



Long Lake
CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING
Thursday, August 11, 2022
6:00 p.m. Regular Meeting, LLCS Cafeteria

- I. Call to Order – President of the Board
 - a. Pledge of Allegiance
 - b. *Minutes of the July 5, 2022 Reorganizational Meeting/Regular Meeting
 - c. Next Regular Meeting September 8, 2022

- II. Public Participation

- III. Presentations

- IV. Superintendent’s Update

- V. Business Affairs
 - a. *June 2022 Treasurer Reports
 - b. Comprehensive Budget and Revenue Status Reports
 - c. Warrants
 - d. Budget Transfers

- VI. Recommendations for Approval
 - a. *Donna Furlong as Green Team Advisor for 2022-2023 School Year
 - b. *Non-Resident Students for 2022-2023 School Year
 - c. *Code of Conduct
 - d. *David Snide as Substitute School Bus Driver
 - e. *Cara Lewis as Substitute
 - f. *Policy #8110 Curriculum Development, Resources, and Evaluation
 - g. *Policy #8340 Instructional Materials and Nonpublic School Students
 - h. *2022-2023 Tax Warrant

- VII. General Discussion
 - a. District Wide Safety Plan
 - b. Virtual Meeting Draft Resolution
 - c. New School Psychologist Through BOCES
 - d. CSEA Correspondence

- VIII. Policy 1st Readings
 - a. Policy #6160 Professional Growth/Staff Development
 - b. Policy #8280 Instruction for English Language Learners

- c. Policy #8320 Textbooks, Library Materials, and Other Instructional Materials
- d. Policy #8330 Objection to Instructional Materials and Controversial Issues

IX. 2nd Public Participation

X. Executive Session

- a. To Discuss Matters Which Will Imperil Student Safety if Disclosed
- b. Employment History of One Particular Person

XI. Adjourn

**LONG LAKE CENTRAL SCHOOL DISTRICT
DRAFT BOARD MEETING MINUTES**

Date: July 5, 2022
Time: 6:00 p.m.
Type of Meeting: Reorganizational Meeting/Regular Meeting
Place: LLCS Cafeteria
Members Present: Michael Farrell
Tara Murphy
Trisha Hosley
Joan Paula
Brian Penrose
Members Absent: None

Others Present: Noelle Short-Principal/Superintendent, Liz Hosley-Clerk of the Board

Call to Order: The Board Clerk called the meeting to order at 6:00 p.m. and followed with the Pledge of Allegiance.

New board member **Tara Murphy** took her **Oath of Office**.

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the nomination of **Brian Penrose as Board of Education President**.

Approved: Upon the nomination by Trisha Hosley, with all in favor, **Michael Farrell as Board of Education Vice-President**.

Both Brian Penrose and Michael Farrell took their **Oath of Office**.

Approved: On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor, the below **appointments and recommendations for the 2022-2023 school year:**

- | | |
|--|-------------------|
| Chief Fiscal Officer | BOE President |
| District Clerk | Elizabeth Hosley |
| District Treasurer | Elizabeth Hosley |
| Deputy District Treasurer | Julie Puterko |
| Tax Collector | Jerome Flanagan |
| Deputy Tax Collector | Elizabeth Hosley |
| Claims Auditor | Lynn Zaidan |
| School Physician/Medical Director/
Director of School Health Services | Dr. Russell Rider |
| School Attorney | Girvin & Ferlazzo |

External Auditor	Raymond G. Preusser, CPA, P.C.
Chief Information Officer	Elisha Cohen
Alternate Chief Information Officer	Noelle Short
Chief Emergency Officer	Noelle Short
Central Treasurer-Extra Classroom	
Activity Accounts	Julie Puterko
Supervisor of Attendance	Michelle Billings
Asbestos (LEA) Designee	Eric Hample
Purchasing Agent	Noelle Short
Records Management Officer	Noelle Short
Records Access Officer	Lynn Zaidan
Civil Rights Compliance Officers (#6121)	Nicole Curtin
Dignity Act Coordinator	Michelle Billings
Chemical Hygiene Officers	Nicole Curtin & Eric Hample
Liaison for Homeless Children & Youth	Elisha Cohen
Designated Education Official	Noelle Short
Reviewer of Public Works	
Contractors Payroll Records	Elizabeth Hosley
Delegation for Sale of School Property (#5250)	Noelle Short
Official Bank Depository	Community Bank, N.A., NYClass
Integrated Pest Management Coordinator	Eric Hample
Regular Board Meetings	2 nd Thursday of each month, unless otherwise noted
Official Newspaper	Hamilton County Express
Payroll Certifications	Noelle Short
Conferences & Workshop	
Attendance Approvals	Noelle Short
Petty Cash Fund	\$100.00
Check Signatures	Julie Puterko Lynn Zaidan Noelle Short (Extra-Classroom Acct. only)
Budget Transfers	BOE approval for over \$5,000
Mileage Rate	\$.625/mile
Authorization of Investments	Elizabeth Hosley
Tuition	Non-Resident \$1,000/family for 1 st child, \$300 each additional child Non-Resident Employee - \$100 for 1 st child, \$50 each additional child
Official Undertakings (Bonds)	PreK- 50% of above rates Tax Collector - \$1,000,000 Treasurer - \$1,000,000 Claims Auditor - \$1,000,000 Business Manager - \$1,000,000 All Other Employees - \$100,000
BOE Sick Bank Committee Member	Trisha Hosley

Credit Cards & Limits	Community Bank (First National of Omaha) \$10,500
Designated No Smoking Zone Officials (#5640)	Eric Hample Noelle Short
Data Protection Officer	Noelle Short
Audit Committee (#1330)	Board of Education
APPR Lead Evaluator	Noelle Short
Child Nutrition Program:	
Reviewing Official	Elizabeth Hosley
Hearing Official	Noelle Short
Verification Official	Elizabeth Hosley
Grants in Aid (Federal & State) Applications	Noelle Short
Superintendent Conference Approval	NYSCOSS Conferences Rural Schools Association Conferences NYSSBA Conferences BOCES Conferences NE Council of School Superintendents Conferences
BOE Members Approved Conferences	Fiscal Oversight Fundamental, Essentials of School Board Governance and New School Board Member Academy Workshops NYSSBA Conferences Rural Schools Association Conferences BOCES Conferences
Maximum # of Foreign Exchange Students Enrolled (#7133/7134)	Four
Foreign Exchange Tuition (#7133/7134)	\$9,000 Split 50/50 with Host Family
Foreign Exchange Agencies (#7133/7134)	AFS, International Fellowship, Youth for Understanding, Exchange Service International, Educatius, Svetlana Ovcharenko, EduAbroad
Reestablish Tax Certiorari Reserve Fund	\$10,000 plus interest

Approved: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, the following **Committee Designations and Pre-School Special Education Programs:**

Committee Designations:

Committee on Special Education – Mandated Members

Parents of the Student

Student, if appropriate

General Education Teacher

Special Education Teacher/Provider – Trevor Sussey, Mara Gaffney

School Psychologist – School Psychologist (TBD)

CSE Chairperson – School Psychologist (TBD)
School Physician – Dr. Russell Rider**
Additional Parent Member**

Subcommittee on Special Education – Mandated Members

Parents of the Student
Student, if appropriate
General Education Teacher
Special Education Teacher/Provider – Trevor Sussey, Mara Gaffney
CSE Chairperson – School Psychologist (TBD)
School Physician – Dr. Russell Rider**
Additional Parent Member**

Committee on Pre-School Special Education – Mandated Members

Parents of the Student
Special Education Teacher/Provider – Mara Gaffney
CPSE Chairperson – School Psychologist (TBD)
Additional Parent Member**
Representative from Municipality

** Mandated if request is made 72 hours prior to CSE meeting.

Approved Institutions for Pre-School Special Education Programs

UCP of Utica, Utica
Adirondack ARC, Tupper Lake
Advanced Therapy, Albany
Prospect Center, Queensbury
Children's Development Group, Keeseville
Kelberman Center, Utica

Approved: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, the **adoption of all Board of Education Policies.**

Approved: On Motion by Mike Farrell, seconded by Trisha, with all in favor after discussion of having students talk about experiences after trips such as HOBY, **minutes of the June 9, 2022, regular meeting.**

The next meeting date is **Tuesday, August 11, 2022**, at 6 p.m.

Public Participation: Mike Farrell spoke about the phone issue throughout town and suggested perhaps using an alternative service.

Presentations: None

Superintendent's Update:

Thank you to **Martha Bilsback** for staying on as a long-term sub.

End of Year activities went well as did the end of year awards. Elementary awards changed from including K-6 to just being for grades 3-6 at the request of teachers.

A field trip to the **Wild Center** was a great success.

Exams went well. There are new regents requirements with changes made to benefit students that pass the class but fail the test.

Jerry Flanagan was the speaker at graduation at the kids requested.

Summer school includes both elementary and high school this summer and is underway.

Summer **custodial** work has started to get the building ready for next school year. BJ Queen is scheduled begin the work on the **grease trap** July 26, 2022. Due to the **parking lot** beginning to chip the company will be coming back to reseal and repaint soon. There is currently no date for the **front lawn** repairs to start. New courts are being used.

All **extracurricular jobs** for the coming year are almost filled.

Hamilton County provided supplies.

New teacher **Donna Furlong** is in town.

Business Affairs:

Approved: On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor, the April 2022 **Treasurer Reports**.

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds and Warrants were reviewed.

Approved: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor **Budget Transfer** Schedule A-11.

Recommendations for Approval:

Approved: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, Julie Puterko as **Girls Varsity Softball Coach** for 2022=2023 school year.

Approved: On Motion by Tara Murphy, seconded by Michael Farrell, with all in favor, the **Student Transportation Agreement with True North Schools for the 2022-2023 School Year**.

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the **Student Transportation Agreement with Tupper Lake CSD for the 2022-2023 School Year**.

Approved: On Motion by Tara Murphy, seconded by Michael Farrell, with discussion on why participation is not with FEH BOCES, with all in favor, **Resolution to Participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Program**.

Approved: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, the **Grades 9-12 Spanish Textbook Adoption: Kristy Placido Robo en la noche.**

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the **CSEA Contract for July 1, 2022- June 30, 2025.**

General Discussion:

- A. Code of Conduct. All ideas need to be submitted before the next BOE meeting.

Policy 1st Readings:

- A. Policy #8110 Curriculum Development, Resources, and Evaluation
- B. Policy #8340 Instructional Materials and Nonpublic School Students

2nd Public Participation: None

Executive Session: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor to enter Executive Session at 6:58 p.m to discuss Employment History of Two Particular People.

Approved: On Motion by Trisha Hosley, seconded by Tara Murphy, with all in favor, to leave Executive Session at 7:25 p.m.

Adjournment: On Motion by Trisha Hosley, seconded by Tara Murphy, with all in favor, the Board adjourned at 7:26 p.m.

Clerk of the Board

Elizabeth Hosley

1/0

TREASURER'S MONTHLY REPORT FUND: MONEY MARKET-NY CLASS

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 961,622.84

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ -
	Interest	\$ 634.96
	Total Receipts	<u>\$ 634.96</u>
	Total receipts, including balance	<u>\$ 962,257.80</u>

Disbursements made during the month:

By Check:	
EFT Transfers	
By Debit	\$ -

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 962,257.80

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 962,257.80
Less outstanding checks	

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 962,257.80

Amount of receipts undeposited \$ -

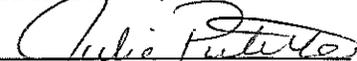
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 962,257.80

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.


Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT

FUND: GENERAL FUND

For Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 37,782.13

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 462,961.13
	Interest	0.60

Total Receipts \$ 462,961.73

Total receipts, including balance \$ 500,743.86

Disbursements made during the month:

By Check-From Check #17478-17547	\$ 133,585.33
EFT Transfers	333,616.98
	\$ -

Total amount of checks issued and debit charges \$ 467,202.31

Cash balance as shown by records \$ 33,541.55

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 44,281.80

Less outstanding checks see attached \$ 10,740.25

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 33,541.55

Amount of receipts undeposited(See attached schedules) \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 33,541.55

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

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Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT FUND: LUNCH FUND

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 16,150.80

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 56.95
	Interest	<u> 0.09</u>

Total Receipts	\$ 57.04
Total receipts, including balance	\$ 16,207.84

Disbursements made during the month:

By Check-From Check #2398-2406	\$ 2,667.74
EFT Transfers	<u> 7,334.33</u>

Total amount of checks issued and debit charges \$ 10,002.07

Cash balance as shown by records \$ 6,205.77

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 6,285.22
Less outstanding checks see attached	<u> 79.45</u>

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)	\$ 6,205.77
Amount of receipts undeposited	<u> -</u>

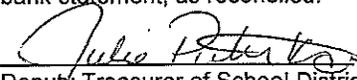
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 6,205.77

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

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Clerk of the Board of Education

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Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT FUND: EXTRACURRICULAR ACCT.

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 6,689.91

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 672.50
	Interest	\$ 0.05

Total Receipts \$ 672.55

Total receipts, including balance \$ 7,362.46

Disbursements made during the month:

By Check-From Check :# 1343-1344	\$ 839.20
EFT Transfers	\$0.00
By Debit Charge	\$ -

Total amount of checks issued and debit charges \$ 839.20

Cash balance as shown by records \$ 6,523.26

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 6,523.26

Less outstanding checks See attached

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands) \$ 6,523.26

Amount of receipts undeposited (See attached schedules)

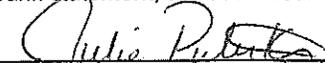
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 6,523.26

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

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Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.


Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT

FUND: MONEY MARKET ACCOUNT

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 1,270,927.18

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 84,697.79
	Interest	\$ 14.79
	Total Receipts	<u>\$ 84,712.58</u>
	Total receipts, including balance	<u>\$ 1,355,639.76</u>

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 656,426.80
By Debit	\$ -

Total amount of checks issued and debit charges \$ 656,426.80

Cash balance as shown by records \$ 699,212.96

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 699,212.96

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 699,212.96

Amount of receipts undeposited \$ -

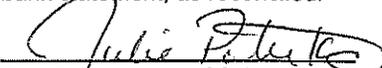
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 699,212.96

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.


Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT

FUND: CAPITAL FUND

For the Period from June 1, 2022 thru June 30 , 2022

Total available balance as reported at the end of preceding period \$164,754.16

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	-
	Interest	\$ 1.35

Total Receipts \$ 1.35

Total receipts, including balance \$ 164,755.51

Disbursements made during the month:

By Check: 1056-1060	\$ 13,269.20
EFT Transfers	\$ -
By Debit Charge	\$ -

Total amount of checks issued and debit charges: \$ 13,269.20

Cash balance as shown by records \$ 151,486.31

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$163,670.01

Less total of outstanding checks \$ 12,183.70

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands) \$ 163,670.01

Amount of receipts undeposited (See attached schedules) -

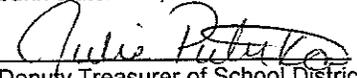
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$151,486.31

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.


Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT

FUND: COURTNEY SCHOLARSHIP-NY CLASS

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 2,082.39

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ -
	Interest	\$ 1.38

Total Receipts \$ 1.38

Total receipts, including balance \$ 2,083.77

Disbursements made during the month:

By Check-from Check #	\$ -
EFT Transfers	-
	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 2,083.77

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,083.77

less outstanding checks \$ -
see attached \$ -

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands) \$ 2,083.77

Amount of receipts undeposited (See attached schedules) -

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

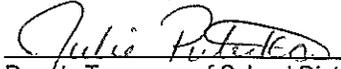
\$ 2,083.77

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

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Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.



Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT

FUND: VARTULI SCHOLARSHIP-NY CLASS

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 6,781.68

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ -
	Interest	\$ 4.49

Total Receipts \$ 4.49

Total receipts, including balance \$ 6,786.17

Disbursements made during the month:

By Check-from Check #	\$ -
EFT Transfers	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 6,786.17

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 6,786.17

less outstanding checks \$ -
see attached \$ -

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands) \$ 6,786.17

Amount of receipts undeposited (See attached schedules) -

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

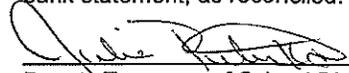
\$ 6,786.17

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20_____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.



Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT

FUND: TED ABER SCHOLARSHIP-NY CLASS

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 9,104.25

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ -
	Interest	\$ 6.03

Total Receipts \$ 6.03

Total receipts, including balance \$ 9,110.28

Disbursements made during the month:

By Check-from Check #	\$ -
EFT Transfers	-
	<hr style="width: 100px; margin-left: 0;"/>

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 9,110.28

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 9,110.28

less outstanding checks \$ -

see attached \$ -

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands) \$ 9,110.28

Amount of receipts undeposited (See attached schedules) -

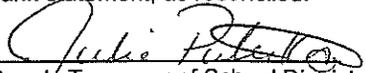
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 9,110.28

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20_____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.


Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT

FUND: PAYROLL FUND

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 1,000.00

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	219,077.55

Total Receipts	
Total receipts, including balance	\$ 1,000.00

Disbursements made during the month:

By Check: #	
EFT Transfers/Direct Deposit	\$ 219,077.55
	<u>\$ -</u>

Total amount of checks issued and debit charges:

Cash balance as shown by records \$ 1,000.00

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 1,000.00
Less Outstanding Checks - See Attached	<u>\$ -</u>

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited-

\$ 1,000.00
<u>-</u>

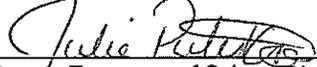
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,000.00

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.



Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT

FUND: SCHOLARSHIP FUND

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 5,891.70

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 500.00
	Interest	\$ 0.04

Total Receipts \$ 500.04

Total receipts, including balance \$ 6,391.74

Disbursements made during the month:

By Check-from Check # 1434-1450 \$ 4,700.00

EFT Transfers -

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 1,691.74

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 4,791.74

less outstanding checks see attached \$ 3,100.00

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands) \$ 1,691.74

Amount of receipts undeposited (See attached schedules) -

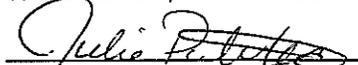
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,691.74

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.


Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT FUND: BUS RESERVE-NY CLASS

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 56,290.61

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	-
	Interest	\$ 37.16

Total Receipts \$ 37.16

Total receipts, including balance \$ 56,327.77

Disbursements made during the month:

By Check-from check #	\$ -
EFT Transfers	-
By Debit Charge	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 56,327.77

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 56,327.77

less outstanding checks see attached \$ -

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands) \$ 56,327.77

Amount of receipts undeposited (See attached schedules)

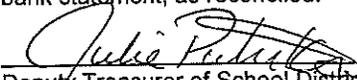
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 56,327.77

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.


Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT

FUND: TAX RESERVE-NY CLASS

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 10,009.49

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	-
	Interest	\$ 6.60

Total Receipts \$ 6.60

Total receipts, including balance \$ 10,016.09

Disbursements made during the month:

By Check-from check #	\$ -
EFT Transfers	-
By Debit Charge	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 10,016.09

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 10,016.09

less outstanding checks see attached \$ -

\$ -

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)

\$ 10,016.09

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

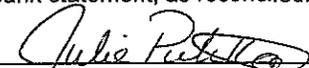
\$ 10,016.09

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.



Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT

FUND: REPAIR RESERVE-NY CLASS

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 53,622.74

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	-
	Interest	\$ 35.41

Total Receipts \$ 35.41

Total receipts, including balance \$ 53,658.15

Disbursements made during the month:

By Check-from check #	\$ -
EFT Transfers	-
By Debit Charge	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 53,658.15

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 53,658.15

less outstanding checks \$ -

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands) \$ 53,658.15

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 53,658.15

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.


Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT

FUND: CAPITAL RESERVE-NY CLASS

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 39,306.57

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	-
	Interest	\$ 25.95
	Total Receipts	\$ 25.95
	Total receipts, including balance	\$ 39,332.52

Disbursements made during the month:

By Check-from check #	\$ -
EFT Transfers	-
By Debit Charge	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 39,332.52

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 39,332.52
less outstanding checks
see attached

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands) \$ 39,332.52

Amount of receipts undeposited (See attached schedules)

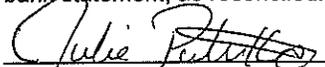
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 39,332.52

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.


Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT

FUND: VARTULI SCHOLARSHIP-NY CLASS

For the Period from June 1, 2022 thru June 30, 2022

Total available balance as reported at the end of preceding period \$ 6,781.68

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ -
	Interest	\$ 4.49

Total Receipts \$ 4.49

Total receipts, including balance \$ 6,786.17

Disbursements made during the month:

By Check-from Check #	\$ -
EFT Transfers	-
	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 6,786.17

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 6,786.17

less outstanding checks \$ -

see attached \$ -

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands) \$ 6,786.17

Amount of receipts undeposited (See attached schedules) -

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

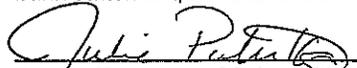
\$ 6,786.17

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.


Deputy Treasurer of School District

LONG LAKE CSD

Revenue Status Report From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1440.B	Breakfast - Student Sale of Meals	2,500.00	0.00	2,500.00	0.00	2,500.00
C 1440.L	Lunch - Student Sale of Meals	9,500.00	0.00	9,500.00	1.40	9,498.60
C 1445.L	A La Carte Sales	750.00	0.00	750.00	0.00	750.00
C 3190.FB	Breakfast - Federal Reimbursement	6,000.00	0.00	6,000.00	0.00	6,000.00
C 3190.FL	Lunch - Federal Reimbursement	14,000.00	0.00	14,000.00	0.00	14,000.00
C 3190.FS	Snack - Federal Reimbursement	550.00	0.00	550.00	0.00	550.00
C 3190.SB	Breakfast - State Reimbursement	300.00	0.00	300.00	0.00	300.00
C 3190.SL	Lunch - State Reimbursement	550.00	0.00	550.00	0.00	550.00
C 4190	USDA Surplus Food	1,500.00	0.00	1,500.00	0.00	1,500.00
C 5031	Interfund Transfer	148,996.00	0.00	148,996.00	0.00	148,996.00
C Totals:		184,646.00	0.00	184,646.00	1.40	184,644.60

Grand Totals: 184,646.00 0.00 184,646.00 1.40 184,644.60

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LONG LAKE CSD

Revenue Status Report From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1310	Day School Tuition	0.00	0.00	0.00	500.00	-500.00
A 3101.A	General Aid	0.00	0.00	0.00	-2,576.00	2,576.00
A 3101.B	Excess Cost Aid	0.00	0.00	0.00	-6,423.60	6,423.60
A 3103	BOCES Aid	0.00	0.00	0.00	-26,643.60	26,643.60
A 4601	Medicaid Assistance, HRSS	0.00	0.00	0.00	-1,302.63	1,302.63
A Totals:		0.00	0.00	0.00	-36,445.83	36,445.83
Grand Totals:		0.00	0.00	0.00	-36,445.83	36,445.83



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C 2860.160-0000	Cafeteria Salaries	70,841.00	0.00	70,841.00	1,788.80	0.00	69,052.20
C 2860.400-0000	Cafeteria Contractual	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
C 2860.410-0000	Cafeteria Food	30,300.00	0.00	30,300.00	1,581.87	0.00	28,718.13
C 2860.450-0000	Cafeteria Materials & Supplies	2,750.00	341.04	3,091.04	721.68	0.00	2,369.36
2860	SCHOOL FOOD SERVICE	106,891.00	341.04	107,232.04	4,092.35	0.00	103,139.69
28		106,891.00	341.04	107,232.04	4,092.35	0.00	103,139.69
2		106,891.00	341.04	107,232.04	4,092.35	0.00	103,139.69
C 9010.800-0000	Cafeteria Employees Retirement	9,500.00	0.00	9,500.00	-2,500.00	0.00	12,000.00
9010	STATE RETIREMENT	9,500.00	0.00	9,500.00	-2,500.00	0.00	12,000.00
C 9030.800-0000	Cafeteria Social Security	5,573.00	0.00	5,573.00	0.00	0.00	5,573.00
9030	SOCIAL SECURITY	5,573.00	0.00	5,573.00	0.00	0.00	5,573.00
C 9060.800-0000	Cafeteria Health Insurance	62,682.00	0.00	62,682.00	0.00	0.00	62,682.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	62,682.00	0.00	62,682.00	0.00	0.00	62,682.00
90		77,755.00	0.00	77,755.00	-2,500.00	0.00	80,255.00
9		77,755.00	0.00	77,755.00	-2,500.00	0.00	80,255.00
	Fund CTotals:	184,646.00	341.04	184,987.04	1,592.35	0.00	183,394.69
	Grand Totals:	184,646.00	341.04	184,987.04	1,592.35	0.00	183,394.69

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	7,100.00	0.00	7,100.00	0.00	0.00	7,100.00
A 1010.450-0000	BOE Materials and Supplies	1,800.00	0.00	1,800.00	52.00	0.00	1,748.00
A 1010.490-0000	BOE BOCES Services	7,687.00	0.00	7,687.00	0.00	0.00	7,687.00
1010	BOARD OF EDUCATION	16,587.00	0.00	16,587.00	52.00	0.00	16,535.00
A 1040.160-0000	BOE District Clerk Salaries	2,496.00	0.00	2,496.00	192.08	0.00	2,303.92
A 1040.400-0000	BOE District Clerk Contractual	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
1040	DISTRICT CLERK	6,996.00	0.00	6,996.00	192.08	0.00	6,803.92
10		23,583.00	0.00	23,583.00	244.08	0.00	23,338.92
A 1240.160-0000	Support Staff Salaries	140,175.00	0.00	140,175.00	10,351.90	0.00	129,823.10
A 1240.170-0000	Leave Sellaack	0.00	0.00	0.00	9,234.00	0.00	-9,234.00
A 1240.200-0000	Central Admin Equipment	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 1240.400-0000	Central Admin Contractual	15,805.00	360.00	16,165.00	884.64	360.00	14,920.36
A 1240.450-0000	Central Admin Materials & Supplies	2,000.00	71.97	2,071.97	71.97	4,107.09	-2,107.09
1240	CHIEF SCHOOL ADMINISTRATOR	158,980.00	431.97	159,411.97	20,542.51	4,467.09	134,402.37
12		158,980.00	431.97	159,411.97	20,542.51	4,467.09	134,402.37
A 1310.160-0000	Finance Business Admin Salaries	78,669.00	0.00	78,669.00	5,313.46	0.00	73,355.54
A 1310.490-0000	Finance BOCES Services	24,370.00	0.00	24,370.00	0.00	0.00	24,370.00
1310	BUSINESS ADMINISTRATION	103,039.00	0.00	103,039.00	5,313.46	0.00	97,725.54
A 1320.160-0000	Finance Auditing Salaries	583.00	0.00	583.00	22.65	0.00	560.35
A 1320.400-0000	Finance Auditor Contractual	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
1320	AUDITING	8,583.00	0.00	8,583.00	22.65	0.00	8,560.35
A 1325.160-0000	Finance District Treasurer	19,282.00	0.00	19,282.00	1,461.60	0.00	17,820.40
A 1325.450-0000	Finance District Treasurer Supplies	250.00	0.00	250.00	0.00	0.00	250.00
1325	TREASURER	19,532.00	0.00	19,532.00	1,461.60	0.00	18,070.40
A 1330.160-0000	Finance Tax Collector Salary	4,304.00	0.00	4,304.00	0.00	0.00	4,304.00
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1330	TAX COLLECTOR	5,904.00	0.00	5,904.00	0.00	0.00	5,904.00
13		137,058.00	0.00	137,058.00	6,797.71	0.00	130,260.29
A 1420.400-0000	Legal Contractual	14,000.00	0.00	14,000.00	625.00	0.00	13,375.00
1420	LEGAL	14,000.00	0.00	14,000.00	625.00	0.00	13,375.00
A 1430.490-0000	Personnel - BOCES Services	1,957.00	0.00	1,957.00	0.00	0.00	1,957.00
1430	PERSONNEL	1,957.00	0.00	1,957.00	0.00	0.00	1,957.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1480.400-0000	Public Info Contractual	400.00	0.00	400.00	0.00	0.00	400.00
A 1480.450-0000	Public Info/Printing Charges	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1480	PUBLIC INFORMATON & SERVICES	1,400.00	0.00	1,400.00	0.00	0.00	1,400.00
14							
A 1620.160-0000	Central Services Support Staff Salaries	17,357.00	0.00	17,357.00	625.00	0.00	16,732.00
A 1620.400-0000	Central Services Contractual	100,829.00	0.00	100,829.00	9,227.72	0.00	91,601.28
A 1620.410-0000	Central Services Fuel Oil	72,166.00	150.00	72,316.00	25,253.00	10,046.00	37,017.00
A 1620.420-0000	Central Services Television	85,000.00	0.00	85,000.00	0.00	0.00	85,000.00
A 1620.430-0000	Central Services Electricity	2,000.00	0.00	2,000.00	152.55	0.00	1,847.45
A 1620.440-0000	Central Services Water Rent	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
A 1620.450-0000	Central Services Materials & Supplies	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00
A 1620.451-0000	Custodial Supplies - COVID	25,000.00	749.49	25,749.49	1,010.13	6,891.52	17,847.84
A 1620.460-0000	Central Services Telephone	0.00	2,443.16	2,443.16	-5,560.00	2,443.16	5,560.00
A 1620.480-0000	Central Services LP Gas	9,000.00	0.00	9,000.00	385.75	0.00	8,614.25
A 1620.490-0000	Central Services BOCES	100.00	0.00	100.00	0.00	0.00	100.00
1620	OPERATION OF PLANT	331,095.00	3,342.65	334,437.65	31,469.15	19,380.68	283,587.82
A 1621.160-0000	Mainten Support Staff Salaries	15,856.00	0.00	15,856.00	1,219.20	0.00	14,636.80
A 1621.400-0000	Maintenance Contractual Exp	27,500.00	300.00	27,800.00	0.00	5,692.00	22,108.00
1621	MAINTENANCE OF PLANT	43,356.00	300.00	43,656.00	1,219.20	5,692.00	36,744.80
A 1670.400-0000	Contractual	825.00	0.00	825.00	0.00	0.00	825.00
A 1670.450-0000	Postage	3,000.00	14.89	3,014.89	14.89	0.00	3,000.00
A 1670.490-0000	Printing - BOCES Services	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1670	CENTRAL PRINTING & MAILING	4,825.00	14.89	4,839.89	14.89	0.00	4,825.00
A 1680.490-0000	Central DP - BOCES Services	62,000.00	0.00	62,000.00	0.00	0.00	62,000.00
1680	CENTRAL DATA PROCESSING	62,000.00	0.00	62,000.00	0.00	0.00	62,000.00
16							
A 1910.400-0000	Unallocated Insurance	441,276.00	3,657.54	444,933.54	32,703.24	25,072.68	387,157.62
1910	UNALLOCATED INSURANCE	441,276.00	3,657.54	444,933.54	32,703.24	25,072.68	387,157.62
A 1920.400-0000	School Association Dues	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1920	SCHOOL ASSOCIATION DUES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 1981.490-0000	BOCES Administrative Costs	5,450.00	0.00	5,450.00	4,580.00	0.00	870.00
1981	BOCES ADMINISTRATIVE COSTS	5,450.00	0.00	5,450.00	4,580.00	0.00	870.00
A 1983.490-0000	BOCES Capital Expenses	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
1983	BOCES ADMINISTRATIVE COSTS	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
1981	BOCES ADMINISTRATIVE COSTS	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
A 1983.490-0000	BOCES Capital Expenses	2,900.00	0.00	2,900.00	0.00	0.00	2,900.00
1983	BOCES ADMINISTRATIVE COSTS	2,900.00	0.00	2,900.00	0.00	0.00	2,900.00

LONG LAKE CSD



Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1983	BOCES CAPITAL EXPENSE	2,900.00	0.00	2,900.00	0.00	0.00	2,900.00
19		34,350.00	0.00	34,350.00	4,580.00	0.00	29,770.00
1	Supervision Instructional	812,604.00	4,089.51	816,693.51	65,492.54	29,539.77	721,661.20
A 2020.150-0000		25,000.00	0.00	25,000.00	1,923.06	0.00	23,076.94
2020	SUPERVISION - REGULAR SCHOOL	25,000.00	0.00	25,000.00	1,923.06	0.00	23,076.94
A 2070.150-0000	Instructional Salaries	14,154.00	0.00	14,154.00	0.00	0.00	14,154.00
A 2070.490-0000	Inservices - BOCES Services	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
2070	INSERVICE TRAINING - INSTRUCTION	34,154.00	0.00	34,154.00	0.00	0.00	34,154.00
20		59,154.00	0.00	59,154.00	1,923.06	0.00	57,230.94
A 2110.120-0000	Teaching K-6 Salaries	513,235.00	0.00	513,235.00	2,277.36	0.00	510,957.64
A 2110.130-0000	Teaching 7-12 Salaries	483,211.00	0.00	483,211.00	0.00	0.00	483,211.00
A 2110.140-0000	Substitute Teachers	25,000.00	0.00	25,000.00	422.50	0.00	24,577.50
A 2110.160-0000	Support Staff Salaries	44,259.00	0.00	44,259.00	0.00	0.00	44,259.00
A 2110.170-0000	Payment in Lieu of Health Insurance	24,000.00	0.00	24,000.00	0.00	0.00	24,000.00
A 2110.200-0000	Teaching Equipment	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2110.400-0000	Teaching Contractual	16,058.00	1,033.70	17,091.70	381.09	1,033.70	15,676.91
A 2110.410-0000	Field Trips	23,000.00	0.00	23,000.00	273.56	0.00	22,726.44
A 2110.411-0000	Conference Attendance	7,000.00	315.00	7,315.00	0.00	315.00	7,000.00
A 2110.412-0000	Mileage Reimbursement	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2110.413-0000	Arts in Education	3,000.00	1,693.78	4,693.78	0.00	1,693.78	3,000.00
A 2110.450-0000	Teaching Materials & Supplies	8,000.00	0.00	8,000.00	3,591.11	64,356.02	-59,947.13
A 2110.451-0000	Elementary - Grade 1	2,265.00	0.00	2,265.00	74.75	1,717.75	472.50
A 2110.451-1000	Summer School	100.00	0.00	100.00	0.00	50.00	50.00
A 2110.451-2000	Art Program	2,360.00	0.00	2,360.00	0.00	845.12	1,514.88
A 2110.451-4000	Teachers Assistant-Dukett	200.00	0.00	200.00	0.00	0.00	200.00
A 2110.451-5000	English	574.00	0.00	574.00	80.00	427.58	66.42
A 2110.451-6000	Spanish	500.00	0.00	500.00	233.45	24.80	241.75
A 2110.451-8000	Health Education	100.00	0.00	100.00	0.00	0.00	100.00
A 2110.451-9000	Math	311.00	0.00	311.00	110.14	102.48	98.38
A 2110.452-1000	Elementary - Gaffney/SPED	300.00	0.00	300.00	0.00	0.00	300.00
A 2110.452-2000	Music	1,162.00	0.00	1,162.00	0.00	424.98	737.02
A 2110.452-3000	Phys Ed	1,715.00	0.00	1,715.00	0.00	1,341.85	373.15
A 2110.452-4000	Science	1,080.00	0.00	1,080.00	0.00	313.17	766.83

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.452-5000	Social Studies	150.00	0.00	150.00	0.00	143.31	6.69
A 2110.452-6000	Technology	1,650.00	0.00	1,650.00	0.00	270.54	1,379.46
A 2110.452-7000	Elementary - PreK/Teaching Assistant	900.00	0.00	900.00	404.00	265.31	230.69
A 2110.452-9000	Teachers Aide Supplies-Klipatrick	250.00	0.00	250.00	0.00	0.00	250.00
A 2110.453-0000	Elementary - Furlong	416.00	0.00	416.00	0.00	0.00	416.00
A 2110.454-0000	Elementary - Grade 2	650.00	0.00	650.00	0.00	428.92	221.08
A 2110.455-0000	Elementary - Grade 3/4	600.00	0.00	600.00	0.00	167.70	432.30
A 2110.456-0000	Elementary - Grade 5/6	250.00	0.00	250.00	0.00	0.00	250.00
A 2110.458-0000	Elementary - Grade K	500.00	0.00	500.00	0.00	0.00	500.00
A 2110.459-1000	Ace Committee	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2110.459-2000	STEM	1,160.00	0.00	1,160.00	0.00	762.68	397.32
A 2110.459-3000	Committees	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2110.480-0000	Teaching Textbooks	7,550.00	0.00	7,550.00	113.39	5,049.93	2,386.68
2110	TEACHING - REGULAR SCHOOL	1,178,506.00	3,042.48	1,181,548.48	7,961.35	79,734.62	1,093,852.51
21		1,178,506.00	3,042.48	1,181,548.48	7,961.35	79,734.62	1,093,852.51
A 2250.150-0000	Instructional Salaries	82,878.00	0.00	82,878.00	0.00	0.00	82,878.00
A 2250.160-0000	Non Instructional Salaries	37,347.00	0.00	37,347.00	0.00	0.00	37,347.00
A 2250.400-0000	Students w/Disab Contractual	5,004.00	0.00	5,004.00	5,003.23	0.00	0.77
A 2250.450-0000	Special Ed Materials & Supplies	175.00	0.00	175.00	0.00	9.99	165.01
A 2250.470-0000	Special Tuition	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2250.490-0000	BOCES Services	92,000.00	0.00	92,000.00	0.00	0.00	92,000.00
2250	PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR	219,904.00	0.00	219,904.00	5,003.23	9.99	214,890.78
A 2260.490-0000	BOCES Services	40,500.00	0.00	40,500.00	0.00	0.00	40,500.00
2280	OCCUPATIONAL EDUCATION (GRADES 9-12)	40,500.00	0.00	40,500.00	0.00	0.00	40,500.00
22		260,404.00	0.00	260,404.00	5,003.23	9.99	255,390.78
A 2330.150-0000	Adult Education Salary	11,976.00	0.00	11,976.00	0.00	0.00	11,976.00
A 2330.151-0000	Special Schools Salary	21,240.00	0.00	21,240.00	0.00	0.00	21,240.00
A 2330.400-0000	Special Schools Contractual	3,802.00	0.00	3,802.00	0.00	0.00	3,802.00
A 2330.450-0000	Special Schools Materials & Supplies	500.00	0.00	500.00	0.00	0.00	500.00
2330	TEACHING - SPECIAL SCHOOLS	37,518.00	0.00	37,518.00	0.00	0.00	37,518.00
23		37,518.00	0.00	37,518.00	0.00	0.00	37,518.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2610.150-0000	Library Salaries	57,768.00	0.00	57,768.00	0.00	0.00	57,768.00
A 2610.450-0000	Library Materials & Supplies	1,150.00	0.00	1,150.00	0.00	337.60	812.40
A 2610.451-0000	Library Computers/Media	1,365.00	0.00	1,365.00	0.00	1,040.73	324.27
A 2610.460-0000	Library Books/Magazines/Subscriptions	3,280.00	0.00	3,280.00	48.00	221.80	3,010.20
A 2610.490-0000	Library BOCES Services	9,100.00	0.00	9,100.00	0.00	0.00	9,100.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	72,663.00	0.00	72,663.00	48.00	1,600.13	71,014.87
A 2630.220-0000	Computer Hardware	25,000.00	1,064.24	26,064.24	1,064.24	0.00	25,000.00
A 2630.450-0000	Computer Materials & Supplies	1,870.00	0.00	1,870.00	510.00	45.55	1,314.45
A 2630.460-0000	Computer Software	8,000.00	0.00	8,000.00	1,335.50	670.50	5,994.00
A 2630.490-0000	Computer BOCES	56,000.00	0.00	56,000.00	0.00	0.00	56,000.00
2630	COMPUTER ASSISTED INSTRUCTION	90,870.00	1,064.24	91,934.24	2,909.74	716.05	88,308.45
26	Attendance	163,533.00	1,064.24	164,597.24	2,957.74	2,316.18	159,323.32
A 2805.160-0000	Attendance	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
2805	ATTENDANCE - REGULAR SCHOOL	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
A 2810.150-0000	Guidance Instructional Salaries	68,195.00	0.00	68,195.00	0.00	0.00	68,195.00
A 2810.450-0000	Guidance Materials & Supplies	660.00	12.00	672.00	31.46	230.75	409.79
A 2810.451-0000	Guidance Testing and Materials	1,220.00	0.00	1,220.00	0.00	204.00	1,016.00
2810	GUIDANCE - REGULAR SCHOOL	70,075.00	12.00	70,087.00	31.46	434.75	69,620.79
A 2815.160-0000	Support Staff Salaries	38,340.00	0.00	38,340.00	0.00	0.00	38,340.00
A 2815.400-0000	Health Contractual	6,500.00	0.00	6,500.00	0.00	0.00	6,500.00
A 2815.450-0000	Health Materials & Supplies	1,400.00	0.00	1,400.00	0.00	424.21	975.79
2815	HEALTH SERVICES - REGULAR SCHOOL	46,240.00	0.00	46,240.00	0.00	424.21	45,815.79
A 2820.400-0000	Psychologist Contractual	50,357.00	0.00	50,357.00	0.00	0.00	50,357.00
A 2820.450-0000	Psychologist Materials & Supplies	700.00	0.00	700.00	0.00	0.00	700.00
A 2820.490-0000	BOCES Psychologist	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL	63,057.00	0.00	63,057.00	0.00	0.00	63,057.00
A 2825.400-0000	Contractual	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
A 2850.150-0000	Co-curricular Salaries	31,815.00	0.00	31,815.00	77.00	0.00	31,738.00
A 2850.450-0000	Co-curricular Materials & Supplies	500.00	0.00	500.00	0.00	0.00	500.00
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL	32,315.00	0.00	32,315.00	77.00	0.00	32,238.00

LONG LAKE CSD



Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.150-0000	Interscholastic Salaries	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
A 2855.400-0000	Interscholastic Contractual	20,500.00	0.00	20,500.00	0.00	0.00	20,500.00
A 2855.450-0000	Interscholastic Materials & Supplies	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2855.490-0000	BOCES Interscholastic	2,100.00	0.00	2,100.00	0.00	0.00	2,100.00
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL	35,100.00	0.00	35,100.00	0.00	0.00	35,100.00
28		257,287.00	12.00	257,299.00	108.46	858.96	256,331.58
2		1,956,402.00	4,118.72	1,960,520.72	17,953.84	82,919.75	1,859,647.13
A 5510.160-0000	Transportation Salaries	73,775.00	0.00	73,775.00	3,041.21	0.00	70,733.79
A 5510.200-0000	Transportation Equipment	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 5510.210-0000	Purchase of Buses	0.00	34,929.00	34,929.00	0.00	34,929.00	0.00
A 5510.400-0000	Transportation Contractual	15,600.00	0.00	15,600.00	4,663.00	0.00	10,937.00
A 5510.450-0000	Transportation Materials & Supplies/Parts	10,500.00	0.00	10,500.00	0.00	8,000.00	2,500.00
A 5510.451-0000	Diesel/Gasoline	18,000.00	0.00	18,000.00	1,015.57	0.00	16,984.43
A 5510.454-0000	Labor	13,000.00	0.00	13,000.00	0.00	0.00	13,000.00
A 5510.490-0000	BOCES Contractual	1,400.00	0.00	1,400.00	0.00	0.00	1,400.00
5510	DISTRICT TRANSPORTATION SERVICES	133,275.00	34,929.00	168,204.00	8,719.78	42,929.00	116,555.22
55		133,275.00	34,929.00	168,204.00	8,719.78	42,929.00	116,555.22
5		133,275.00	34,929.00	168,204.00	8,719.78	42,929.00	116,555.22
A 9010.800-0000	NYS Retirement	45,000.00	0.00	45,000.00	-12,000.00	0.00	57,000.00
9010	STATE RETIREMENT	45,000.00	0.00	45,000.00	-12,000.00	0.00	57,000.00
A 9020.800-0000	Teacher Retirement	153,000.00	0.00	153,000.00	-133,000.00	0.00	286,000.00
9020	TEACHERS' RETIREMENT	153,000.00	0.00	153,000.00	-133,000.00	0.00	286,000.00
A 9030.800-0000	Social Security	147,178.00	0.00	147,178.00	3,395.17	0.00	143,782.83
9030	SOCIAL SECURITY	147,178.00	0.00	147,178.00	3,395.17	0.00	143,782.83
A 9040.800-0000	Worker Compensation	12,633.00	0.00	12,633.00	0.00	0.00	12,633.00
9040	WORKERS' COMPENSATION	12,633.00	0.00	12,633.00	0.00	0.00	12,633.00
A 9050.800-0000	Unemployment	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
9050	UNEMPLOYMENT INSURANCE	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
A 9055.800-0000	Disability Plan	3,300.00	0.00	3,300.00	266.71	0.00	3,033.29
9055	DISABILITY INSURANCE	3,300.00	0.00	3,300.00	266.71	0.00	3,033.29
A 9060.800-0000	Hospitalization	1,045,000.00	0.00	1,045,000.00	168,161.09	0.00	876,838.91
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	1,045,000.00	0.00	1,045,000.00	168,161.09	0.00	876,838.91

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 9089.800-0000</u>	Other Employee Benefits	1,700.00	0.00	1,700.00	1,319.66	0.00	380.34
9089	Other Employee Benefits	1,700.00	0.00	1,700.00	1,319.66	0.00	380.34
90		1,427,811.00	0.00	1,427,811.00	28,142.63	0.00	1,399,668.37
<u>A 9711.600-0000</u>	Serial Bonds - Principal	195,000.00	0.00	195,000.00	0.00	0.00	195,000.00
<u>A 9711.700-0000</u>	Serial Bonds - Interest	48,100.00	0.00	48,100.00	0.00	0.00	48,100.00
9711	Serial Bonds	243,100.00	0.00	243,100.00	0.00	0.00	243,100.00
<u>A 9731.700-0000</u>	Bond Anticipation Notes - Interest	12,500.00	0.00	12,500.00	0.00	0.00	12,500.00
9731	Bond Anticipation Notes	12,500.00	0.00	12,500.00	0.00	0.00	12,500.00
97		255,600.00	0.00	255,600.00	0.00	0.00	255,600.00
<u>A 9901.930-0000</u>	Transfer to School Food Svc Fund	148,996.00	0.00	148,996.00	0.00	0.00	148,996.00
9901	TRANSFERS TO FUNDS	148,996.00	0.00	148,996.00	0.00	0.00	148,996.00
99		148,996.00	0.00	148,996.00	0.00	0.00	148,996.00
9		1,832,407.00	0.00	1,832,407.00	28,142.63	0.00	1,804,264.37
	Fund A Totals:	4,734,688.00	43,137.23	4,777,825.23	120,308.79	155,388.52	4,502,127.92
	Grand Totals:	4,734,688.00	43,137.23	4,777,825.23	120,308.79	155,388.52	4,502,127.92

VC

LONG LAKE CSD



Check Warrant Report For CM - 5: Cash Disbursement- Scholarship Fund For Dates 6/1/2022 - 6/30/2022

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1434	06/22/2022	4831	ANNALISE PENROSE	VALEDICTORIAN SCHOLARSHIP		1,000.00
1435	06/22/2022	4832	IVAN HEMMINGS	SALUTATORIAN SCHOLARSHIP		500.00
1436	06/22/2022	4833	ETHEN MARTIN	JOE LEBLANC SCHOLARSHIP		100.00
1437	06/22/2022	4832	IVAN HEMMINGS	JOE LEBLANC SCHOLARSHIP		100.00
1438	06/22/2022	4831	ANNALISE PENROSE	ANNA LAURA WILSON SCHOLARSHIP		100.00
1439	06/22/2022	4831	ANNALISE PENROSE	HIGHEST AVERAGE AWARD IN MATH, ENGLISH, SOCIAL STUDIES, SCIENCE, GIRLS PE		250.00
1440	06/22/2022	4833	ETHEN MARTIN	EXCELLENCE IN ART AWARD		50.00
1441	06/22/2022	4832	IVAN HEMMINGS	EXCELLENCE IN TECHNOLOGY AWARD		50.00
1442	06/22/2022	4831	ANNALISE PENROSE	EXCELLENCE IN FCS AWARD		50.00
1443	06/22/2022	4833	ETHEN MARTIN	HIGHEST AVERAGE AWARD IN BOYS PE		50.00
1444	06/22/2022	4831	ANNALISE PENROSE	STEWART'S SHOPS GOOD CITIZEN AWARD		500.00
1445	06/22/2022	4833	ETHEN MARTIN	MOOSE POND HUNTING AND FISHING CLUB SCHOLARSHIP		400.00
1446	06/22/2022	4831	ANNALISE PENROSE	DEERLAND PROPERTY SERVICE SCHOLARSHIP		100.00
1447	06/22/2022	4831	ANNALISE PENROSE	COMMUNITY BANK SCHOLARSHIP		200.00
1448	06/22/2022	4833	ETHEN MARTIN	DEBBIE O'BRIEN SCHOLARSHIP AWARD		300.00
1449	06/22/2022	4832	IVAN HEMMINGS	DR. DONALD CARLISLE STUDENT GRIT SCHOLARSHIP		300.00
1449	06/22/2022	4832	**VOID** IVAN HEMMINGS	**VOID**		-300.00
1450	06/22/2022	4832	IVAN HEMMINGS	DR. DONALD CARLISLE STUDENT GRIT SCHOLARSHIP		300.00

LONG LAKE CSD

Check Warrant Report For CM - 5: Cash Disbursement- Scholarship Fund For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 18					Warrant Total:	4,050.00
					Vendor Portion:	4,050.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 6405 18 in number, in the total amount of \$ 4050.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/21/22
Date

[Signature]
District Treasurer

LONG LAKE CSD

Check Warrant Report For CM - 5: Cash Disbursement- Scholarship Fund For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 18					Warrant Total:	4,050.00
					Vendor Portion:	4,050.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, ~~6000~~ 18 in number, in the total amount of \$ 4050.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/21/22
Date

[Signature]
District Treasurer

LONG LAKE CSD

Check Warrant Report For H - 11: Cash Disbursement - Capital Fund For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1056	06/14/2022	4653	BERNARD P. DONEGAN, INC.	FINANCIAL MANAGEMENT SERVICES		978.00
1057	06/14/2022	2988	GIRVIN & FERLAZZO, P.C.	CAPITAL PROJECT		107.50
1058	06/23/2022	4788	COMALLI GROUP INC.	Technology Construction		4,750.00
1059	06/23/2022	4788	COMALLI GROUP INC.	Technology Construction		7,197.20
1060	06/30/2022	2988	GIRVIN & FERLAZZO, P.C.	CAPITAL PROJECT		236.50

Number of Transactions: 5

Warrant Total: 13,269.20

Vendor Portion: 13,269.20

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$ 13,269.20 You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/25/22 _____
Date Superintendent

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 13,269.20. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7-25-22 _____
Date Claims Auditor

LONG LAKE CSD

Check Warrant Report For C - 13: Cash Disbursement - LUNCH FUND For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2398	06/14/2022	4736	BELLE SALES AND SUPPLY, LLC	CAFETERIA SUPPLIES	220088	55.90
2399	06/14/2022	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	220239	514.38
2400	06/14/2022	2496	SYSCO FOOD SERVICES	CAFETERIA FOOD	220246	767.26
2401	06/14/2022	4204	BIMBO FOODS BAKERIES	CAFETERIA FOOD	220087	276.31
2402	06/14/2022	4358	SHAHEEN'S MARKET	CAFETERIA FOOD	220247	106.07
2403	06/23/2022	4371	CAPITAL CANDY CO. INC.	Cafe Food	*See Detail Report	326.59
2404	06/23/2022	2496	SYSCO FOOD SERVICES	Cafe Food	220269	496.59
2405	06/23/2022	4358	SHAHEEN'S MARKET	Cafe Food	220268	45.19
2406	06/30/2022	4836	GLENN MARTIN	REIMB. LUNCH BALANCE		79.45

Number of Transactions: 9

Warrant Total: 2,667.74
Vendor Portion: 2,667.74

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$2667.74. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/25/22 Date Michael Short Superintendent

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$2667.74. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7.25.22 Date Lynne Spaidan Claims Auditor

LONG LAKE CSD



Check Warrant Report For A - 36: Payroll Withholdings from General Fund For Dates 6/1/2022 - 6/30/2022

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
872	06/09/2022	3407	NYS INCOME TAX	Trust & Agency Payment		6,031.44
873	06/09/2022	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,550.00
874	06/09/2022	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment		200.00
875	06/09/2022	4340	LLCS GENERAL FUND	Trust & Agency Payment		87,453.25
876	06/09/2022	4375	EFTPS Enrollment Processing	Trust & Agency Payment		32,970.68
877	06/23/2022	3407	NYS INCOME TAX	Trust & Agency Payment		7,501.73
878	06/23/2022	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		7,250.00
879	06/23/2022	3413	NYS EMPLOYEES RETIREMENT SYSTEM	Trust & Agency Payment		741.95
880	06/23/2022	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment		200.00
881	06/23/2022	4340	LLCS GENERAL FUND	Trust & Agency Payment		131,624.30
882	06/23/2022	4375	EFTPS Enrollment Processing	Trust & Agency Payment		40,997.72
17480	06/09/2022	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		154.80
17507	06/23/2022	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		154.80
17508	06/23/2022	3408	C.S.E.A. EMPLOYEE BENEFIT FUND	Trust & Agency Payment - DENTAL/VISION		1,921.30

Auto Deductions

Number of Transactions: 14

Warrant Total: 319,751.97
Vendor Portion: 319,751.97

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 14 in number, in the total amount of \$319,751.97. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/25/22 _____
 Date Superintendent

LONG LAKE CSD

Check Warrant Report For A - 34: Cash Disbursement For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
17478	06/02/2022	4829	SKY ZONE QUEENSBURY	GRADES 9-11 FIELD TRIP		364.00
17479	06/08/2022	4605	XEROX FINANCIAL SERVICES	COPIER LEASES		433.30
17481	06/10/2022	4775	RAYMOND G. PREUSSER, CPA, P.C.	AUDIT 21-22		3,000.00
17482	06/10/2022	2819	MCCLARY MEDIA INC.	PREK AD		54.00
17483	06/10/2022	4525	SLIC NETWORK SOLUTIONS	CABLE TV JUNE		152.55
17484	06/10/2022	1711	RUSSELL E. RIDER, MD	21-22 MEDICAL CONTRACT BALANCE		3,000.00
17485	06/10/2022	3379	JEROME F. FLANAGAN	FIELD TRIP REIMB. MEALS/GAS		40.00
17486	06/10/2022	4814	ELKIN TREE SERVICE, INC.,	TREE REMOVAL	220177	1,600.00
17487	06/10/2022	2988	GIRVIN & FERLAZZO, P.C.	LEGAL RETAINER APRIL		625.00
17488	06/10/2022	4822	MARTHA BILSBACK	TPT REIMB.		95.77
17489	06/10/2022	4215	KRISTIN DELEHANTY	TPT REIMB.		66.74
17490	06/10/2022	4745	KATHRYN CONNELL	TPT REIMB.		148.00
17491	06/10/2022	4662	ELIZABETH NOONAN	TPT REIMB.		200.00
17492	06/10/2022	3935	CAREY POOLER	TPT REIMB.		164.76
17493	06/10/2022	2695	CDW	COMPUTER/DOCKING STATION	220254	1,653.66
17494	06/10/2022	4198	W.B. MASON CO., INC.	CUSTODIAL SUPPLIES	220242	59.94
17495	06/10/2022	4752	LAMINATOR.COM	LAMINATING FILM	220260	213.24
17496	06/10/2022	4830	MARA GAFFNEY	TPT REIMB.		150.00
17497	06/10/2022	4199	NYS EMPLOYEES' HEALTH INSURANCE	JULY HEALTH INSURANCE		82,263.06
17498	06/10/2022	3675	WILD CENTER	FIELD TRIP		255.00
17499	06/10/2022	4729	CHESTERTOWN TRUCK & AUTO SUPPLIES	BUS PARTS	220000	39.90
17500	06/10/2022	4802	HARRISON HALL	ASP ASST. 5/24, 6/2		52.80
17501	06/10/2022	4834	TREVOR SUSSEY	TPT REIMB.		98.42
17502	06/10/2022	3217	FRONTIER	TELEPHONE		385.75
17503	06/10/2022	1360	HAMILTON COUNTY TREASURER	GAS/DIESEL MARCH		1,583.05
17504	06/10/2022	2004	FORTUNE'S HARDWARE	CUSTODIAL SUPPLIES	220092	93.20
17505	06/10/2022	4812	FIRST NATIONAL BANK OF OMAHA	FIELD TRIP, FINGERPRINTS, DOT TESTING, ATHLETICS, TA		801.52
17506	06/10/2022	4681	EDGENUITY	SUMMER SCHOOL	220272	390.00
17509	06/23/2022	3064	TRI-LAKES 3HREE PRESS CORP.	Legal Ads		713.80
17510	06/23/2022	4435	HARTSON TOTAL OPENING	Locks for doors	220262	150.00
17511	06/23/2022	2060	LEONARD BUS SALES, INC.	Parts for Bus 28		2,159.47
17512	06/23/2022	1913	TUPPER LAKE SUPPLY CO.	Garage Roof materials		2,576.97
17513	06/23/2022	4411	NYSMEC	Electric Billing		4,469.89
17514	06/23/2022	4765	SCHOOLHOUSE CONSTRUCTION	Garage Roof Labor		6,250.00

LONG LAKE CSD



Check Warrant Report For A - 34: Cash Disbursement For Dates 6/1/2022 - 6/30/2022

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
			SERVICES, LLC			
17515	06/23/2022	1299	NYS SCHOOL BOARDS ASSOCIATION	Membership Dues		2,525.00
17516	06/23/2022	4773	SEAN O'SHELL	Senior Trip Hotel rooms		378.24
17517	06/23/2022	4776	MOLLY STEWART	Teachers Paying Teachers		99.30
17518	06/23/2022	4141	NOELLE SHORT			1,547.04
17519	06/23/2022	4802	HARRISON HALL			105.60
17520	06/23/2022	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	Copier Charges		351.11
17521	06/23/2022	3825	AMAZON		*See Detail Report	1,293.63
17522	06/23/2022	1141	HAMILTON COUNTY EXPRESS	Superintendant Subscription 7/1/22-7/6/23		52.00
17523	06/23/2022	4654	LACEY DUKETT	NHS Flower Bouquet		30.00
17524	06/23/2022	2004	FORTUNE'S HARDWARE	Hitch Pin	220092	437.84
17525	06/23/2022	4774	TAMARA COMBS	ADK journalism Award Celebration		100.00
17526	06/23/2022	4478	RHYME UNIVERSITY	Kindergarten Tassel	220259	33.74
17527	06/23/2022	3292	DAY WHOLESALE INC.	5 Gallon Water	220071	57.60
17528	06/23/2022	1346	CASH	Petty Cash reup		31.78
17529	06/23/2022	4828	ELIZABETH HOSLEY	Milage to WSWHE Bus Mtg		93.52
17530	06/23/2022	4783	RURAL SCHOOLS ASSOCIATION OF NYS	Membership Fees 7/1/22-6/30/23		860.00
17531	06/23/2022	2394	ADIRONDACK TEACHING CENTER		220281	18.00
17532	06/23/2022	2285	JOSTENS	Cap and Tassel	220273	27.75
17533	06/23/2022	2695	CDW	Promethean Board	220220	2,663.33
17534	06/23/2022	4198	W.B. MASON CO., INC.	Cleaning Supplies	220242	485.29
17535	06/30/2022	3259	FIRST UNUM LIFE INSURANCE CO.	JULY DISABILITY		266.71
17536	06/30/2022	2988	GIRVIN & FERLAZZO, P.C.	LEGAL RETAINER MAY		625.00
17537	06/30/2022	4716	QUADIENT FINANCE USA, INC.	POSTAGE		500.00
17538	06/30/2022	1583	UNITED PARCEL SERVICE	REGENTS BOX RETURN		39.37
17539	06/30/2022	3639	INDIAN LAKE CENTRAL SCHOOL	BASEBALL/SOFTBALL MERGED RECAP		280.95
17540	06/30/2022	4776	MOLLY STEWART	MILEAGE		162.52
17541	06/30/2022	4773	SEAN O'SHELL	MILEAGE		44.80
17542	06/30/2022	4593	ELISHA COHEN	MILEAGE		47.04
17543	06/30/2022	1503	TRILLIUM FLORIST	GRADUATION FLOWERS		225.00
17544	06/30/2022	1840	GRAINGER	FAN MOTOR	220277	177.03
17545	06/30/2022	2285	JOSTENS	GRADUATION CAPS/TASSELS	220249	47.77
17546	06/30/2022	4449	4 IMPRINT USA	LLCS TABLECLOTH/BANNER	220278	174.19
17547	06/30/2022	1360	HAMILTON COUNTY TREASURER	GAS/DIESEL APRIL & MAY		3,269.00

LONG LAKE CSD

Check Warrant Report For A - 34: Cash Disbursement For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
			SERVICES, LLC			
17515	06/23/2022	1299	NYS SCHOOL BOARDS ASSOCIATION	Membership Dues		2,525.00
17516	06/23/2022	4773	SEAN O'SHELL	Senior Trip Hotel rooms		378.24
17517	06/23/2022	4776	MOLLY STEWART	Teachers Paying Teachers		99.30
17518	06/23/2022	4141	NOELLE SHORT			1,547.04
17519	06/23/2022	4802	HARRISON HALL			105.60
17520	06/23/2022	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	Copier Charges		351.11
17521	06/23/2022	3825	AMAZON		*See Detail Report	1,293.63
17522	06/23/2022	1141	HAMILTON COUNTY EXPRESS	Superintendant Subscription 7/7/22-7/6/23		52.00
17523	06/23/2022	4654	LACEY DUKETT	NHS Flower Bouquet		30.00
17524	06/23/2022	2004	FORTUNE'S HARDWARE	Hitch Pin	220092	437.84
17525	06/23/2022	4774	TAMARA COMBS	ADK journalism Award Celebration		100.00
17526	06/23/2022	4478	RHYME UNIVERSITY	Kindergarten Tassel	220259	33.74
17527	06/23/2022	3292	DAY WHOLESALE INC.	5 Gallon Water	220071	57.60
17528	06/23/2022	1346	CASH	Petty Cash reup		31.78
17529	06/23/2022	4828	ELIZABETH HOSLEY	Milage to WSWHE Bus Mtg		93.52
17530	06/23/2022	4783	RURAL SCHOOLS ASSOCIATION OF NYS	Membership Fees 7/1/22-6/30/23		860.00
17531	06/23/2022	2394	ADIRONDACK TEACHING CENTER		220281	18
17532	06/23/2022	2285	JOSTENS	Cap and Tassel	220273	27.75
17533	06/23/2022	2695	CDW	Promethean Board	220220	2,663.33
17534	06/23/2022	4198	W.B. MASON CO., INC.	Cleaning Supplies	220242	485.29
17535	06/30/2022	3259	FIRST UNUM LIFE INSURANCE CO.	JULY DISABILITY		266.71
17536	06/30/2022	2988	GIRVIN & FERLAZZO, P.C.	LEGAL RETAINER MAY		625.00
17537	06/30/2022	4716	QUADIENT FINANCE USA, INC.	POSTAGE		500.00
17538	06/30/2022	1583	UNITED PARCEL SERVICE	REGENTS BOX RETURN		39.37
17539	06/30/2022	3639	INDIAN LAKE CENTRAL SCHOOL	BASEBALL/SOFTBALL MERGED RECAP		280.95
17540	06/30/2022	4776	MOLLY STEWART	MILEAGE		162.52
17541	06/30/2022	4773	SEAN O'SHELL	MILEAGE		44.80
17542	06/30/2022	4593	ELISHA COHEN	MILEAGE		47.04
17543	06/30/2022	1503	TRILLIUM FLORIST	GRADUATION FLOWERS		225.00
17544	06/30/2022	1840	GRAINGER	FAN MOTOR	220277	177.03
17545	06/30/2022	2285	JOSTENS	GRADUATION CAPS/TASSELS	220249	47.77
17546	06/30/2022	4449	4 IMPRINT USA	LLCS TABLECLOTH/BANNER	220278	174.19
17547	06/30/2022	1360	HAMILTON COUNTY TREASURER	GAS/DIESEL APRIL & MAY		3,269.4

LONG LAKE CSD

Check Warrant Report For A - 34: Cash Disbursement For Dates 6/1/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 67					Warrant Total:	131,354.43
					Vendor Portion:	131,354.43

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 67 in number, in the total amount of \$131,354.43. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/25/22 Melissa Short
 Date Superintendent

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$131,354.43. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7.25.22 Lynne Fairclark
 Date Claims Auditor





Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
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Grand Totals: 3,307.21 3,307.21

Net Amount: 0.00

Number of Budget Transfers: 4

Account Distribution Totals		Debits	Credits
Account	Description		
A 2070.490-0000	Inservices - BOCES Services	0.00	731.80
A 2110.170-0000	Payment in Lieu of Health Insurance	0.00	250.00
A 2110.413-0000	Arts in Education	1,192.22	0.00
A 2250.490-0000	BOCES Services	0.00	1,192.22
A 2810.451-0000	Guidance Testing and Materials	731.80	0.00
A 9060.800-0000	Hospitalization	250.00	0.00

Fund A Totals: 2,174.02 2,174.02

C 2860.400-0000	Cafeteria Contractual	1,133.19	0.00
C 2860.410-0000	Cafeteria Food	0.00	1,133.19

Fund C Totals: 1,133.19 1,133.19

Grand Totals: 3,307.21 3,307.21

vd

LONG LAKE CSD

Budget Transfer Schedule Report For C - 1: Budget Transfer



Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
158	C 2860.400-0000	06/30/2022	Transfer to cover shortage	Cafeteria Contractual		Not Required	1,133.19	
	C 2860.410-0000			Cafeteria Food				1,133.19
159	A 2110.170-0000	06/30/2022	Budget Transfer to cover shortage	Payment in Lieu of Health Insurance		Not Required		250.00
	A 9060.800-0000			Hospitalization			250.00	
160	A 2110.413-0000	06/30/2022	Budget Transfer to Cover Arts in Ed Workshop paid by BOCES	Arts in Education		Not Required	1,192.22	
	A 2250.490-0000			BOCES Services				1,192.22
161	A 2070.490-0000	06/30/2022	To cover 3-8 testing Billed by BOCES budgeted under guidance	Inservices - BOCES Services		Not Required	731.80	
	A 2810.451-0000			Guidance Testing and Materials			731.80	

v/c



Long Lake
CENTRAL SCHOOL DISTRICT

Long Lake Central School District
2022-2023 Code of Conduct

Code of Conduct

I. Introduction

The Board of Education (“Board”) is committed to providing a safe and orderly school environment where students may receive, and District personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents and other visitors is essential to achieving this goal.

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

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, The Board adopts this Code of Conduct (“Code”).

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

II. Definitions

For purposes of this Code, the following definitions apply:

- i. “*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.
- ii. “*Parent*” means parent, guardian, or person in parental relation to a student.
- iii. “*School property*” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus or school vehicle, as defined in Vehicle and Traffic Law §142.
- iv. “*School Function*” means a school-sponsored extra-curricular event or activity (Education §11[2]).
- v. “*Weapon*” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane 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 to cause physical injury or death.
- vi. “*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).
- vii. “*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]).

- viii. “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 9-B of Article 5 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]).
- ix. “Sexual Orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law §11[5]).
- x. “Gender” means a person’s actual or perceived sex and includes a person’s gender identity or expression (Education Law §11[6]).
- xi. “Harassment/Bullying” means the creation of a hostile environment by conduct or by threats, intimidation, or abuse, including cyberbullying as defined in Education Law §11(8), that:
 - 1. 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
 - 2. Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
 - 3. Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
 - 4. 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.

For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions. (Education Law §11[7])

- xii. “Cyberbullying” means harassment/bullying, as defined above, through any form of electronic communication. Acts of harassment and bullying that are prohibited include those acts based on a person’s actual or perceived membership in the following groups including, but not limited to:
 - 1. Race
 - 2. Weight
 - 3. National Origin
 - 4. Ethnic Group
 - 5. Religion
 - 6. Religious Practice
 - 7. Disability
 - 8. Sex
 - 9. Sexual Orientation

10. Gender (which includes a person's actual or perceived sex, as well as gender identity and expression).
- xiii. "*Discrimination*" means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
- xiv. "*Emotional harm*" that takes place in the context of "harassment or bullying" means 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.
- xv. "*Violent student*" means a student under the age of 21 who:
1. Commits an act of violence upon a school employee or attempts to do so.
 2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function or attempts to do so.
 3. Possesses, while on school property or at a school function, a weapon.
 4. Displays, while on school property or at a school function, what appears to be a weapon.
 5. Threatens, while on school property or at a school function, to use a weapon.
 6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
 7. Knowingly and intentionally damages or destroys school District property.

III. Student Rights and Responsibilities

a. Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all District students have the right to:

- i. Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, ethnic group, religious practice, sex, weight, or disability.
- ii. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- iii. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
- iv. To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school sponsored event, function, or activity.

b. Responsibilities

All District students have the responsibility to:

- i. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- ii. Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
- iii. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- iv. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- v. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
- vi. Work to develop mechanisms to control their anger.
- vii. Ask questions when they do not understand.
- viii. Seek help in solving problems that might lead to discipline.
- ix. Dress appropriately for school and school functions.
- x. Accept responsibility for their actions.
- xi. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- xii. To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity for all Students Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, bullying (cyber bullying) or discrimination. To report and encourage others, to report any incidents of intimidation, harassment, or discrimination to Long Lake Central School Staff.

IV. Essential Partners

a. Parents

All parents are expected to:

- i. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- ii. Send their children to school ready to participate and learn.
- iii. Ensure their children attend school regularly and on time.
- iv. Ensure absences are excused.
- v. Communicate with the attendance officer when their children are absent.
- vi. Insist their children be dressed and groomed in a manner consistent with the Student Dress Code.
- vii. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- viii. Know school rules and help their children understand them.
- ix. Convey to their children a supportive attitude toward education and the District.
- x. Build positive relationships with teachers, other parents, and their children's friends.
- xi. Work with the District to maintain open and respectful communication.
- xii. Help their children deal effectively with peer pressure.
- xiii. Inform school officials of changes in the home situation that may affect student conduct or performance.
- xiv. Provide a place for study and ensure homework assignments are completed.
- xv. Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group,

religion, religious practice, disability, sexual orientation, gender, gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

b. Teachers

All District teachers are expected to:

- i. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
- ii. Be prepared to teach.
- iii. Demonstrate interest in teaching and concern for student achievement.
- iv. Know school policies and rules and enforce them in a fair and consistent manner.
- v. Communicate to students and parents:
 1. Course objectives and requirements
 2. Marking/grading procedures
 3. Assignment deadlines
 4. Expectations for students
 5. Classroom discipline plan
- vi. Communicate regularly with students, parents and other teachers concerning growth and achievement.
- vii. Confront issues of discrimination and harassment in any situation that threatens the emotional health, physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.
- viii. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- ix. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

c. School Counselor

- i. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
- ii. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, to resolve problems.
- iii. Regularly review with students their educational progress and career plans.
- iv. Provide information to assist students with career planning.
- v. Encourage students to benefit from the curriculum and extracurricular programs.
- vi. Coordinate Intervention Support Services, as needed, with student, parent, building principal and teachers.
- vii. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- viii. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

d. Expectations for Non-Instructional School Staff

- i. Follow the Code of Conduct; know, abide by, and enforce school rules in a fair and consistent manner.

- ii. Set a good example for students and other staff by demonstrating dependability, integrity, and other standards of ethical conduct.
- iii. Assist in promoting a safe, orderly, and stimulating school environment.
- iv. Maintain confidentiality about all personal information and educational records concerning students and their families.
- v. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- vi. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

e. Administrator

- i. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
- ii. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
- iii. Evaluate on a regular basis all instructional programs. Support the development of and student participation in appropriate extracurricular activities.
- iv. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
- v. Review the policies of The Board of Education and state and federal laws relating to school operations and management.
- vi. Inform The Board about educational trends relating to student discipline.
- vii. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- viii. Work on enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
- ix. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- x. Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the principal's attention in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

f. Board of Education

- i. Collaborate with students, teachers, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
- ii. Adopt and review at least annually the District's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
- iii. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

- iv. Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.

V. Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

- a. Be safe, appropriate, and not disrupt or interfere with the educational process.
- b. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), low cut jeans, mid-riff shirts, muscle shirts, and see-through garments are not appropriate.
- c. Ensure that top and bottom undergarments are completely covered with outer clothing and no abdomen/stomach/back area is showing. Muscle shirts are considered undergarments.
- d. Always include footwear. Footwear that is a safety hazard will not be allowed. Footwear requirements for Technology classes, Science Labs and Physical Education classes will meet health and safety guidelines for those classes.
- e. Not include the wearing of hats in school during school hours except for a medical or religious purpose.
- f. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, ethnic group, religion, sex, weight, or disability.
- g. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- h. Not include pierced earrings/jewelry during physical education classes and all sports activities.
- i. Not include articles of clothing deemed sleepwear/loungewear including pajamas, slippers, nightshirts, etc. unless approved for a designated school function.
- j. Not include wearing their coats during the school day unless room temperatures warrant it.
- k. Not include wearing of gang related articles of clothing.

Administration shall be responsible for informing all students and their parents of the Student Dress Code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the Student Dress Code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and

including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

VI. Student Conduct

The Board expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of school facilities and equipment.

The best 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. 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.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. 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 school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- a. **Engage in Conduct that is Disorderly. Examples of Disorderly Conduct Include:**
 - i. Running in hallways.
 - ii. Making unreasonable noise.
 - iii. Verbal threats, using language or gestures that are profane, lewd, vulgar, or abusive.
 - iv. Obstructing vehicular or pedestrian traffic.
 - v. Engaging in any willful act which disrupts the normal operation of the school community.
 - vi. Trespassing. Students are not permitted in the school building without permission from the administrator in charge of the building.
 - vii. Computer/electronic communications misuse, including any unauthorized use of cellphones, computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy.
 - viii. Inappropriate touching, pushing, shoving, slapping, etc.
 - ix. Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
- b. **Engage in Conduct that is Insubordinate. Examples of Insubordinate Conduct Include:**
 - i. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 - ii. Lateness for, missing or leaving school without permission.
 - iii. Skipping detention/AIS/MASSH.
- c. **Engage in Conduct that is Disruptive. Examples of Disruptive Conduct Include:**
 - i. Failing to comply with reasonable directions of teachers, school administrators or other school personnel in charge of students.

- ii. Endangering the health and safety of other students or staff or interfering with classes or District activities by means of inappropriate appearance or behavior as per the District Code of Conduct.
- d. **Engage in Conduct that is violent. Examples of violent conduct include:**
- i. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a student, teacher, administrator, or any other person lawfully on school property or attempting to do so.
 - ii. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 - iii. Displaying what appears to be a weapon.
 - iv. Threatening to use any weapon.
 - v. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
 - vi. Intentionally damaging or destroying school District property.
 - vii. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical wellbeing.
 - viii. Communication by any means, including oral, written, or electronic (such as through the internet, email, or texting) off school property, where the content of such communication can reasonably be interpreted as a threat to commit an act of violence on school property, or results in material or substantial disruption to the educational environment.
- e. **Engage in Any Conduct that Endangers the Safety, Health, and Welfare of Others. Examples of Such Include:**
- i. Lying to school personnel.
 - ii. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 - iii. 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.
 - iv. Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender, or gender identity, marital or veteran status, or disability as a basis for treating another in a negative manner on school property or at a school function.
 - v. Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect or unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.
 - vi. Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.

- vii. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club, or team.
 - viii. Selling, using, distributing, or possessing obscene material.
 - ix. Using vulgar or abusive language, cursing, or swearing.
 - x. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
 - xi. Possessing, using, consuming, selling, attempting to sell, distributing, or exchanging alcoholic beverages, tobacco, tobacco products or illegal and/or controlled substances, vaporizers, "vapes", associating vaping equipment and/ or products, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, fentanyl, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
 - xii. Inappropriately using, sharing, selling, attempting to sell, distributing, or exchanging prescription and over-the-counter drugs.
 - xiii. Gambling or gaming.
 - xiv. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner or inappropriate touching.
 - xv. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
 - xvi. Spitting or the use of other bodily fluids to taunt, insult, or otherwise denigrate another student, staff member or school related personnel is strictly forbidden.
 - xvii. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending, or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
 - xviii. Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
 - xix. Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look-alike drugs"; or, possessing or consuming (without authorization), selling, attempting to sell, distributing, or exchanging other substances such as dietary supplements, weight loss pills, etc.
 - xx. Violating gender privacy when using school restroom facilities.
- f. **Engage in Misconduct While on a School Bus.**
It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated. Remain seated while the bus is in motion.
- g. **Engage in Any Form of Academic Misconduct. Examples of Academic Misconduct Include:**
- i. Plagiarism
 - ii. Cheating
 - iii. Copying
 - iv. Altering records

- v. Assisting another student in any of the above actions. Accessing other users email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications.
 - vi. Violation of the District Acceptable Use Policy for technology.
- h. **Engage in Bullying – Peer Abuse in the Schools.**

The Board is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board shall require the prohibition of bullying – along with the range of possible intervention activities and/or sanctions for such misconduct – to be included in the District Code of Conduct for all grade levels.

For purposes of this policy, the term “bullying” among children is defined, in general, as: “a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful.” Bullying can take three forms:

- i. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- ii. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- iii. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

The District also prohibits “Internet bullying” (also referred to as “cyberbullying”) including the use of instant messaging, e-mail, web sites, apps, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.

However, it is important to note that a single negative act as enumerated above may also constitute “bullying” (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

Any student who believes that he/she is being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the administrator. The staff member/administrator to whom the report is made (or the staff member/administrator who witnesses bullying behavior) shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying. Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within the District. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim

shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at school District sites or activities and/or reporting such behavior to their immediate supervisor. Staff training will be provided to raise awareness of the problem of bullying within the schools and to facilitate staff identification of and response to such bullying behavior among students.

Prevention and intervention techniques within the District to prevent bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying stops.

Rules against bullying shall be publicized District-wide and shall be disseminated as appropriate to staff, students, and parents. Disciplinary sanctions for violation of this policy shall be outlined in the District Code of Conduct as enumerated above and may also be incorporated in employee and student handbooks (See Policy #7552).

VII. Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, school counselor or the administrator. Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher or the administrator.

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.

The Board annually appoints a Dignity Act Coordinator and Civil Rights Compliance Officers (Title IX).

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The administrator must notify the appropriate local law enforcement agency of those code violations that 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 business the day the administrator learns of the violation. The notification may be made by telephone, followed by a letter mailed on 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. Discipline Penalties, Procedures, and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School 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.

Disciplinary action, when necessary, will be firm, fair, and consistent 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:

- The student's age.
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate.
- Other extenuating circumstances.

a. Penalties

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- i. Oral warning - any member of the District staff
- ii. Written notification to student and parent - bus driver, hall and lunch monitors, coaches, school counselors, teachers, administrator
- iii. Detention – lead teachers, administrator
- iv. Suspension from transportation - Director of Transportation, administrator (Notify CSE Chairperson if student is classified)
- v. Suspension from athletic participation - coaches, athletic coordinator, administrator
- vi. Suspension from social or extracurricular activities - activity director, administrator
- vii. Suspension of other privileges - administrator
- viii. In-school suspension - administrator
- ix. Removal from classroom by teacher - teachers, administrator
- x. Short term (five days or less) suspension from school- administrator, Board of Education.
- xi. Long term (more than five days) suspension from school- administrator, Board of Education
- xii. Permanent suspension from school- administrator, Board of Education

b. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning with

written notification to the student and their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below:

i. **Detention**

Teachers and the administrator may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified, or a reasonable attempt to notify the parents has been made, and the student has appropriate transportation home following detention.

ii. **Suspension/Removal**

1. **Suspension from Athletic Participation, Extracurricular Activities, and Other Privileges.** A student subjected to a suspension from athletic participation, extracurricular 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 District official imposing the suspension to discuss the conduct and the penalty involved.
2. **In-school Suspension.** The Board recognizes 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 the administrator to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension." The in-school suspension teacher will be a certified teacher, if possible. 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.
3. **Teacher disciplinary removal of disruptive students.** A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the administrator's office for the remainder of the class time only; (4) sending a student to a school counselor or other District staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this Code of Conduct, 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 classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class. If the student poses 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 District-established disciplinary referral form and meet with the administrator 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 form. If the administrator is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the administrator prior to the beginning of classes on the next school day.

Within 24-hours after the student's removal, the administrator must notify the student's parents, 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 administrator to discuss the reasons for the removal.

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 parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents. The administrator may require the teacher who ordered the removal to attend the informal conference. If at the informal meeting the student denies the charges, the administrator must explain why the student was removed and give the student and 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 and administrator.

The administrator may overturn the removal of the student from class if the superintendent finds any one of the following:

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

The administrator may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the administrator makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continual educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a District provided form) for all cases of removal of students from his or her class. The administrator must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may 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 administrator 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.

4. **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 administrator.

Any staff member may recommend to the administrator that a student be suspended. All staff members must immediately report and refer a violent student to the administrator for a violation of the Code of Conduct. All recommendations and referrals will 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 administrator, upon receiving a recommendation or referral for suspension, or when processing a case for suspension, will gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

- a. **Short-term (5 days or less) Suspension from School.** When the administrator (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 parents in writing that the student may 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 of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

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

After the conference, the administrator shall promptly advise the parents in writing of his or her decision. The administrator shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the administrator within five business days, unless they can show extraordinary circumstances precluding them from doing so. The administrator shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the administrator’s decision, they must file a written appeal to The Board with the District clerk within 10 business days

of the date of the administrator's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of The Board may be appealed to the Commissioner within 30 days of the decision.

b. **Long-term (more than 5 days) Suspension from School**

When the administrator 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 parents 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 administrator shall personally hear and determine the proceeding or may, at 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 administrator. The report of the hearing officer shall be advisory only, and the administrator 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 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 business days of the decision.

c. **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, school personnel or any other person lawfully on school property or attending a school function.

d. **Minimum Periods of Suspension**

i. Students who bring a weapon to school.

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property may be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The administrator has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the administrator may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.
7. A student with a disability may be suspended only in accordance with the requirements of state and federal law.

- ii. 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, may be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents 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 the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The administrator has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the administrator may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

- iii. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom.

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom may be suspended from school for at least five days. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parents 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 the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The administrator has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the administrator may consider the

same factors considered in modifying a one-year suspension for possessing a weapon.

- e. **Suspension from Transportation.** If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the superintendent's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the administrator. 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, the 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 administrator to discuss the conduct and the penalty involved.

c. **Referrals**

- i. **Counseling:** The Guidance Office shall handle all referrals of students to counseling.
- ii. **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:
 - 1. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
 - 2. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
 - 3. Knowingly and unlawfully possesses an illegal substance in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PIN petition.
- iii. **Juvenile Delinquents or Juvenile Offenders:** The administrator is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
 - 1. Any student under the age of 16 who is found to have brought a weapon to school, or;
 - 2. Any student 14 or 15 years old who qualifies for juvenile offender status under the criminal procedure law §1.20(42).

The administrator is required to refer students aged 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

IX. Alternative 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, the District will take

immediate steps to provide alternative means of instruction for the student.

X. Discipline of Students with Disabilities

The Board 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 enjoy certain procedural protections whenever school authorities intend to impose discipline upon 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 students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

a. Authorized Suspensions or Removals of Students with Disabilities

i. For Purposes of this Section of the Code of Conduct, the Following Definitions Apply:

1. A “suspension” means a suspension pursuant to Education Law §3214.
2. A “removal” means a removal for disciplinary reasons from the student’s current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses risk of harm to him/herself or others.
3. 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, that 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 described on the student’s current Individualized Education Program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

b. School Personnel May Order the Suspension or Removal of a Student with a Disability from His or Her Current Educational Placement as Follows:

- i. The Board, the District BOCES Superintendent of Schools or Administrator may order the placement of a student with a disability into an IAES, another setting 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.
- ii. The administrator may order the placement of a student with a disability into an IAES, another setting 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 the administrator 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.

- iii. The administrator 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.
- iv. The administrator 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 to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
 - 1. “Weapon” means the same as “dangerous weapon” under 18 U.S.C. §930(g) (w) which includes “a weapon, device, 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 27 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 school health care provider or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.
- v. Subject to specified conditions required by both federal and state law and regulations, 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.

c. Change of Placement Rule

- i. A disciplinary change in placement means a suspension or removal from a student’s current educational placement that is either:
 - 1. for more than 10 consecutive school days; or
 - 2. 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.
- ii. 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 suspension 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.

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

- i. The District’s Committee on Special Education will:
 - 1. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral

interventions 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 28 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. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
- ii. 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, will 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 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.
 1. The administrator 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.
 2. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the District had knowledge the student was a student with a disability, the District either:
 - a. Conducted an individual evaluation and determined that the student is not a student with a disability or;
 - b. 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 29 comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a 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. The 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 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. Administrator 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 Commissioner's regulations incorporated into the code.
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 the 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. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

e. Expedited Due Process Hearing

- i. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:
 1. The District requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.

2. 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.
 - a. During the pendency of 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 the District agree otherwise.
 - b. If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of 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 in 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 in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.
- f. **Referral to Law Enforcement and Judicial Authorities**

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

 - i. 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.
 - ii. The administrator 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.

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 physical force may be used to:

- a. Protect oneself, another student, teacher, or any person from physical injury.
- b. Protect the property of the school or others.
- c. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of 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 is committed to ensuring an atmosphere on school property and at school 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 school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the administrator, the school health care provider and District security officials to conduct searches of students and their belongings, including motor vehicles on school property, if the authorized school official has reasonable suspicions to believe that the search will result in evidence that the student violated the law or the District Code of Conduct.

An authorized school 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 school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student’s belongings based upon information received from a reliable informant. Individuals, other than the District employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or 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. 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 school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the District Code or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. 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 school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

b. Strip Searches

A strip search is a search that requires a student to remove any or all his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the Superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the students or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another District professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have probable cause - not simply reasonable cause - to believe the student is concealing evidence of a violation of law or the District Code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record, and the need for such a search. School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone

c. **Documents of Searches**

The authorized school official conducting the search shall be responsible for promptly recording the following information about the search:

- i. Name, age, and grade of student searched.
- ii. Reasons for the search.
- iii. Name of any informant(s).
- iv. Purpose of search (that is, what item(s) were being sought).
- v. Type and scope of search.
- vi. Person conducting search and his or her title and position.
- vii. Witnesses, if any, to the search.
- viii. Time and location of search.
- ix. Results of search (that is, what item(s) were found).
- x. Disposition of items found.
- xi. Time, manner, and results of parental notification. The administrator shall be responsible for the custody, control, and disposition of any illegal or dangerous item taken from a student.

The administrator will clearly label each item taken from the student and retain control of the item(s), until the items are turned over to the police. The administrator shall be responsible for personally delivering dangerous or illegal items to police authorities.

d. **Police Involvement in Searches and Interrogations of Students**

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 schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

- i. A search or an arrest warrant; or
- ii. Probable cause to believe a crime has been committed on school property or at a school function; or
- iii. Been invited by school officials.

Before police officials are permitted to question or search any student, the administrator 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. The

administrator will also be present during any police questioning or search of a student on school property or at a school function.

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

- iv. They must be informed of their legal rights.
- v. They may remain silent if they so desire.
- vi. They may request the presence of an attorney

XIII. Child Protective Services

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to Child Protective Services when they have reasonable cause to suspect that a student has been abused or maltreated, the District will cooperate with local Child Protective Services workers who wish to conduct interviews of students on school 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 administrator. The administrator will set the time and place of the interview. The administrator shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. 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 health care provider 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 school 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 school 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.

XIV. 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. Since schools are a place of work and learning, certain limits must be set for such visits. The administrator is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- a. Anyone who is not a regular staff member or student at the school will be considered a visitor.
- b. All visitors to the school must report to the main office upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be always worn while in the school or on school grounds. The visitor must return the identification badge to the main office before leaving the building and signing out.
- c. Visitors attending school functions that are open to the public, such as parent/teacher organization meetings or public gatherings, are not required to register.

- d. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum. Registration is still required at the main office upon arrival.
- e. Teachers are expected not to take class time to discuss individual matters with visitors.
- f. Any unauthorized person on school property will be reported to the administrator. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- g. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

XV. Public Conduct on School Property

The 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 school property and at school functions. For purposes of this section of the code, “public” will mean all persons when on school property or attending a school function including students, teachers, and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression 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.

All persons on school property or attending a school function will conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

a. Prohibited Conduct

No Person, either alone or with others will:

- i. Intentionally injure any person or threaten to do so.
- ii. Intentionally damage, including graffiti or arson, or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property.
- iii. Disrupt the orderly conduct of classes, school programs or other school activities.
- iv. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- v. Intimidate, harass, or discriminate against any person based on race, color, creed, national origin, religion, age, gender, sexual orientation, or disability.
- vi. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- vii. Obstruct the free movement of any person in any place to which this code applies.
- viii. Violate the traffic laws, parking regulations or other restrictions on vehicles.
- ix. Smoke or vape on school property, possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- x. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
- xi. Loiter on or about school property.
- xii. Gamble on school property or at a school function.

- xiii. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- xiv. Willfully incite others to commit any of the acts prohibited by this code.
- xv. Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function.

b. Penalties

Persons who violate this code will be subject to the following penalties:

- Visitors' authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
- Students shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
- Tenured faculty members shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
- Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75 shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
- Staff members other than those described in subdivisions above shall be subject to warning, reprimand, suspension, or dismissal as the facts may warrant in accordance with any legal rights they may have.

c. Enforcement

The administrator will be responsible for enforcing the conduct required by this code. When the administrator sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the administrator shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The administrator shall also warn the individual of the consequences for failing to stop.

If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the administrator shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District will initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating the code.

XVI. 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:

- i. Posting the Code of Conduct on the school website.
- ii. Instructing the students how to find the Code of Conduct and discussing the Code of Conduct with the students.
- iii. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption

- iv. Providing all new employees with a copy of the current Code of Conduct when they are first hired.
- v. Making copies of the code available for review by students, parents, and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The administrator 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 will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

Before adopting 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 no later than 30 days after adoption.

Please refer to the following Board of Education Policies:

- #3420- Non-Discrimination and Anti-Harassment in the School District
- #6120- Equal Employment Opportunity
- #6121- Sexual Harassment of District Personnel
- #7550- Dignity for All Students Act
- #7551- Sexual Harassment of Students
- #7620- Students with Disabilities Participating in School District Programs
- #7621- Section 504 of the Rehabilitation Act of 1973
- #8130- Equal Educational Opportunities
- #8220- Career and Technical (Occupational) Education

vif

Instruction

SUBJECT: CURRICULUM DEVELOPMENT, RESOURCES, AND EVALUATION

The Board of Regents and the New York State Education Department (NYSED) are responsible for setting state learning standards for what all students should know and be able to do as a result of skilled instruction. The District must provide students with instruction on certain specified topics as outlined in law, regulation, and guidance and will develop curriculum based on established state learning standards, laws, regulations, and guidance.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Curriculum" means the outline or scope and sequence of the content, concepts, and skills students will learn to enable them to meet state learning standards.
- b) "Instruction" means the ways (e.g., approaches, strategies, environments, materials, interactions) that an educator chooses to teach the curriculum, based on the needs of their students.
- c) "State learning standards" means the knowledge, skills, and understandings that individuals can and do habitually demonstrate over time as a consequence of instruction and experience. These standards reflect educational goals for students and are organized by subject area and grade levels.

Curriculum Development, Resources, and Evaluation

District curriculum will align with state learning standards and include any specific topics required by law, regulation, or guidance. The Board has the authority to prescribe curriculum in the District within the parameters established by state learning standards, law, regulation, and guidance. The Board will work with District staff to develop and improve curriculum in the District.

Instructional staff will initiate curriculum development and improvement and respond to changing conditions in curriculum needs and requirements. Curriculum changes may be prompted by changes in state learning standards, trends in specific content areas, changes to educational best practices, and student input. Instructional staff are expected to continually evaluate District curriculum in order to improve learning and foster student growth.

There are many resources that instructional staff may utilize to develop and improve curriculum. Resources may originate from a variety of sources including NYSED, BOCES, and colleges and universities. Instructional staff, under the guidance of District administrators, are expected to consider those resources for possible improvement to the instructional program.

(Continued)

Instruction

**SUBJECT: CURRICULUM DEVELOPMENT, RESOURCES, AND EVALUATION
(Cont'd.)**

District administrators will work with instructional staff to develop, improve, and evaluate the District's curriculum. District administrators and instructional staff in an academic department may work together to develop recommendations related to their specific academic area. District administrators will work to ensure that curriculum is evaluated on a regular basis.

Recommended curriculum changes will be presented to the Superintendent for review and action. Upon the Superintendent's approval, the recommended changes will then be presented to the Board for approval. District administrators and/or instructional staff may be invited to Board meetings to discuss changes to District curriculum.

The Board may periodically request that the Superintendent present reports necessary to evaluate the effectiveness of the District's curriculum.

20 USC § 6311

Education Law §§ 101, 101-a, 207, 305, 1604, 1709, 1711, 1804, 2503, and 2508

8 NYCRR §§ 3.35 and 100.1

NOTE: Refer also to Policies #8210 -- Safety Conditions and Prevention Instruction Programs
 #8240 -- Instruction in Certain Subjects
 #8241 -- Patriotism, Citizenship, and Human Rights Education
 #8242 -- Civility, Citizenship, and Character Education/Interpersonal
 Violence Prevention Education

#8240 Instructional Programs: Driver Education,
 Gifted and Talented Education
 and Physical Education

Adoption Date

2022

8340
1 of 4

Instruction

SUBJECT: INSTRUCTIONAL MATERIALS AND NONPUBLIC SCHOOL STUDENTS

Textbooks

Upon written request, textbooks will be purchased and loaned free of charge to resident nonpublic school students in grades K through 12 in accordance with law and regulation. Students who reside outside of the District in which the nonpublic school they attend is located must have their textbooks provided by their district of residence.

Written requests for textbook loans may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the book, such as title, author, publisher, and copyright date, as well as the name and address of the child or parent requesting the loan and the nonpublic school attended.

*Textbook purchase and loan requests must be received by the District by *~~[insert date]~~ June 1[★] of the school year prior to which the textbooks are being requested. Notice of this date will be given to all nonpublic schools. For resident students not enrolled by June 1, requests may also be submitted within 30 days of enrollment in the nonpublic school. Additionally, in no event will a late request be denied where a reasonable explanation is given for the delay in making the request.

Any textbook purchased and loaned cannot be religious and must be approved by any school board in New York State. The District may request evidence that a requested textbook is used in one or more public school districts in the state. This evidence may include an authenticated list of public school districts using the textbook from the publisher.

All textbooks will be loaned to resident students enrolled in public and nonpublic schools on an equitable basis.

Textbooks loaned to resident nonpublic school students remain the property of the District. Like public school students, nonpublic school students may be required to pay for lost or excessively damaged textbooks. The District will provide notification of this at the time a textbook is loaned.

Instructional Computer Hardware

Upon written request, instructional computer hardware will be purchased and loaned free of charge to nonpublic school students in the District in grades K through 12 in accordance with law and regulation. The instructional computer hardware must be required for use as a learning aid in a particular class or program.

**District Option -- Education Law Section 701(8) permits Boards, in their discretion, to specify a date by which requests for the purchase and loan of textbooks must be received. This date cannot be earlier than the first day of June of the school year prior to that for which the textbooks are being requested.*

(Continued)

Instruction

**SUBJECT: INSTRUCTIONAL MATERIALS AND NONPUBLIC SCHOOL STUDENTS
(Cont'd.)**

Written requests for a loan of instructional computer hardware may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the instructional computer hardware.

Instructional computer hardware purchase and loan requests must be received by the District by ^{June 1} ~~[insert date]~~ of the school year prior to which the instructional computer hardware is being requested. Notice of this date will be given to all nonpublic schools. For students not enrolled by June 1, requests may also be submitted within 30 days of enrollment in the nonpublic school. Additionally, in no event will a late request be denied where a reasonable explanation is given for the delay in making the request.

Any instructional computer hardware containing software programs which are religious in nature or content will not be purchased or loaned by the District. Additionally, any instructional computer hardware purchased and loaned must be approved by any school board in New York State.

Instructional computer hardware will be loaned to students enrolled in nonpublic schools on an equitable basis.

Instructional computer hardware loaned to nonpublic school students remains the property of the District. Like public school students, nonpublic school students may be required to pay for lost or excessively damaged instructional computer hardware. The District will provide notification of this at the time instructional computer hardware is loaned.

Smart Schools Classroom Technology

Upon written request, Smart Schools classroom technology will be purchased and loaned free of charge to nonpublic school students in the District in grades K through 12 in accordance with requirements in law and regulation.

Written requests for a loan of Smart Schools classroom technology may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the Smart Schools classroom technology.

District Option -- Education Law Section 754(3) states that Boards must specify the date by which requests for the purchase and loan of instructional computer hardware must be received. This date cannot be earlier than the first day of June of the school year prior to that for which the instructional computer hardware is being requested.

(Continued)

SUBJECT: INSTRUCTIONAL MATERIALS AND NONPUBLIC SCHOOL STUDENTS
(Cont'd.)

June 1
Smart Schools classroom technology purchase and loan requests must be received by the District by ~~[insert date]~~ of the school year prior to which the Smart Schools classroom technology is being requested. Notice of this date will be given to all nonpublic schools. For students not enrolled by June 1, requests may also be submitted within 30 days of enrollment in the nonpublic school. Additionally, in no event will a late request be denied where a reasonable explanation is given for the delay in making the request.

Any Smart Schools classroom technology purchased and loaned cannot contain religious content and must be approved by any school board in New York State.

Smart Schools classroom technology will be loaned to students enrolled in nonpublic schools on an equitable basis.

Computer Software

Upon written request, computer software programs will be loaned free of charge to nonpublic school students in the District in grades K through 12 in accordance with requirements in law and regulation.

Written requests for a loan of computer software programs may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the computer software program.

Any computer software which is religious in nature or content will not be purchased or loaned by the District.

Computer software will be loaned to students enrolled in public and nonpublic schools on an equitable basis.

Computer software loaned to nonpublic school students remain the property of the District. Like public school students, nonpublic school students may be required to pay for lost or excessively damaged computer software. The District will provide notification of this at the time computer software is loaned.

District Option -- Education Law Section 755(3) states that Boards must specify the date by which requests for the purchase and loan of Smart Schools technology must be received. This date cannot be earlier than the first day of June of the school year prior to that for which the Smart Schools technology is being requested.

(Continued)

Instruction

**SUBJECT: INSTRUCTIONAL MATERIALS AND NONPUBLIC SCHOOL STUDENTS
(Cont'd.)****Library Materials**

Upon written request, library materials will be loaned free of charge to nonpublic school students in the District in grades K through 12 in accordance with law and regulation. Library materials must be required for use as a learning aid in a particular class or program and will be loaned for individual student use only.

Written requests for a loan of library materials may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the book, such as title, author, publisher, and copyright date, as well as the name and address of the child or parent requesting the loan and the nonpublic school attended.

Library materials which are religious in nature or content will not be purchased or loaned by the District.

All library materials will be loaned to students enrolled in public and nonpublic schools on an equitable basis.

Library materials loaned to nonpublic school students remain the property of the District. Like public school students, nonpublic school students may be required to pay for lost or excessively damaged library materials. The District will provide notification of this at the time a library material is loaned.

Education Law §§ 701, 712, 752, 754, and 755
8 NYCRR §§ 21.1, 21.3, and 21.4

Adoption Date

Vlh

**TAX WARRANT- September 1, 2022
SCHOOL YEAR 2022-2023**

To the Collector of School District Long Lake Central School, towns of Arietta and Long Lake in the County of Hamilton, State of New York.

You are hereby commanded:

1. To collect taxes in total sum of \$3,291,900 in the same manner that Collectors are authorized to collect town and county taxes, and

To collect the Cornelius Vanderbilt Whitney Long Lake Library taxes in total sum of \$156,117 in the same manner that Collectors are authorized to collect town and county taxes.

2. To give notices in accordance with Section Real Property Tax Law, Section 1322, 1338.
3. To receive from each of the taxable corporations and natural persons on the below tax roll the sums listed or so much thereof as is voluntarily paid to you within one month from date of this warrant.
4. To collect after the expiration of one month the residue of the sums not paid, together with the fees prescribed in sections Education Law 2130 and Real Property Tax Law Section 1328.
5. To return this warrant within 60 days and if any taxes in this list shall be unpaid at that time, you shall deliver to us an account thereof.

SUMMARY OF TAX ROLL

Total Amount Assessed Valuation

\$605,362,945

Total Amount of Tax Levy

\$3,291,900-School
\$ 156,117-Library

**SCHOOL BUDGET
SCHOOL YEAR 2022-2023**

Estimated Receipts:

Surplus estimated to be available for appropriations	\$ 1,151,388
State Aid	494,000
Tax on Property	3,291,900
Other Sources	<u>82,400</u>
 Total Revenues (Estimated)	 \$5,019,688

Estimated Expenditures:

General Support	\$ 812,604
Instruction	1,956,402
Pupil Transportation	133,275
Undistributed	<u>1,832,407</u>
 Total Estimated General Fund Expenditures	 \$4,734,688
Balance-End of Budget Year (use only for Planned Balance)	<u>285,000</u>
Total Estimated Expenditures and Planned Balance	\$5,019,688

This warrant is issued by authority of Article 13 of the Real Property Tax Law and has the same force and effect as a warrant and tax list issued by the Board of Supervisors. It is effective immediately after it is properly signed by the trustees or a majority of trustees.

Given under our hand this 11th day of August 2022

Signatures of trustees:

Michael Farrell

Tara Murphy

Trisha Hosley

Joan Paula

Brian Penrose

Note: As specified by State Law, this warrant shall be signed on or before September 1. The amount of taxes to be collected should correspond with the total entered on the summary at the top of page one. Original document filed in the District Minute book.

**DISTRICT-WIDE SCHOOL
SAFETY PLAN**

**Long Lake
CSD**

Revision Date August 1, 2022
Board of Education Approval:

Commissioner's Regulation 155.17

Table of Contents

- ❖ The District Wide Safety Plan
- ❖ Appendix 1 – List of Buildings
- ❖ Appendix 2 – Building Risk Determination
- ❖ Appendix 3 – Training Policy
- ❖ Appendix 4 – Policies dealing with Violence on School Property
- ❖ Appendix 5 – Regulation References
- ❖ Appendix 6 – Communities Relation Policy
- ❖ Appendix 7 – Emergency Responders Contact Information
- ❖ Appendix 8 – Memoranda of Understanding

DISTRICT-WIDE SCHOOL SAFETY PLAN

Commissioner's Regulation 155.17

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The District-Wide Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Long Lake Central District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the District Board of Education, the District Superintendent appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

B. Identification of School Teams

The District has created a District-Wide School Safety Team including the following persons:

Name	Title
Noelle Short	Superintendent/Principal
Elizabeth Hosley	District Treasurer
Eric Hample	Maintenance/Bus Driver/LLVFD
Elisha Cohen	Faculty/ School Counselor
Karl Geiger	Food Service Manager
Michelle Billings	School Nurse/DAC Coordinator/Community
Josh Tremblay	Faculty/Athletic Coordinator
Carey Pooler	Faculty /Teacher
Michael Farrell	Board of Education

C. Concept of Operations

- The District-Wide School Safety Plan shall be directly linked to the Building-Level Emergency Response Plans for each school building. This District-Wide School Safety Plan will guide the development and implementation of individual Building-Level Emergency Response plan.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

D. Plan Review and Public Comment

- This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. The District-Wide and Building-Level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.
- While linked to the District-Wide School Safety Plan, the Building-Level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

- Full copies of the District-Wide School Safety Plan and any amendments will be posted on the District's website within 30 days of adoption. The Building-Level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 2 of this Plan shows the results of this procedure.

B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building-level Emergency Response Plan includes identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

Lock-down	Sheltering/Evacuation
Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Others as determined by the Building-level School Safety Team	

C. District resources and personnel available for use during an emergency

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in accordance with the Incident Command System as deemed appropriate by the Incident Commander. (See Incident Command System Position and Description chart.)

Specific procedures, policies, persons, phone numbers, and training are located in the Building-Level Emergency Response Plan. The Incident Commander will contact 9-1-1 for advice and assistance when needed.

D. Procedures to coordinate the use of school district resources during emergencies

The District uses the Incident Command System model for emergency actions. For district-wide emergencies the Incident Commander will be the District Superintendent. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-level Emergency Response Plan. Building-level Incident Command staff are identified in the Building-level Emergency Response Plan.

E. Annual multi-hazard school training for staff and students

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Superintendent's Office, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident critiques of these drills.

Training procedures and frameworks are included in Appendix 3.

F. Staff development

Each year during the Staff Development Day, training in Violence Prevention and Intervention will be offered. Refresher training in searching for suspicious packages will be provided as needed.

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 4 of this document.

The Long Lake Central School District uses a wide range of methods to ensure that students, staff, and parents are made aware of early detection of violent behaviors. Some specific methods include the use of the student handbook, code of conduct, PDP handouts, prevention education, and a Health, Safety and Wellness Committee.

The Incident Commander will, based on the situation, determine the appropriate steps to be taken. These may include, but are not limited to, lock-down, search, evacuation, or contacting 9-1-1. Specific steps are outlined in the Building-Level Plan. The Incident Commander will monitor the incident, adjust their response as appropriate during the incident, and work to protect students and staff.

B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident

Law enforcement officials will be contacted by the Incident Commander in line with the Building-Level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible. The Incident Commander will contact the appropriate law enforcement agency by calling 9-1-1.

Policies are listed in Appendix 4. Specific procedures are outlined in the Building Level Plan.

Punishment will be judged on a case-by-case basis, the Code of Conduct, and other District policies.

C. Appropriate responses to emergencies

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The District has developed specific procedures for responding to threats.

Lock-downs, evacuations, and contacting local law enforcement through the Incident Command Structure will be used. Specific steps are found in the Building-Level Plan.

D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal

The District has plans and procedures to contact parents and guardians through the use of telephones, radio stations, intercom, fax, emergency alert systems, e-mail, television, and written communications. Specific procedures are outlined in the Building-Level Plan to handle early dismissals, evacuation, and sheltering. Contact phone numbers are listed in the phone directory found in the Building-Level Plan.

Parent and guardian phone numbers are found in the main office and the nurse's office.

The Incident Commander, based on the situation, will make the determination as to which form of communication will be used: i.e., television, radio, phone numbers.

SECTION IV: COMMUNICATION WITH OTHERS

A. Obtaining assistance during emergencies from emergency services organizations and local government agencies

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies.

B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law

Long Lake Central School District will work with county and other local officials when an Article 2-B emergency is declared. The Incident Commander, based on the actual Article 2-B situation, will contact the Emergency Management Office for guidance by calling 9-1-1.

C. A system for informing all educational agencies within a school district of a disaster

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery.

D. In case of a school district, maintaining certain information about each educational agency located in the school district, including information on:

Each Building-Level Emergency Response Plan will include the following information:

- School population,
- Number of staff,
- Transportation needs, and
- Business and home telephone numbers of key officials of each such educational agency.

The Building-Level School Safety Teams will insure that this information is current and accurate.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and or/security devices or procedures

Specific policies related to building security are found in Appendix 6. Long Lake Central School District does have special building security at this time. A specific description can be found in the Building-Level Emergency Response Plan.

The Long Lake Central School District does have procedures for lock-down, evacuation, and sheltering. The specific procedures are found in the Building-Level Emergency Response Plan.

B. Policies and procedures for the dissemination of informative materials

The District is committed to the use of an age-appropriate interpersonal violence prevention education package for the students.

C. Prevention and intervention strategies

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- Collaborative agreements with state and local law enforcement officials designed to ensure that staff are adequately trained including being trained to de-escalate potentially violent situations,
- Non-violent conflict resolution training programs,
- Peer mediation programs and youth courts, and
- Extended day and other school safety programs

D. Strategies for improving communication among students and between students and staff and the reporting of potentially violent incidents

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the District is exploring programs in the following areas:

- Prevention education
- Families First Program through Hamilton County DSS
- Mental Health Services
- Character Education
- Peer mediation
- Conflict resolution
- Creating a forum or designating a mentor for students concerned with bullying or violence
- Establishing anonymous reporting mechanisms for school violence, and
- Others based on District need

E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel

The Long Lake Central School District currently does not employ hall monitors, SROs, or other security personnel. If and when the school does employ security personnel, duties will be listed.

APPENDICES

Appendix 1

Listing of all school buildings covered by the District-Wide School Safety Plan with addresses of buildings, and contact names and telephones numbers for building staff.

Building Name	Address	Contact Name	Phone
Main Building	20 School Lane, Long Lake, NY 12847	Noelle Short	518-624-2221
Main Building	20 School Lane, Long Lake, NY 12847	Elizabeth Hosley	518-624-2221
Main Building	20 School Lane, Long Lake, NY 12847	Eric Hample	518-624-2221

Appendix 2

Building Risk Determination

Building	Address
Main Building	20 School Lane, Long Lake, NY 12847

Internal Hazards

Civil Disturbance

- Bomb Threat
- Hostage
- Intruder
- Kidnapped person
- Civil unrest
- Anthrax (bio-terrorism)
- Lock-down
- Evacuation
- Sheltering

Fire and Explosion

- Explosion
- Fire

Systems Failure

- Electrical system failure
- Fuel shortage
- Gas leak
- Heating system failure (loss of heat)
- Roofing failure (leak)
- Sewage system failure
- Structural failure
- Water system failure

Medical Emergency

- Allergic reaction/Bleeding/Blow to the head
- Broken bones/Burns/Choking/Diabetic shock
- Epileptic convulsions/shock
- Bites
- Blood/body fluid exposure (infection control)

Medical Emergency cont.

- Electric shock
- Epidemic
- Food poisoning
- Heart attack
- Toxic exposure

Death/Suicide

External Hazards

Weather Related

- Flood/mudslide
- Storm/snow/ice/wind/hurricane
- Thunderstorm
- Tornado

Environmental Problems

- Air pollution
- Flood/mudslide
- Hazardous material spills/releases
- Radiological incident
- Storm/snow/ice/wind/hurricane
- Extreme cold/heat
- Thunderstorm/lightning storm
- Tornado
- Toxic material spill/releases
- Water contamination

Other External Hazards

- Airplane crash
- School bus accident
- Earthquake
- Highway/road collapse

Appendix 3

Training

Training will be provided by the Jefferson-Lewis BOCES Health & Safety Office as required.

Topics that will be offered include:

Two-Hour Violence Prevention and Intervention

Incident Command System

Red Cross Shelter Management

Searching for Suspicious Packages

Bullying

Sexual Harassment

Appendix 4

Policies dealing with Violence on School Property

Board Duties and Responsibilities:	6110	Code of Ethics for Board Members and all District Personnel
Board Policy Development:	1410	Administration in Absence of a Board Policy
Employee Rights:	6151	Drug-Free Workplace
	5640	Smoking/Tobacco Use
	3411	Prohibition of Weapons on School Grounds
	5741	Drug and Alcohol Testing for School Bus Drivers and other Safety Sensitive Employees
Student Rights:	8130	Equal Educational Opportunities
	7551	Sexual Harassment of Students
	7550	Dignity for All Students
	7350	Corporal Punishment/Emergency Interventions
	7240	Student Records: Access and Challenge
Student Safety:	7530	Child Abuse and Maltreatment
Student Responsibilities:	7310	School Conduct and Discipline
	7313	Suspension of Students
	7320	Alcohol, Tobacco and Drugs of Other Substances
	3411	Prohibition of Weapons on School Grounds

Appendix 5

Regulation References

The Long Lake School District will comply with Article 155.17 and Executive Law 2-B.

Appendix 6

Communities Relation Policy

COMMUNITY RELATIONS

Public Use of District Facilities:

3280	Use of School Facilities, Materials and Equipment
3410	Code of Conduct on School Property

FACILITIES

5681	School Safety Plans
5631	Hazardous Waste and Handling of Toxic Substances by Employees

Appendix 7

Emergency Responders Contact Information

New York State Police Department (518) 897-2000
1963 Route 30
Tupper Lake, NY 12986

6192 Route 28 (518) 897-2000
Indian Lake, NY 12842

Hamilton County Sheriff Department (518) 548-3113
210 South Shore Road
Lake Pleasant, NY 12108

Hamilton County Emergency Management Office (518) 548-6223
2558 State Route 8
Lake Pleasant, NY 12108

Long Lake Rescue Squad (518) 624-6661
8555 Newcomb Road
Long Lake, NY 12847

Long Lake Volunteer Fire Department (518) 624-4599
111 South Hill Road
Long Lake, NY 12847

Tupper Lake Village Police (518) 359-3776
21 Santa Clara Avenue
Tupper Lake, NY 12986

Blue Mountain Lake Fire Department (518) 352-7710
NYS Route 28
Blue Mountain Lake, NY 12812

Essex County Emergency Management Office (518) 873-3900
7551 Court Street
Elizabethtown, NY 12932

Franklin County Emergency Management Office (518) 483-2580
55 Bare Hill Road
Malone, NY 12953

St. Lawrence County Emergency Management Office (315) 379-2240
48 Court Street
Canton, NY 13617

Appendix 8

Memoranda of Understanding

At this time the Long Lake Central School District does not have any memorandums of understanding. If and when the school does develop a memorandum of understanding, then it will be added to the Building Level Emergency Response Plan.

vllb

LONG LAKE CENTRAL SCHOOL DISTRICT

**DRAFT RESOLUTION FOR PUBLIC HEARING
VIRTUAL PARTICIPATION OF BOARD OF EDUCATION MEMBERS
August 11, 2022**

AUTHORIZATION AND PROCEDURES FOR BOARD MEMBERS WHO WISH TO PARTICIPATE VIRTUALLY (previous allowance for virtual participation in the Open Meetings Law)

If all Board members are scheduled to be physically present at the designated site of the Board meeting, there will be no video conferencing (virtual) option for the meeting.

If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by video conferencing from a private location the member must notify BOARD CLERK no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given.

The DISTRICT will post the physical address of the location where Board Member(s) will be present for the meeting. Individuals who wish to observe the meeting may attend the meeting at any and all posted locations. Members attending virtually must, except during executive session, must be "heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.

AUTHORIZATION FOR LONG LAKE CENTRAL SCHOOL DISTRICT TO CONDUCT VIRTUAL MEETINGS PURSUANT TO CHAPTER 56 OF THE LAWS OF 2022

WHEREAS, by passing Chapter 56 of the Laws of 2022 ("Chapter 56"), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the DISTRICT to authorize its members to attend meetings by video conferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring "that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend"; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting "unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances, including but not limited to a disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting"; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be "heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon"; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the DISTRICT webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the WSWHE BOARD OF COOPERATIVE SERVICES authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022.

PROCEDURES FOR THE LONG LAKE CSD TO CONDUCT VIRTUAL MEETINGS PURSUANT TO CHAPTER 56 OF THE LAWS OF 2022

In compliance with Public Officers Law (POL) § 103-a(2)(a), the DISTRICT following a public hearing, authorized by resolution on June 8, 2022, the use of video conferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by video conferencing from private locations – under extraordinary circumstances – must establish written procedures governing members and public attendance.

For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such a meeting.

If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by video conferencing from a private location due to extraordinary circumstances, the member must notify BOARD CLERK no later than forty-eight (48) hours prior to the scheduled meeting in order for proper notice to the public to be given.

If there is a quorum of members participating at a physical location(s) open to the public, the DISTRICT may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public shall not count toward a quorum of the DISTRICT but may participate and vote if there is a quorum of members at a physical location(s) open to the public.

Except in the case of executive sessions conducted pursuant to POL § 105, the DISTRICT shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by video conferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their video conferencing screen.

The minutes of the meetings involving video conferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by video conferencing from a private location due to such extraordinary circumstances.

The DISTRICT website shall inform the public: (i) that extraordinary circumstances video conferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.

SUBJECT: PROFESSIONAL GROWTH/STAFF DEVELOPMENT

~~The Superintendent, in consultation with the appropriate administrative staff and/or teacher committees, will arrange in-service programs and other staff development opportunities which provide for the selection of subjects pertinent to the curriculum in the schools, to build from these subjects those topics or courses for in-service or staff development which will help employees acquire new methods of performing their job responsibilities or help staff improve on those techniques which are already being used in the schools, with the objective of improving professional competencies.~~

~~The administration will develop meaningful in-service and/or professional development programs which will:~~

- ~~a) Contribute to the instructional program of the schools;~~
- ~~b) Contribute to improved education for students;~~
- ~~c) Achieve state mandates; and~~
- ~~d) Enhance the professional competencies and/or instructional abilities of staff members.~~

~~The Board encourages all employees to improve their competencies beyond that which they may obtain through the regular performance of their assigned duties. The District will work to provide staff with professional learning opportunities. These opportunities will be designed to foster the professional growth of staff, help staff remain current with their profession, and meet the learning needs of students. Opportunities ~~should~~ that may be provided for, include, but are not limited to:~~

- a) Planned in-service programs, courses, seminars, and workshops offered both within and outside the District.
- b) Videoconferences, prerecorded videos, and/or online discussion boards.
- bc) Visits to other classrooms and schools, as well as attendance at professional meetings, for the purpose of improving instruction and/or educational services.
- ed) Orientation or re-orientation of staff members to program and/or organizational changes, as well as District expectations.

Attendance at professional ~~development~~ learning programs must be directly related to the duties and responsibilities of the ~~employee~~ staff member. Consequently, ~~employees~~ staff members are encouraged to participate in the planning of staff development programs designed to meet their specific needs.

Staff members are also encouraged to continue their formal education, as well as to attend ~~their~~ respective work-related workshops, conferences, and meetings.

Funds for participating at ~~in~~ conferences, conventions, and other similar professional ~~development~~ learning programs will be budgeted for by the Board on an annual basis. Reimbursement

to District staff members for all actual and necessary registration fees, expenses of travel, meals and lodging, and as well as all necessary tuition fees incurred in connection with attendance at conferences, will be in accordance with established regulations for District documents which address conference attendance and expense reimbursement.

~~The Superintendent or designee has authority to approve release time and expenses for staff members' attendance at professional training conferences, study councils, in service courses, workshops, summer study grants, school visitations, and professional organizations within budgetary constraints.~~

~~A conference request form or course approval form must be submitted by the employee and approved by the designated administrator prior to the employee's attendance at the conference or other professional development program.~~

Professional Learning Plans

By September 1 of each school year, the District will adopt or, in the case of multi-year plans, readopt a professional learning plan that meets the content requirements specified in the Commissioner's regulations. The professional learning plan will be structured in a format consistent with the Commissioner's guidelines and will include, among other things, a description of:

- a) The professional learning activities provided to all professional staff and supplementary school personnel who work with students with exceptional learning needs, particularly students with disabilities, English language learners, students who are gifted and talented, and students with low literacy levels, to enable them to identify these students and provide instruction based on the needs of these students.

(Continued)

Personnel

SUBJECT: PROFESSIONAL GROWTH/STAFF DEVELOPMENT (Cont'd.)

- b) How professional learning related to educator practice and curriculum development are culturally responsive and reflect the needs of the community that the District serves.
- c) Expected participation in continuing teacher and leader education (CTLE), as well as other professional learning opportunities provided by the District.

The professional learning plan will be developed through collaboration with a professional learning team. The Board will appoint the members of this team in accordance with the Commissioner's regulations.

Mentoring Programs for First Year Teachers

~~First year teachers must participate in a mentoring program as a component of the District's Professional Development Plan. The purpose of the mentoring program is to increase the retention of new teachers and improve their ability to assist students in attaining state learning standards. The mentor's role is to provide guidance and support to a new teacher. However, additional mentor responsibilities may be negotiated and reflected in a collective bargaining agreement.~~

The District's professional learning plan will include a provision for a mentoring program. The purpose of the mentoring program is to provide guidance and support for educators who hold an initial certificate in the classroom teaching service or as a school building leader to ease the transition from teacher and school building leader preparation to practice in order to increase retention of teachers and school building leaders. Additionally, the mentoring program is intended to increase the skills of new teachers and school building leaders in order to improve student achievement.

The mentoring program will be developed and implemented consistent with any collective bargaining agreement.

Education Law §§ 1604(27), 1608, 1716, 1950, 2118, and 2601-a3004, and 3006
 General Municipal Law §§ 77-b and 77-c
 8 NYCRR §§ ~~52.21(b)(3)(xvi), 52.21(b)(3)(xvii), 80.3.4(b)(2), 80.5.13, 80.5.14, and 100.2(dd)~~

NOTE: Refer also to Policies #6161 -- Conference/Travel Expense Reimbursement
 #6213 -- Registration and Professional Learning

Adoption Date

Instruction

SUBJECT: INSTRUCTION FOR ENGLISH LANGUAGE LEARNERS

The Board recognizes its responsibility to ensure that students of foreign birth or ancestry who are identified as English Language Learners (ELLs) are provided with an appropriate bilingual education or English as a New Language (ENL) program.

The District has developed a comprehensive plan to meet the educational needs of ELLs. The plan will be kept on file in the District and submitted to the Commissioner of Education prior to the start of each school year. The plan includes:

- a) The District's philosophy regarding the education of ELLs;
- b) The District's administrative practices and procedures to screen, identify, and place ELLs in appropriate programs;
- c) The District's plan to provide parents and other persons in parental relation with information about all bilingual education and ENL programs available in the District and notices regarding program placement and the rights of parents or persons in parental relation in the language or mode of communication they best understand;
- d) The District's system to annually measure and track the academic progress and English language proficiency of ELLs and use of data to drive instruction;
- e) A description of the District's curricular and extracurricular services provided to ELLs;
- f) The District's administrative practices to annually evaluate ELLs;
- g) The District's procedure to identify support services for ELLs;
- h) The District's policies and procedures regarding ELLs who are students with disabilities;
- i) The District's procedures to exit ELLs including those students with inconsistent/interrupted formal education;
- j) The District's services to support former ELLs.

Additionally, the District will provide professional development-learning to all teachers, level III teaching assistants, and administrators that specifically addresses the needs of ELLs. For school business leaders, the District will provide professional learning related to the needs of ELLs and the federal, state, and local mandates for ELLs.

The Superintendent will ensure that all data, including plans, assurances, and reports as required by the Commissioner's regulations, is submitted to the State Education Department in a timely manner.

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Instruction

SUBJECT: INSTRUCTION FOR ENGLISH LANGUAGE LEARNERS (Cont'd.)

~~Title I of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act
(ESSA) of 2015~~

Education Law § 3204

8 NYCRR ~~§ 100.2(g)~~, Parts 117 and 154 and § 100.2(g)

Adoption Date

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS

The District's instructional program is enriched and supported by the selection of quality print and non-print instructional materials. Selected instructional materials will align with New York State learning standards, reflect different viewpoints, and meet the varied needs and interests of staff and students.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Instructional material" means any print or non-print material with instructional content or an instructional function that is used to facilitate formal or informal learning either in the classroom, library media center, or elsewhere in the District. Examples of instructional materials include, but are not limited to: textbooks; workbooks; hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- b) "Library material" means any print or non-print material which is catalogued and processed as part of the library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- c) "Textbook" means a text, or a text-substitute, that a student is required to use in a particular class or program of the District. Textbooks include:
 1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and
 2. Courseware or other content-based instructional materials in an electronic format.

Overview of Instructional Materials

Textbooks

The Superintendent will work with District administrators and instructional staff to determine what textbooks should be used as part of the District's instructional program. Upon the recommendation of the Superintendent, the Board will designate the textbooks to be used. Textbooks, once designated, cannot be superseded within a period of five years except by a 3/4 vote of the Board.

The District will ensure that students who require alternative formats of instructional materials receive those materials in a format that meets the National Instructional Materials Accessibility Standard (NIMAS) and at the same time as those instructional materials are available to their peers.

(Continued)

Instruction

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS (Cont'd.)

The District participates in the National Instructional Materials Access Center (NIMAC) which is an online repository of source files in the NIMAS format. Since the District participates in NIMAC, contracts with publishers executed on and after December 3, 2006 for textbooks and other printed core materials must include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC (this will not add any cost to the contract).

The Board will make provision for funds to be budgeted for the purchase of textbooks. Students may be required to pay for lost or excessively damaged textbooks.

Calculators

The New York State Education Department (NYSED) requires the use of calculators for intermediate and high school level mathematics and science assessments. Students are not required to purchase their own calculators. To the extent that calculators are a necessary part of the instructional program, the District will provide them.

Calculators must be considered a classroom teaching material for which the District is authorized to levy a tax. Even if operating under a contingent budget, the District must purchase and provide calculators if required for participation in an instructional program. Students may be required to pay for lost calculators.

Library Materials

The District will establish and maintain a library media center in each school which will contain library materials. The library media center in each District school will meet the needs of students and staff, and provide an adequate complement to the instructional program in the various areas of the curriculum. The District will employ certified school library media specialists in accordance with specific standards contained in regulation, unless equivalent service is provided by an alternative arrangement approved by the Commissioner.

The Board delegates its authority to designate library materials to be used in the District to the school library media specialist(s). When appropriate, the school library media specialist(s) will work cooperatively with the Superintendent, other District administrators, instructional staff, the Board, students, and/or District community members to identify, order, and organize library materials.

When appropriate, the school library media specialist(s) will utilize shared services such as Boards of Cooperative Educational Services (BOCES) to improve programs and services, build collections, utilize new technologies, and maximize funding.

The Board will make provision for funds to be budgeted for the purchase of library materials. Students may be required to pay for library materials that are lost, excessively damaged, or overdue.

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Instruction

SUBJECT: TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS (Cont'd.)**Objectives in the Selection of Instructional Materials**

The broad range and varying suitability of all forms of instructional materials which are available for purchase demand careful evaluation before they are selected for use in the District's classrooms and library media centers. In order to select quality print and non-print instructional materials to enrich and support the District's instructional program, the Board endorses and supports the selection of instructional materials that:

- a) Align with New York State learning standards;
- b) Implement, enrich, and support the District's curriculum and instructional program, taking into consideration the varied interests, abilities, and learning styles of students;
- c) Meet the varied needs and interests of staff and students;
- d) Present various sides of controversial issues so that students may develop critical thinking and reading skills resulting in the ability to make informed decisions;
- e) Offer global perspectives and promote diversity by including materials by authors and illustrators of all cultures -- materials will not be excluded because of the race, nationality, religion, gender, gender expression, sexual orientation, political views, or social views of the author;
- f) Provide staff and students with a wide range of up-to-date instructional materials of all levels of difficulty in a variety of physical and digital formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, ebooks, educational games, and other forms of emerging technologies);
- g) Afford students the opportunity to explore a diverse range of literature to develop and strengthen a lifelong love of reading.

20 USC §§ 1412, 1474, and 6311

34 CFR § 300.172

34 CFR Part 300, Appendix C

Education Law §§ 701, 702, 711, 1604, 1709, 1804, 1950, 2503, and 3602

8 NYCRR §§ 91.1, 91.2, 100.1, and 200.2

NOTE: Refer also to Policies #5412 -- Alternative Formats for Instructional Materials
 #8110 -- Curriculum Development, Resources, and Evaluation
 #8330 -- Objection to Instructional Materials and Controversial Issues

Adoption Date

Instruction

SUBJECT: OBJECTION TO INSTRUCTIONAL MATERIALS AND CONTROVERSIAL ISSUES

The Board recognizes the right of District community members to voice concerns and objections about instructional materials and the discussion of controversial issues. This policy addresses how those concerns and objections can be raised.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Controversial issues" means questions, subjects, or problems which can create a difference of opinion. They can include issues which may have political, social, environmental, or personal impacts on students and/or the wider community: locally, nationally, or internationally.
- b) "Instructional material" means any print or non-print material with instructional content or an instructional function that is used to facilitate formal or informal learning either in the classroom, library media center, or elsewhere in the District. Examples of instructional materials include, but are not limited to: textbooks; workbooks; hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- c) "Library material" means any print or non-print material which is catalogued and processed as part of the library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; ebooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- d) "Textbook" means a text, or a text-substitute, that a student is required to use in a particular class or program of the District. Textbooks include:
 - 1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and
 - 2. Courseware or other content-based instructional materials in an electronic format.

Objections to Instructional Materials

The Board has authority to prescribe curriculum in the District and to designate the textbooks to be used in the District. The parent of a student cannot compel the Board to use a particular textbook or discontinue the use of a particular textbook. Further, the District may not be compelled to assign an alternate curriculum to a student based upon a parent's disapproval of classroom assignments. Students may be able to be excused from instruction in very limited circumstances outlined in law and regulation.

(Continued)

SUBJECT: OBJECTION TO INSTRUCTIONAL MATERIALS AND CONTROVERSIAL ISSUES (Cont'd.)

District community members who have questions or concerns about instructional materials are encouraged to bring these questions and concerns to instructional staff and/or the school library media specialist(s).

District community members who wish to formally object to instructional materials must submit their objections in writing to the Superintendent. District staff who object to instructional materials must follow the same process as all District community members. Challenged instructional materials will remain in use and/or circulation until a final decision has been made. The Board will be informed of any objection the Superintendent receives.

The Superintendent will designate a review committee to investigate and evaluate the challenged instructional material. The committee will include, among others, the school library media specialist from the building where the objection originated and the building principal. The committee will evaluate the challenged material according to the District's criteria for the evaluation and selection of instructional materials.

The review committee will submit a written report of the results of their review to the Superintendent within 60 days of receipt of the formal written objection.

Appeals of decisions by the review committee may be submitted in writing to the Superintendent who will then submit the appeal to the Board for action.

If subsequent objections after an appeal are issued for the same material within a period of five years, the Superintendent can deny the objection based on the previous review and decision.

Controversial Issues

Controversial issues may be studied as part of the curriculum. Instructional staff will present these issues in their classrooms in an impartial and objective manner. It is expected that a library media center's collection, both print and digital, will include items that are considered to be controversial.

Instructional staff wishing to call upon outside speakers to present on controversial issues are required to work with the building principal who will keep in mind the obligation to present balanced viewpoints. The building principal will inform the Superintendent of the presentation on the controversial issue prior to it occurring.

Any objection to how a controversial issue is being taught, including the use of a guest speaker, should be directed to the building principal who will consult with appropriate instructional staff to address the objection.

(Continued)

Instruction

SUBJECT: OBJECTION TO INSTRUCTIONAL MATERIALS AND CONTROVERSIAL ISSUES (Cont'd.)

If the objection is related an instructional material being used in the teaching of a controversial issue, the process requesting reconsideration of library or instructional materials should be followed. Objections to instructional materials by District community members must be submitted in writing to the Superintendent. If the objection is related to the curriculum or New York State learning standards, the building principal will address the matter with the individual(s) raising the objection.

Education Law §§ 701, 711, 809, 1604, 1709, 1804, 2503, and 3204
8 NYCRR §§ 16.2 and 135.3

NOTE: Refer also to Policies #8320 -- Textbooks, Library Materials, and Other Instructional Materials
#8360 -- Religious Expression in the Instructional Program

Adoption Date