Judith E. Murphy voting	No
Mr. John A. Natoli, Jr. voting	Yes
Ms. Alane M. Van Donsel voting	Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-2.

Ms. Melissa Davis-Howard voting	Yes
Ms. Christine A. Gregory voting	Yes
Ms. Janet S. Griffin voting	Yes
Ms. Judith E. Murphy voting	Yes
Mr. John A. Natoli, Jr. voting	Yes
Ms. Alane M. Van Donsel voting	Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-3.

Ms. Melissa Davis-Howard voting	Yes
Ms. Christine A. Gregory voting	Yes
Ms. Janet S. Griffin voting	Yes
Ms. Judith E. Murphy voting	Yes
Mr. John A. Natoli, Jr. voting	Yes
Ms. Alane M. Van Donsel voting	Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-4.

Ms. Melissa Davis-Howard voting	Yes
Ms. Christine A. Gregory voting	Yes
Ms. Janet S. Griffin voting	Yes
Ms. Judith E. Murphy voting	Yes
Mr. John A. Natoli, Jr. voting	Yes

Ms. Alane M. Van Donsel voting Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-5.

Ms. Melissa Davis-Howard voting Yes
Ms. Christine A. Gregory voting Yes
Ms. Janet S. Griffin voting Yes
Ms. Judith E. Murphy voting Yes
Mr. John A. Natoli, Jr. voting Yes
Ms. Alane M. Van Donsel voting Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointments as presented on Schedule of Appointment 2401-6.

Ms. Melissa Davis-Howard voting Yes
Ms. Christine A. Gregory voting Yes
Ms. Janet S. Griffin voting Yes
Ms. Judith E. Murphy voting Yes
Mr. John A. Natoli, Jr. voting Yes
Ms. Alane M. Van Donsel voting Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-7.

Ms. Melissa Davis-Howard voting Yes
Ms. Christine A. Gregory voting Yes
Ms. Janet S. Griffin voting Yes
Ms. Judith E. Murphy voting Yes
Mr. John A. Natoli, Jr. voting Yes
Ms. Alane M. Van Donsel voting Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-8.

Ms. Melissa Davis-Howard voting Yes
Ms. Christine A. Gregory voting Yes
Ms. Janet S. Griffin voting Yes
Ms. Judith E. Murphy voting Yes
Mr. John A. Natoli, Jr. voting Yes

Ms. Alane M. Van Donsel voting Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-9.

Ms. Melissa Davis-Howard voting Yes
Ms. Christine A. Gregory voting Yes
Ms. Janet S. Griffin voting Yes
Ms. Judith E. Murphy voting Yes
Mr. John A. Natoli, Jr. voting Yes
Ms. Alane M. Van Donsel voting Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-10.

Ms. Melissa Davis-Howard voting Yes
Ms. Christine A. Gregory voting Yes
Ms. Janet S. Griffin voting Yes
Ms. Judith E. Murphy voting Yes
Mr. John A. Natoli, Jr. voting Yes
Ms. Alane M. Van Donsel voting Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-11.

Ms. Melissa Davis-Howard voting Yes
Ms. Christine A. Gregory voting Yes
Ms. Janet S. Griffin voting Yes
Ms. Judith E. Murphy voting Yes
Mr. John A. Natoli, Jr. voting Yes
Ms. Alane M. Van Donsel voting Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-12.

Ms. Melissa Davis-Howard voting Yes
Ms. Christine A. Gregory voting Yes
Ms. Janet S. Griffin voting Yes
Ms. Judith E. Murphy voting Yes
Mr. John A. Natoli, Jr. voting Yes
Ms. Alane M. Van Donsel voting Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-13.

Ms. Melissa Davis-Howard voting	Yes
Ms. Christine A. Gregory voting	Yes
Ms. Janet S. Griffin voting	Yes
Ms. Judith E. Murphy voting	Yes
Mr. John A. Natoli, Jr. voting	Yes
Ms. Alane M. Van Donsel voting	Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-14.

Ms. Melissa Davis-Howard voting	Yes
Ms. Christine A. Gregory voting	Yes
Ms. Janet S. Griffin voting	Yes
Ms. Judith E. Murphy voting	Yes
Mr. John A. Natoli, Jr. voting	Yes
Ms. Alane M. Van Donsel voting	Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-15.

Ms. Melissa Davis-Howard voting	Yes
Ms. Christine A. Gregory voting	Yes
Ms. Janet S. Griffin voting	Yes
Ms. Judith E. Murphy voting	Yes
Mr. John A. Natoli, Jr. voting	Yes
Ms. Alane M. Van Donsel voting	Yes

Motion Carried.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2401-16.

Ms. Melissa Davis-Howard voting	Yes
Ms. Christine A. Gregory voting	Yes
Ms. Janet S. Griffin voting	Yes
Ms. Judith E. Murphy voting	Yes

Mr. John A. Natoli, Jr. voting	Yes
Ms. Alane M. Van Donsel voting	Yes

Motion Carried.

8. LEADERSHIP REPORTS:

- a. Director of Business Services – Ms. Vile updated us on the transportation study. The transportation efficiency specialist concurred with our decision to purchase buses. He is collecting data.
- b. Assistant Superintendent for Pupil and Personnel Services
 - 1.) Staffing update – Ms. Riley shared there are sixteen vacancies between instructional and administration positions. Recommendations will be coming forward. The high school focus review is completed and Parker is scheduled for June 2 & 3.
- c. Director of Curriculum and Instruction – Ms. Bliss encouraged the Board to visit Mr. Gambitta's classroom and see how he is using Stem Design.
- d. Director of Special Education – None
- e. Superintendent – Mr. Hoose commented on how nice the Nation Honor Society induction was.

- 9. BOARD MEMBER ACTIVITIES** – Special Olympics, Softball, District Orchestra Concert, Barry Concert, Barry and Parker Grandparents Day, SUNY Cortland Dinner for School Partners, and Darien Lake. Janet agreed to put together an end of year calendar of events.

- 10. AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two-minutes per speaker). - There were no requests to address the Board.

- 11. NEXT MEETING AGENDA REVIEW** - None

- 12. EXECUTIVE SESSION** (*If needed*) – *Not needed*

13. ADJOURNMENT

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the regular meeting at 7:59 p.m.

Moved by Ms. Gregory, seconded by Mr. Natoli. Discussion: None

Final Vote: Yes – 6, No – 0. Motion Carried.

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Monday, June 6, 2016 at 5:15 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

A Special Meeting of the Board of Education was held on Monday, June 6, 2016 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

Present: Ms. Melissa Davis-Howard, Ms. Janet Griffin, Ms. Christine Gregory, Ms. Judith Murphy and Mr. John Natoli

Also Present: Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Kimberly Vile, Director of Business Services; School and Community Members; and Ms. Alicia Zupancic, Clerk

Absent: Mr. Daniel Sidebottom and Ms. Alane Van Donsel

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE:

Ms. Davis-Howard called the meeting to order at 5:17 p.m. and the Pledge of Allegiance was recited.

2. COMMUNICATIONS and RECOGNITION:

- a. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes). - There were no requests to address the Board on items relating to the Agenda.

3. NEW BUSINESS:

- a. Health & Welfare Services Agreement

WHEREAS, by Section 912 of the Education Law, a school district which is the district of residence for a particular student may enter in agreement with another school district for the purpose of providing health and welfare services for said student(s) who attend a non-public school, and

WHEREAS, during the 2015-16 school year, Cortland Enlarged City School District is eligible to provide said health and welfare services to pupils who attend a non-public school situated within the boundary of Cortland Enlarged City School District, namely St. Mary's School, Cortland,

New York, and

WHEREAS, said health and welfare services include those provided under Section 912 of Education Law, as appropriate, and

WHEREAS, it has been calculated that the cost of such services would be \$572.69 per pupil, based upon the calculations set forth in commissioners decisions and the NYSED guidance document,

RESOLVED that the Board of Education of Cortland Enlarged City School District does hereby authorize a health and welfare services agreement with the following school districts:

Cincinnatus Central School District for 1 student at a cost of \$572.69 Groton Central School District for 6 students at a cost of \$3,436.15 Homer Central School District for 8 students at a cost of \$4,581.53 Ithaca City School District for 2 students at a cost of \$1,145.38 Marathon Central School District for 5 students at a cost of \$2,863.46 McGraw Central School District

for 6 students at a cost of \$3,436.15 Moravia Central School District for 1 student at a cost of \$572.69

Tully Central School District for 2 students at a cost of \$1,145.38, and

FURTHER RESOLVED, that the Board President, Superintendent of Schools and Clerk of the Board are duly authorized to sign and execute such agreement on behalf of Cortland Enlarged City School District.

Moved by Ms. Griffin, seconded by Ms. Gregory. Discussion: It was asked if all of the above students go to St. Mary's and the answer was yes.

Final Vote: Yes – 5, No – 0. Motion Carried.

4. PERSONNEL ACTION:

a. Approval of Personnel Resignations and Leaves

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Resignations and Leaves as presented on Resignations and Leaves Schedule 11.74.

Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: None

Final Vote: Yes – 5, No – 0. Motion Carried.

b. Approval of Non-Instructional Personnel Appointments

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Non-Instructional Personnel as presented on Schedules of Appointment 1177 and 1178.

Moved by Ms. Gregory, seconded by Ms. Murphy. Discussion: None

Final Vote: Yes – 5, No – 0. Motion Carried.

c. Approval of Administrative and Instructional Personnel Appointments

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Administrative and Instructional Personnel as presented on Schedule of Appointment 2404 and 2405.

Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: None

Final Vote: Yes – 5, No – 0. Motion Carried.

d. Approval of Tenure Recommendations

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointments as presented on Schedule of Appointment 2506.

Moved by Ms. Griffin, seconded by Ms. Gregory. Discussion: None

Final Vote: Yes – 5, No – 0. Motion Carried.

5. AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two-minutes per speaker). - There were no requests to address the Board.

6. ADJOURNMENT

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the regular meeting at 5:22 p.m.

Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: None

Final Vote: Yes – 5, No – 0. Motion Carried.

AGREEMENT BETWEEN THE
_____ School District
and the
Onondaga-Cortland-Madison Board of Cooperative Education Services
Effective July 1, 2016 – June 30, 2017
EQUIVALENT OF ATTENDANCE PROGRAM

This agreement will remain in force unless a request is submitted by the school district to terminate the agreement thirty (30) days from the date of notification.

The Onondaga-Cortland-Madison Board of Cooperative Educational Services agrees to provide the Equivalent of Attendance Program for residents of the district who are:

- (a) 16 and 17 years old (12 hours per week at the BOCES Adult Education Center, Morgan Road and the McEvoy Center, Cortland);
- (b) 18-20 years old and attend instruction at sites throughout the counties;
and
- (c) attend the program as approved by the district's E.O.A. designated contact person.

The training is in the High School Equivalency Program, Basic Education Instruction, English as a Second Language and Job Club. This agreement will be null and void if the Onondaga-Cortland-Madison BOCES fails to have the program approved by the New York State Education Department. The billing for this program will be once a year. The amount of billing shall be equal to the district's E.O.A. contact hours at \$6.00 per hour.

The BOCES shall assume responsibility for the attendance of the students and any inaccuracies or penalties a District may suffer shall be paid by the Onondaga-Cortland-Madison Board of Cooperative Educational Services.

_____ <i>President, BOCES Board of Education</i>	_____ <i>Date</i>
_____ <i>President, Local Board of Education</i>	_____ <i>Date</i>

AGREEMENT BETWEEN THE

_____ School District

and the

Onondaga-Cortland-Madison Board of Cooperative Education Services

Effective July 1, 2016 – June 30, 2017

EMPLOYMENT PREPARATION EDUCATION PROGRAM

This agreement will remain in force unless a request is submitted by the school district to terminate the agreement thirty (30) days from the date of notification.

The Onondaga-Cortland-Madison Board of Cooperative Educational Services agrees to provide the Employment Preparation Education program for residents of the district who are twenty-one (21) years or older. The education includes high school equivalency (GED, GED on TV, External Diploma Program), Basic Education, Life Skills, Occupational Training, Work Experience, and English as a Second Language. This agreement will be null and void if the OCM BOCES fails to have the program approved by the New York State Education Department.

President, BOCES Board of Education

Date

President, Local Board of Education

Date

ONONDAGA-CORTLAND-MADISON BOCES
Adult and Continuing Education Resolution

RESOLVED that the Board of Education of the _____
Central School District authorizes the Onondaga-Cortland-Madison Board of Cooperative
Education Services to operate Cooperative Adult and Continuing Education programs at no
charge to the district; without affecting their right to operate district programs.

WHEREAS school districts are authorized to provide Adult and Continuing Education
programs in a consortium administered by their BOCES, and

WHEREAS the number of enrollees in certain programs in a single school district does
not warrant the operation of those programs, and

WHEREAS there is ample evidence that there is a sufficient demand among adults in the
supervisory district to support self-sustaining instructional programs,

THEREFORE let it be resolved that the _____ Central
School District authorizes the Onondaga-Cortland-Madison BOCES to operate a self-sustaining
Adult and Continuing Education Comprehensive Program, during the 2016-2017 school year at
no charge to the district.

Authorized Signature, Superintendent

Date

Deborah B. Ayers
Assistant Superintendent for Administration
Phone: (315) 433-2614
Fax: (315) 431-8444
dayers@ocmboces.org

Memo

To: Business Administrators

From: Deborah Ayers 

Re: Authorized Signatures – July 1, 2016 – June 30, 2017

Date: May 25, 2016

Each year after the contract for BOCES services has been signed and approved; we receive requests for additional services from various departments within the component districts.

When authorized individuals sign the adjustment to services contract it is assumed by the OCM BOCES that the services have been budgeted and authorized by the component Board of Education.

In addition to the Superintendent, please provide the names of other individuals who are authorized by your district to request adjustments to service contracts.

After the Superintendent has signed, please return this form to me. Thank you.

Name(s):

Superintendent Signature:

School District:

Annual Cooperative Bidding Resolution Notification

Resolution:

The Cortland Enlarged City School District (hereafter known as "School District") agrees to participate in 2016-2017 (July 1, 2016 – June 30, 2017) municipal cooperative bids for the commodities checked ☒ below as defined in various provisions of New York State General Municipal Law. The cooperative bids will be coordinated by the Onondaga-Cortland-Madison BOCES to ensure maximization of savings to each respective participating School District. Furthermore, that Deborah B. Ayers, Assistant Superintendent for Administration, Onondaga-Cortland-Madison BOCES, be designated to advertise, receive, open and award on behalf of the participating School District said bids and that the Board of Education of the BOCES reserves the right to reject any or all bids. The School District is not obligated to purchase from the awarded vendors for any bulk products or services.

- | | |
|--|---|
| <input checked="" type="checkbox"/> athletic/physical education equipment & supplies | <input type="checkbox"/> HVAC maintenance/inspection services |
| <input type="checkbox"/> audio visual equipment | <input checked="" type="checkbox"/> #2 fuel oil, gasoline, kerosene & diesel fuel |
| <input type="checkbox"/> auditing services | <input checked="" type="checkbox"/> medical/nursing supplies & equipment |
| <input type="checkbox"/> automatic external defibrillators (AEDs) | <input checked="" type="checkbox"/> natural gas/electricity |
| <input type="checkbox"/> building condition survey | <input checked="" type="checkbox"/> paper and envelopes |
| <input type="checkbox"/> building inspection services | <input type="checkbox"/> refrigeration equipment service |
| <input checked="" type="checkbox"/> cafeteria paper/small wares products | <input type="checkbox"/> school bus/automotive parts |
| <input checked="" type="checkbox"/> computer paper | <input checked="" type="checkbox"/> scientific & graphing calculators |
| <input type="checkbox"/> computers, printers, software, etc. | <input type="checkbox"/> student accident insurance |
| <input type="checkbox"/> contract transportation | <input checked="" type="checkbox"/> student agendas |
| <input type="checkbox"/> curtain inspection & treatment | <input type="checkbox"/> telecommunications |
| <input checked="" type="checkbox"/> custodial supplies & equipment | <input type="checkbox"/> textbooks |
| <input type="checkbox"/> digital printers & supplies | <input checked="" type="checkbox"/> trash liners |
| <input checked="" type="checkbox"/> elevator maintenance and inspection service | <input type="checkbox"/> uniforms |
| <input type="checkbox"/> fire extinguisher maintenance and inspection service | <input type="checkbox"/> water system treatment |
| <input type="checkbox"/> fire system maintenance and inspection service | <input type="checkbox"/> welding supplies/gases |
| <input checked="" type="checkbox"/> food/milk/ice cream/bread/produce | <input checked="" type="checkbox"/> waste/recycling services |

☒ Other bids as identified during 2016-2017

Official Newspaper(s) _____

Yes _____ No _____ Abstaining _____

Clerk of the Board of Education

Date of Resolution



CORTLAND ENLARGED CITY SCHOOL DISTRICT

**1 Valley View Drive
Cortland, New York 13045**

**Kimberly Vile
Director of Business Services
kvile@cortlandschools.org**

**Business Office
(607) 758-4100
Fax: (607) 758-4109**

**To: Michael Hoose, Superintendent of Schools
From: Kimberly Vile, Director of Business Services
Date: 5/24/16
Re: Donation Acceptance**

It is recommended of the business office to accept the following donations:

\$3,509.98 – CHS Athletic Boosters for trophy cases

\$50.00 – Target "Take Charge of Education" donation to Barry Elementary

\$1,000.00 – Time Warner Cable "Play of the Year" contest

\$5,262.30 – Class of 1965 for bronze tiger statue

\$5,000.00 – CHS Alumni Association for bronze tiger statue

\$5,000.00 – Alfred & D'Arcy Joseph for bronze tiger statue

\$750.00 – Ed & Marie Joseph for bronze tiger statue

Please let me know if you have any questions. Thank you!

**cc: Board of Education
Andrea Herzog, Treasurer**

L.B.

CORTLAND ENLARGED CITY SCHOOL DISTRICT
ONE VALLEY VIEW DRIVE
CORTLAND, NEW YORK 13045-3297

PHONE: (607) 758-4125

FAX: (607)-758-4109


KRISTIE L. BLISS
DIRECTOR OF CURRICULUM AND INSTRUCTION
WEBSITE: WWW.CORTLANDSCHOOLS.ORG

To: Michael Hoose, Superintendent of Schools

From: Kristie Bliss, Director of Curriculum & Instruction

Date: 8 June 2016

Re: Text Approval for English 11 Curriculum



Please consider approval of *Into the Wild* by Jon Krakauer as a non-fiction text for classroom use with English 11 students.

Jon Krakauer, a renowned modern journalist, researched the life and journey of a young man whose body was discovered in the Alaskan wilderness in August 1992. The story of Christopher McCandless, a Connecticut resident and graduate of Emory University, centers on the young man's decision to spend two years hitchhiking throughout the western United States. The book is a New York Times Bestseller and a modern work of non-fiction that meets the criteria of classic literature.

If approved, English 11 students will read the non-fiction text to determine how the author uses literary devices and text structure to develop ideas and universal themes. The students will analyze the themes, structure, and literary craft of the text as it compares to other works of literature.

The text has been reviewed by a small committee of English teachers, administrators, and a parent. The consensus is that the text is a worthy addition to the English department's literary canon; the plot and literary qualities of the book are timeless, it meets the literary rigor required by NYS College and Career Readiness standards, it provides potential for cross-disciplinary connections to biology and geography, and it can be compared and contrasted to several texts currently included in the list of approved English 11 texts.

Please contact me if you need further information.

Thank you for your support and consideration. ~Kristie

6.C

CORTLAND ENLARGED CITY SCHOOL DISTRICT
ONE VALLEY VIEW DRIVE
CORTLAND, NEW YORK 13045-3297

PHONE: (607) 758-4125

FAX: (607)-758-4109

KRISTIE L. BLISS
DIRECTOR OF CURRICULUM AND INSTRUCTION
WEBSITE: WWW.CORTLANDSCHOOLS.ORG

To: Michael Hoose, Superintendent of Schools

From: Kristie Bliss, Director of Curriculum & Instruction

Date: 27 May 2016

Re: Field Placement Agreement: Summit University of Pennsylvania

Enclosed for your review and approval is a proposed Field Placement Agreement between the District and Summit University of Pennsylvania.

Upon approval by the Cortland Board of Education, this agreement will be in effect from the date of approval until December 31, 2017. The contract provides opportunity for District personnel to host internship experiences for Summit University of Pennsylvania students who are preparing to work in an educational setting.

Thank you for your consideration of this agreement, and please contact me if there is a need for clarification.

Respectfully,





FIELD PLACEMENT AGREEMENT

Agreement effective as of *June 1, 2016* by and between *Summit University of Pennsylvania*, an educational institution with a principal place of business at *538 Venard Road, Clarks Summit, PA 18411*. ("The Institution"), and the Cortland Enlarged City School District, ("The District") with a principal place of business located at 1 Valley View Drive, Cortland, NY 13045.

RECITALS:

- A. The Institution is in the business of preparing students for professional careers in education and, as part of that preparation, arranges field instruction/practical training/student teaching experiences for its students.
- B. The District employs people in the professions for which the Institution seeks field placements.
- C. The Institution desires to place its students in field placements within the District.
- D. The District is willing to provide field placements for the Institution students under certain terms and conditions.

Therefore, based on their mutual promises and other valuable consideration, the parties agree as follows.

TERMS:

- 1. The District shall have sole discretion to offer as many, as few, or no field placements as it may determine annually.
- 2. The Institution represents that any students it seeks to place with the District will be adequately trained and knowledgeable for the field experience sought.
- 3. Each of the Institution's students placed with the District shall be of good character. The Institution shall provide proof of criminal background checks and fingerprint clearance through the State Education Department procedures prior to the start of any field placement with the District.
- 4. The District reserves the right to reject any student proposed by the Institution for a field placement experience or to terminate any student placed in a field placement for valid non-discriminatory reasons; and the Institution shall remove any employee or



FIELD PLACEMENT AGREEMENT

- student of the Institution from the field placement experience at the District upon written notice that such person is no longer acceptable to the District.
5. The Institution will provide any accommodations or supports required under State or Federal disability laws by the students in order to perform in the field placement.
 6. The parties acknowledge that the student participants are not employees of the District or the Institution during their field placements but rather students of the Institution satisfying requirements of their degree programs. As a result, the students shall not be eligible for, nor receive pay or other compensations or benefits of any kind.
 7. Students shall be subject to and shall abide by all applicable policies, rules and regulations of the District, as well as Federal, State and Local law regulation.
 8. The Institution shall identify and provide appropriate personnel to coordinate the Institution's student field placements at the District. The Institution will not be responsible for on-site supervision. The District shall identify and provide appropriate personnel to supervise the Institution's students in their field placement assignments.
 9. The District and the Institution shall agree, prior to placement of students, upon the duration of the field placement as well as the number of days and hours per week expected of the student in the field placement experience.
 10. In accordance with State law and decisions there under, the Institution shall be responsible for any liability, claim, loss, damage, suit or judgment (and if assessed by a court of competent jurisdiction, any costs, expenses and reasonable attorney's fees) arising directly from the negligent acts or omissions of the Institution or its officers or employees in connection with or account of the activities carried out under this agreement.
 11. Remuneration as per university guidelines.
 12. The agreement shall terminate on *December 31, 2017*. Either party may terminate this Agreement earlier, with or without cause, upon two weeks written notice to other party personally delivered or sent by registered mail, return receipt requested.

If to the District to:
Superintendent of Schools
1 Valley View Drive
Cortland, NY 13045



FIELD PLACEMENT AGREEMENT

If to the Institution to:

Heather R. Hall
Graduate Counseling Program
Summit University
538 Venard Road
Clarks Summit, PA 18411

13. The relationship between the parties is that of independent contractors. Nothing in this Agreement shall be construed so as to make the parties joint venturers, partners, or agents of the other. Neither party shall have nor hold itself out as having any power of authority to bind, create liability for, or otherwise act on behalf of the other.
14. This Agreement constitutes the entire understanding of the parties and may only be amended by written consent of the parties.
15. Any disputes arising from the Agreement shall be resolved in a court of competent jurisdiction within Cortland County, New York, and the parties consent to jurisdiction of any such court. The Agreement shall be governed by and construed in accordance with New York State Law.

The parties' consent to this Agreement is indicated by their signatures below.

Cortland Enlarged City School District

By: _____ Date: _____
Title: Superintendent of Schools

By: *Heather R. Hall* Date: *6/1/16*
Title: Assistant Professor/Clinical Supervisor

Institution: Summit University of Pennsylvania



CORTLAND ENLARGED CITY SCHOOL DISTRICT

**1 Valley View Drive
Cortland, New York 13045**

**Kimberly Vile
Director of Business Services
kvile@cortlandschools.org**

**Business Office
(607) 758-4100
Fax: (607) 758-4109**

**To: Michael Hoose, Superintendent
From: Kimberly Vile, Director of Business Services
Date: June 4, 2016
Re: CAPCO - Headstart**

The business office recommends the approval of the agreement for the Cortland County Community Action Program, Inc. to continue utilizing a classroom at Parker, Randall and Smith for their UPK program. We are also pleased to add a classroom at Barry for the 2016-17 school year.

Please let me know if there are any questions.

cc: BOE

**LEASE AND SERVICE AGREEMENT
CORTLAND CITY SCHOOL
Cortland County Community Action Program, Inc.**

This agreement entered in this 1st day of August 2016, between Cortland County Community Action Program, Inc., 32 North Main Street, Cortland, New York 13045. (CAPCO) and the Cortland City School, 1 Valley View Drive, Cortland, New York 13045, is entered into for the purpose of defining the terms under which Cortland will provide to CAPCO Head Start, user space and service in the Cortland City School. This agreement is entered into for the purpose of defining the terms and conditions under which Cortland will lease to CAPCO Head Start the right to use and occupy on a regular basis a portion of the property.

1. CAPCO Head Start shall have the use of one classroom in the Barry Elementary School, 1 Raymond Avenue, Cortland, New York 13045. The classroom number may change per the request of the school district.
2. The designated space will be available for use by the CAPCO Head Start Program from August 1, 2016 through July 31, 2017. See #12. Hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.
3. Should the CAPCO Head Start Program not be operating during the months of July and August, the program may still store classroom and office equipment/supplies in their allocated space.
4. The CAPCO Head Start Program will be able to use the designated area for evening activities as coordinated with the Cortland School personnel.
5. CAPCO Head Start Program will pay Cortland \$3500.00 per year. Payable monthly at a rate of \$350.00 per month for a 10-month period.
6. CAPCO Head Start will utilize the Barry Elementary School phone system according to their regulations.
7. CAPCO Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming Cortland City School as an insured under the policy. A certificate of insurance will be issued annually to Cortland School District.
8. Cortland School District will provide for the agreed upon space, adequate light, heat along with daily custodial maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper towel supplies.
9. CAPCO Head Start agrees to be responsible for the repair of damage to the leased property, other than the normal wear and usage which occurs with routine occupancy of the property.
10. CAPCO Head Start will not make any alterations to the property without the prior approval of Cortland School District. The term alterations include attachments (permanent or

temporary) to the floor, walls, and ceilings or the removal or placement of doors, ramps, or partitions.

11. Cortland School District and the CAPCO Head Start Program will work cooperatively with the necessary personnel to ensure open lines of communications regarding this lease and service agreement. In addition, and where necessary, both parties will coordinate services for the best interests of the respective programs and their participants.
12. This lease and service agreement shall be extended automatically for one year and from year to year thereafter, without further notice by either party upon the same terms and conditions, including rent. Either party may terminate this lease at any time upon giving either party a written notice sixty (60) days in advance of the termination of this lease.

Cortland City School District

Cortland County Community Action Program, Inc.

President of the Board

CAPCO Executive Director

Date

Date

CAPCO Head Start Director

Date

**LEASE AND SERVICE AGREEMENT
CORTLAND CITY SCHOOL
Cortland County Community Action Program, Inc.**

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1. CAPCO Head Start shall have the use of one classroom, in the Parker Elementary School, Madison Street, Cortland, New York 13045. The classroom number may change per the request of the school district.
2. The designated space will be available for use by the CAPCO Head Start Program from August 1, 2016 through July 31, 2017. See #12. Hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.
3. Should the CAPCO Head Start Program not be operating during the months of July and August, the program may still store classroom and office equipment/supplies in their allocated space.
4. The CAPCO Head Start Program will be able to use the designated area for evening activities as coordinated with the Cortland School personnel.
5. CAPCO Head Start Program will pay Cortland \$3500.00 per year. Payable monthly at a rate of \$350.00 per month for a 10-month period.
6. CAPCO Head Start will utilize the Parker Elementary School phone system according to their regulations.
7. CAPCO Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming Cortland City School as an insured under the policy. A certificate of insurance will be issued annually to Cortland School District.
8. Cortland School District will provide for the agreed upon space, adequate light, heat along with daily custodial maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper towel supplies.
9. CAPCO Head Start agrees to be responsible for the repair of damage to the leased property, other than the normal wear and usage which occurs with routine occupancy of the property.

10. CAPCO Head Start will not make any alterations to the property without the prior approval of Cortland School District. The term "alterations" includes attachments (permanent or temporary) to the floor, walls, and ceilings or the removal or placement of doors, ramps, or partitions.
11. Cortland School District and the CAPCO Head Start Program will work cooperatively with the necessary personnel to ensure open lines of communications regarding this lease and service agreement. In addition, and where necessary, both parties will coordinate services for the best interests of the respective programs and their participants.
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Cortland City School District

**Cortland County Community Action
Program, Inc.**

President of the Board

CAPCO Executive Director

Date

Date

CAPCO Head Start Director

Date

**LEASE AND SERVICE AGREEMENT
CORTLAND CITY SCHOOL
Cortland County Community Action Program, Inc.**

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1. CAPCO Head Start shall have the use of one classroom in the Randall Elementary School, 31 Randall Street, Cortland, New York 13045.
2. The designated space will be available for use by the CAPCO Head Start Program from August 1, 2016 through July 31, 2017. See #12. Hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.
3. Should the CAPCO Head Start Program not be operating during the months of July and August, the program may still store classroom and office equipment/supplies in their allocated space.
4. The CAPCO Head Start Program will be able to use the designated area for evening activities as coordinated with the Cortland School personnel.
5. CAPCO Head Start Program will pay Cortland \$3500.00 per year. Payable monthly at a rate of \$350.00 per month for a 10-month period.
6. CAPCO Head Start will utilize the Randall Elementary School phone system according to their regulations.
7. CAPCO Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming Cortland City School as an insured under the policy. A certificate of insurance will be issued annually to Cortland School District.
8. Cortland School District will provide for the agreed upon space, adequate light, heat along with daily custodial maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper towel supplies.
9. CAPCO Head Start agrees to be responsible for the repair of damage to the leased property, other than the normal wear and usage which occurs with routine occupancy of the property.

10. CAPCO Head Start will not make any alterations to the property without the prior approval of Cortland School District. The term alterations include attachments (permanent or temporary) to the floor, walls, and ceilings or the removal or placement of doors, ramps, or partitions.
11. Cortland School District and the CAPCO Head Start Program will work cooperatively with the necessary personnel to ensure open lines of communications regarding this lease and service agreement. In addition, and where necessary, both parties will coordinate services for the best interests of the respective programs and their participants.
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Cortland City School District

Cortland County Community Action Program, Inc.

President of the Board

CAPCO Executive Director

Date

Date

CAPCO Head Start Director

Date

**LEASE AND SERVICE AGREEMENT
CORTLAND CITY SCHOOL
Cortland County Community Action Program, Inc.**

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1. CAPCO Head Start shall have the use of one classroom in the Smith Elementary School, Wheeler Avenue, Cortland, New York 13045. The classroom number may change per the request of the school district.
2. The designated space will be available for use by the CAPCO Head Start Program from August 1, 2016 through July 31, 2017. See #12. Hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.
3. Should the CAPCO Head Start Program not be operating during the months of July and August, the program may still store classroom and office equipment/supplies in their allocated space.
4. The CAPCO Head Start Program will be able to use the designated area for evening activities as coordinated with the Cortland School personnel.
5. CAPCO Head Start Program will pay Cortland \$3500.00 per year. Payable monthly at a rate of \$350.00 per month for a 10-month period.
6. CAPCO Head Start will utilize the Smith Elementary School phone system according to their regulations.
7. CAPCO Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming Cortland City School as an insured under the policy. A certificate of insurance will be issued annually to Cortland School District.
8. Cortland School District will provide for the agreed upon space, adequate light, heat along with daily custodial maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper towel supplies.
9. CAPCO Head Start agrees to be responsible for the repair of damage to the leased property, other than the normal wear and usage which occurs with routine occupancy of the property.
10. CAPCO Head Start will not make any alterations to the property without the prior approval of Cortland School District. The term alterations include attachments (permanent or

temporary) to the floor, walls, and ceilings or the removal or placement of doors, ramps, or partitions.

11. Cortland School District and the CAPCO Head Start Program will work cooperatively with the necessary personnel to ensure open lines of communications regarding this lease and service agreement. In addition, and where necessary, both parties will coordinate services for the best interests of the respective programs and their participants.
12. This lease and service agreement shall be extended automatically for one year and from year to year thereafter, without further notice by either party upon the same terms and conditions, including rent. Either party may terminate this lease at any time upon giving either party a written notice sixty (60) days in advance of the termination of this lease.

Cortland City School District

Cortland County Community Action Program, Inc.

President of the Board

CAPCO Executive Director

Date

Date

CAPCO Head Start Director

Date



CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive
Cortland, New York 13045

Kimberly Vile
Director of Business Services
kvile@cortlandschools.org

(607) 758-4100
Fax: (607) 758-4109

To: Michael Hoose, Superintendent
From: Kimberly Vile, Director of Business Services
Re: Non-Resident Tuition Rates for 2016-17
Date: June 8, 2016

It is the recommendation of the Business Office to approve the following Non-Resident Tuition rates for the 2016-17 school year:

Non-resident Students in attendance since the 2012-13 school year or before: Rate will be increased annually by \$500 until below rate is met.

	2015-16	2016-17
Grades K-6	\$3,900	\$4,400
Grades 7-12	\$4,100	\$4,600

Non-resident Students in attendance 2013-14 and after: Rate is based on a rounded figure due to fluctuations in budgeted expenditures, resulting in fluctuations of the estimated Non-Resident Tuition rate per the State Education Department. The actual rate calculated by the State is not calculated until the fall of the following year. Therefore, we recommend using the estimated 16-17 rates noted below.

	2015-16	2016-17
Grades K-6	\$4,672	\$4,900
Grades 7-12	\$4,608	\$4,900

Please let me know if you have any questions.

Cc: Board of Education
Andrea Herzog, Treasurer
Andrea Davis, File

CORTLAND ENLARGED CITY SCHOOL DISTRICT

6 F

One Valley View Drive
Cortland, New York 13045

Kaufman Center
Phone: 607-758-4100, ext. 2221
Fax: 607-758-4028

Judi B. Riley
Assistant Superintendent
for Pupil and Personnel Services

TO: Michael Hoose, Superintendent
Members of the Board of Education
FROM: Judi Riley
DATE: June 14, 2016
RE: Proposed Revisions to the Code of Conduct

Enclosed please find the committee recommended revisions to the District Code of Conduct for your review.

Below are the members of the committee that conducted this year's review. They did an excellent job and their work is appreciated!

Code of Conduct Review Committee		
Representative	Area of Representation	Building
Eric Comtois	Kindergarten Teacher	Smith Elementary School
Lara Discenza	Physical Education Teacher	Cortland Jr. – Sr. High School
Annette McMahon	Art Teacher	Cortland Jr. – Sr. High School
Joseph McMahon	Social Studies Teacher	Cortland Jr. – Sr. High School
Jeremy Milligan	Social Studies Teacher	Cortland Jr. – Sr. High School
Judi Riley	Assistant Superintendent for PPS	Kaufman Center
John Sheehan	Director of Special Education	Kaufman Center
John Zarcone	11-12 Principal	Cortland Jr. – Sr. High School
Michelle Congdon	Parent	Randall Elementary
Bailey Bradshaw	Student, Grade 11	Cortland Jr. – Sr. High School

As always, please call or email with any questions.

CORTLAND ENLARGED CITY SCHOOL DISTRICT

68

One Valley View Drive
Cortland, New York 13045

Kaufman Center
Phone: 607-758-4100, ext. 2221
Fax: 607-758-4028

Judi B. Riley
Assistant Superintendent
for Pupil and Personnel Services

TO: Michael Hoose, Superintendent
Members of the Board of Education
FROM: Judi Riley
DATE: June 14, 2016
RE: Proposed Revisions to the Attendance Policy

Enclosed please find the committee's recommended revisions to the Attendance Policy for your review.

Members of the Attendance Policy Review Committee are listed below. They did an excellent job and their work is appreciated! Elementary and Secondary subcommittees will be meeting to develop corresponding procedures.

Attendance Policy Review Committee		
Representative	Area of Representation	Building
Jaclyn Couchman	School Psychologist	Cortland Jr. – Sr. High School
Lois Creighton	School Social Worker	Randall Elementary
Kevin Cafararo	7-8 Principal	Cortland Jr. – Sr. High School
Linda Kirsch	School Social Worker	Parker Elementary
Jeannette Cahill	High School Psychologist	Cortland Jr. – Sr. High School
Joseph Pace	School Social Worker	Barry Elementary
Judi Riley	Assistant Superintendent for PPS	Kaufman Center
Maria Carozza	High School SE Teacher	Cortland Jr. – Sr. High School
Zoe Vollers	School Social Worker	Smith Elementary
Jennifer Whelan	School Social Worker	Cortland Jr. – Sr. High School
John Zarcone	11-12 Principal	Cortland Jr. – Sr. High School
Chris Driscoll	Coordinator	CCSI/DSS

As always, please call or email with any questions.

SCHEDULE OF RESIGNATIONS AND LEAVES

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF
School Year 2015-16

Schedule Number: 11.75
Board Meeting Date: June 14, 2016
Color: White

A. Approval of Personnel Resignations and Leaves

ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Cahill, Jeannette	Psychologist	09/01/2013	06/30/2016	Resignation.
Eaton, Caitlin	Science	09/01/2012	09/01/2016	Resignation.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Bond, Iva	Teacher Aide	09/06/2005	06/30/2016	Retirement.
Adams, Valorie	Teacher Aide	12/21/2015	06/30/2016	Resignation.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON

7a

17b

SCHEDULE OF APPOINTMENTS**Non-Instructional Personnel****To Fix Salaries and Schedule Conditions for the School Year 2016-17**

Schedule Number: 1179

Board Meeting Date: June 14, 2016

Color: White

Summer School & Programs

NAME	JOB TITLE	EFFECTIVE DATE	2015-16 RATE	2016-17 RATE
Bush, Wava	Cook Manager	06/27/2016	\$18.67	\$19.14
Norris, Maureen	Food Service Helper	06/27/2016	\$12.19	\$12.49
Crosby, Rhoda	Cook	06/27/2016	\$12.15	\$12.45
Potter, Gail	Food Service Helper	07/11/2016		\$12.49

7.6

SCHEDULE OF APPOINTMENTS

Non-Instructional Substitute Personnel

To Fix Salaries and Schedule Conditions for the School Year 2015-16

Schedule Number: **1180**
 Board Meeting Date: **June 14, 2016**
 Color: **White**

The following individuals are appointed conditionally (pending fingerprint clearance) to the substitute list for non-instructional personnel. The Superintendent is authorized to make assignments from the list.

Last Name	First Name	Title	Rate	Remarks
Underwood	Luke	AV Support Specialist	\$13.67	Pending fingerprint clearance.

SCHEDULE OF APPOINTMENTS

ADMINISTRATORS AND INSTRUCTIONAL STAFF

To Fix Salaries and Schedule Conditions for the School Year 2016-17

Schedule Number: 2407

Board Meeting Date: June 14, 2016

Color: White

NAME	POSITION/ LOCATION	TYPE OF APPT	DATE EFFECTIVE	PROB ENDS*	TENURE AREA	CERT / DEGREE	REMARKS	SALARY
Bacigalupi, Joshua	Principal/Parker	Probationary	07/01/2016	06/30/2020	Administration K-6	School Building Leader/Initial	Joshua will fill the Principal vacancy due to retirement.	
								TOTAL \$95,000.00
Norman, Melissa	Business/ISHS	Probationary	09/01/2016	08/31/2019	Business Education- general	Business And Marketing/ Professional	Melissa will fill the new Business Teacher position.	Step L1 \$49,110 Grad Hrs 48 \$1,920 Master's \$500
								TOTAL \$51,530.00
Carpenter, Kelsey	Mathematics/ISHS	Probationary	09/01/2016	08/31/2020	Mathematics	Mathematics 7-12/ Initial	Kelsey will fill the Mathematics vacancy due to resignation.	Step A1 \$40,142 Grad Hrs \$ Master's \$
								TOTAL \$40,142.00
McDermott, Kathleen	Social Worker/ISHS	Probationary	09/01/2016	08/31/2020	School Social Worker	School Social Worker/ Provisional - pending	Kathleen will fill the Social Worker vacancy due to retirement.	Step A1 \$40,142 Grad Hrs 48 \$1,920 Master's \$500
								TOTAL \$42,562.00
Thomas, Emily	Library/Virgil	Probationary	09/01/2016	08/31/2019	School Media Specialist (library)	Library Media Specialist/Initial	Emily will fill the Library vacancy due to transfer.	Step D1 \$42,411 Grad Hrs 37 \$1,480 Master's \$500
								TOTAL \$44,391.00

*Unless extended in accordance with Education Law

**Revised dates in italics

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SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2015-16

Schedule Number: **2408**

Board Meeting Date: **June 14, 2016**

Color: **Yellow**

The following individuals are emergency conditional appointments to the substitute teacher list. The Superintendent is authorized to make assignments from the list.

Name	Title	List	Daily Rate	Remarks
Carpenter, Kelsey	Substitute Teacher	A	\$99.00	Retroactive to 05/27/2016
Carpenter, Kelsey	Substitute Teaching Assistant		\$81.00	Retroactive to 05/27/2016
Pallassino, Michael	Substitute Teacher	B	\$81.00	Retroactive to 06/01/2016
Pallassino, Michael	Substitute Teaching Assistant		\$73.00	Retroactive to 06/01/2016

*** Substitutes appointed above are automatically eligible to substitute as Teaching Assistants.**

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Co-Curricular Appointments

To Fix Salaries and Schedule Conditions for the School Year 2016-17

Schedule Number: 2409
 Board Meeting Date: June 14, 2016
 Color: Green

TITLE	APPOINTMENT	YR	AMOUNT
Core Department Leaders 7-12 - English	Jon Marks	N/A	\$ 4,758.00
Core Department Leaders 7-12 - Math	Abbey Albright	N/A	\$ 4,758.00
Core Department Leaders 7-12 - Science	Dianna Joslyn	N/A	\$ 4,758.00
Core Department Leaders 7-12 - Social Studies	Kathryn Rhinehart	N/A	\$ 4,758.00
Department Leaders 7-12 - Business	Chuck Petit	N/A	\$ 2,570.00
Department Leaders 7-12 - Foreign Language	Linda Slade	N/A	\$ 2,570.00
Department Leaders 7-12 - Guidance	Michele Hughes	N/A	\$ 2,570.00
Department Leaders 7-12 - Health & FCS	Jill Pace	N/A	\$ 2,570.00
Department Leaders 7-12 - Technology	Chuck Petit	N/A	\$ 2,570.00
District - Wellness Coordinator	Jill Pace	N/A	\$ 4,753.00
District Department Leaders K-12 - Art	Robin Jackson	N/A	\$ 2,570.00
District Department Leaders K-12 - Music	Rick Eleck	N/A	\$ 2,570.00
District Department Leaders K-12 - LMS	Annette Herbert	N/A	\$ 1,285.00
District Department Leaders K-12 - LMS	Kim Hay	N/A	\$ 1,285.00
Drug Abatement	Christine Andrews	8	\$ 371.50
Drug Abatement	Amy Johnson	8	\$ 371.50
Elementary Art Club - Parker	Michelle Patka	1	\$ 128.00
Elementary Art Club - Smith	Michelle Patka	1	\$ 128.00
Elementary Select Band	Corinne Bennett	2	\$ 1,033.00
Elementary Select Band Assistant	Sharon Phetteplace	2	\$ 697.00
Elementary Select Orchestra	Allison Capano	14	\$ 1,183.00
Freshman Class Advisor	Amy Sundheim	1	\$ 1,066.00
GO Bookkeeper	Cindy Dann	5	\$ 2,822.00
Grade level leader - Kindergarten	Eric Comtois	N/A	\$ 3,857.00
Grade level Leader - 1st	Julie Lundeen	N/A	\$ 3,857.00
Grade level Leader - 2nd	Bonnie Meldrim	N/A	\$ 1,928.50
Grade level Leader - 2nd	Tom Dovi	N/A	\$ 1,928.50
Grade level Leader - 3rd	Kelly Comtois	N/A	\$ 1,928.50
Grade level Leader - 3rd	Theresa Quail	N/A	\$ 1,928.50
Grade level Leader - 4th	Lisa Riley	N/A	\$ 3,857.00
Grade level Leader - 5th	Karen Matteson	N/A	\$ 3,857.00
Grade level Leader - 6th	James Wallis	N/A	\$ 3,857.00
Head Nurse	Ann Mares	N/A	\$ 1,640.00
Head Teacher - Randall	Bonnie Meldrim	N/A	\$ 1,173.00
Head Teacher - Smith	Kellie Maniaci	N/A	\$ 1,173.00
Head Teacher - Virgil	Kelly Peri	N/A	\$ 1,173.00
Jazz Band Director	Rick Eleck	31	\$ 2,391.00
Junior Class Advisor	Amy Johnson	3	\$ 916.00
Junior Class Advisor	Christine Andrews	3	\$ 916.00
Junior High Drama Director	Ben Wells	12	\$ 1,830.00
Junior High Newspaper Advisor	Sarah Bertram		\$ 266.00/issue
Language Club	Linda Slade	2	\$ 397.00
Language Club	Keith Palm	1	\$ 372.00
Language Club	Kelly Chapman	3	\$ 397.00
Liaison - School Psychologist	Cara Smith	N/A	\$ 1,748.00
Liaison - Social Worker	Lois Creighton	N/A	\$ 1,748.00
Liaison - Special Education (Elementary)	Mary Katherine Ticknor	N/A	\$ 1,748.00

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TITLE	APPOINTMENT	YR	AMOUNT	
Liaison - Special Education (Secondary)	Sherlyn Pallassino	N/A	\$	1,748.00
Liaison - Reading	Karen Avery	N/A	\$	1,748.00
Mock Trial	Jon Marks	3	\$	1,405.00
Muse-ings Advisor	Jon Marks	21	\$	1,956.00
Music Ensemble Junior	Jennifer Rafferty	2	\$	1,033.00
Musical/Instrumental	Ben Wells	4	\$	1,730.00
Musical/Vocal	Ben Wells	4	\$	1,730.00
National Honor Society Advisor	Jeremy Milligan	7	\$	1,881.00
One Act Play	Megan Bottle	3	\$	698.00
Parade Band Assistant Director	Kimberly Sanderson	14	\$	679.00
Parade Band Director	Rick Eleck	22	\$	1,115.00
Parade Band Marching Instructor	Jeff Magacs	15	\$	847.00
Pep Band Assistant Director	Kimberly Sanderson	14	\$	847.00
Pep Band Director	Rick Eleck	22	\$	1,451.00
Photography Club Advisor	Melissa Quinlan	9	\$	846.00
Quiz Team (Senior High)	Megan Bottle	2	\$	1,302.00
Radio Guild	Jeffrey Guido	3	\$	2,050.00
Relay for Life	Kathryn Rhinehart	1	\$	1,580.00
Rotary Club Interact	Kathryn Rhinehart	2	\$	668.00
SADD Advisor	Kathryn Rhinehart	1	\$	1,066.00
Safety Patrol - Barry	Stephanie Oyer	3	\$	773.00
Safety Patrol - Parker	James Wallis	7	\$	823.00
Safety Patrol - Randall	Julie Terwilliger	18	\$	973.00
Safety Patrol - Smith	Maria Leana	3	\$	773.00
Science Olympiad Co-Advisor	Charles Canestaro	3	\$	702.50
Science Olympiad Co-Advisor	James Ulrich	9	\$	740.00
Senior Class Advisor	Melissa Quinlan	4	\$	1,196.50
Senior Class Advisor	Ben Wells	4	\$	1,196.50
Senior High Drama Director	Stephen McSweeney	9	\$	2,620.00
Senior High Musical Director	Susannah Carr	3	\$	3,217.00
Senior High Newspaper Advisor	Mike Winchell		\$	320.00/issue
Ski Club Advisor – Jr. High	Thomas Herting	4	\$	582.00
Ski Club Advisor – Sr. High	Richard Gamel	4	\$	1,116.00
Sophomore Class Co-Advisor	Ryane Gagen	2	\$	651.00
Sophomore Class Co-Advisor	Penny Pomeroy	2	\$	651.00
Student Council - Barry	Karen Matteson	17	\$	497.00
Student Council - Parker	Kim Hay	12	\$	223.50
Student Council - Parker	Amber Thayer	5	\$	173.50
Student Council - Smith	Amanda Osborne	1	\$	297.00
Student Council – Virgil	Karen Avery	3	\$	322.00
Student Council (Junior High)	Amy Sundheim	2	\$	702.50
Student Council (Junior High)	Ryane Gagen	2	\$	702.50
Swing Choir	Ben Wells	9	\$	1,444.00
Technology Club	Tom Herting	1	\$	1,580.00
Tri-M Advisor	Kimberly Sanderson	11	\$	629.00
Video Club Advisor	Melissa Quinlan	1	\$	6,396.00
Yearbook Co-Advisor	Melissa Quinlan	3	\$	2,463.00
Yearbook Co-Advisor	Pamela West	3	\$	2,463.00

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**SCHEDULE OF APPOINTMENTS
INTER-SCHOLASTIC (ATHLETICS)**

To Fix Salaries and Schedule Conditions for the School Year 2016-17

Schedule Number: **2410**
Board Meeting Date: **June 14, 2016**
Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Pete Reif	Head Coach	Varsity	Football	Boys	\$ 6720
Alex Stacy	Assistant Coach	Varsity	Football	Boys	\$ 4368
Jeff Lacey	Assistant Coach	Varsity	Football	Boys	\$ 4368
Dustin Bush	Head Coach	Junior Varsity	Football	Boys	\$ 4368
Max Benz	Assistant Coach	Junior Varsity	Football	Boys	\$ 3360
Brandon Galutz	Assistant Coach	Junior High	Football	Boys	\$ 2352
Joe Nicholas	Assistant Coach	Junior High	Football	Boys	\$ 2352
Lisa Caselle	Head Coach	Varsity	Field Hockey	Girls	\$ 5376
Nicole Latham	Head Coach	Junior Varsity	Field Hockey	Girls	\$ 3024
Kindra Catalano	Head Coach	Junior High	Field Hockey	Girls	\$ 2688
Matt Dearie	Head Coach	Varsity	Cross Country	Boys/Girls	\$ 5376
Carol Brafman	Head Coach	Junior High	Cross Country	Boys/Girls	\$ 2688
Bian Rozewski	Head Coach	Varsity	Soccer	Boys	\$ 5376
Mark Harrington	Vol. Assistant Coach	Varsity / Jr. Varsity	Soccer	Boys	\$ Volunteer
John Proheroe	Head Coach	Junior Varsity	Soccer	Boys	\$ 3024
Nolan Sinclair	Head Coach	Junior High	Soccer	Boys	\$ 2688
Ilona Ryon	Head Coach	Varsity	Soccer	Girls	\$ 5376
Andrea Tutino	Head Coach	Junior Varsity	Soccer	Girls	\$ 3024
Abbey Albright	Head Coach	Junior High	Soccer	Girls	\$ 2688
Yale Hughes	Head Coach	Varsity	Golf	Boys	\$ 4200
Mark Chambers	Vol. Assistant Coach	Varsity	Golf	Boys	\$ Volunteer
Nikki Zeches	Head Coach	Varsity/JV	Fall Cheerleading	Girls	\$ 2352

SCHEDULE OF APPOINTMENTS

ADMINISTRATORS AND INSTRUCTIONAL STAFF

To Fix Salaries and Schedule Conditions for the School Year 2016-17

Schedule Number: 2411

Board Meeting Date: June 14, 2016

Color: White

NAME*	POSITION	SUMMER SCHOOL	REMARKS	SALARY
Gamel, Richard	Instructor	Driver Education	Classroom and road time 06/27 -08/10/16.	\$6,812.00
Lacey, Jeff	Instructor	Driver Education	Classroom and road time 06/27 -08/10/16.	\$6,812.00
Dearie, Matt	Instructor	Driver Education	Classroom and road time 06/27 -08/10/16.	\$6,812.00
Guido, Jeffrey	Instructor	Driver Education	Classroom and road time 06/27 -08/10/16.	\$6,812.00

*Approved for service. Actual employment will be determined by final student enrollment.