SCHOOL BOARD OPERATIONS

ABSENTEE BALLOTS

I. The New Hartford Central School District shall make absentee ballots available for all district elections.

II. A. 1. An applicant for such an absentee ballot must submit an application which sets forth:

a. Name and residence address, including street and number, if any, town and rural delivery route, if any.

b. That on the day of the election he/she will be a qualified voter, is over eighteen years old, is a U.S. citizen and has resided in the district at least thirty (30) days preceding the date of the vote.

c. Whether he/she is registered in the district.

d. That he/she will be unable personally to appear to vote because he/she is or will be

i. A patient in a hospital, or unable due to illness or physical disability.

ii. Out of town because of his/her duties, occupation, business or studies.

iii. On vacation outside the district.

iv. In jail.

2. If to be absent from the district due to business, occupation or studies, applicant must provide description of duties or special circumstances.

3. If on vacation, the date of beginning and ending of vacation, where he/she will be; name and address of employer, or statement of self-employment or a statement of retirement.

4. If in or to be in jail, the affidavit must state if detained awaiting action of grand jury or confined after conviction for a non-felony.

B. A qualified voter spouse, parent or child is also entitled to vote as absentee if expected to be absent from district accompanying applicant upon personally making and signing an application in accordance with above.

C. A “true statement” certification must accompany application.
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SCHOOL BOARD OPERATIONS

ABSENTEE BALLOTS

The date of the election and name of the school district shall be printed, and the name of the voter, residence, school district and school election district (if applicable) shall be included.

4. A statement with specified wording to be signed and dated by the absentee voter shall be printed on the reverse side of the envelope: (refer to Section 2018-b)

STATEMENT OF ABSENTEE VOTER

I do declare that I am a citizen of the United States, and will be at least eighteen years of age on the date of the school district election; that I will have been a resident of this state and of the school district and school election district, if any, shown on the reverse side of this envelope for thirty days next preceding the said election and that I am or on such date will be, a qualified voter of said school district; that I will be unable to appear personally on the day of said school district election at the polling place of the said district in which I am or will be a qualified voter because of the reason stated on my application heretofore submitted; that I have not qualified, or do I intend to vote, elsewhere than as set forth on the reverse side of this envelope; that I have not received or offered, do not expect to receive, have not paid, offered or promised to pay, contributed, offered or promised to contribute to another to be paid or used, any money or other valuable thing, as a compensation or reward for the giving or withholding of a vote at this school district election, and have not made any promise to influence the giving or withholding of any such votes; that I have not made or become directly or indirectly interested in any bet or wager depending upon the result of this school district election; and that I have not been convicted of bribery of any infamous crime, or, if so convicted, that I have been pardoned or restored to all the rights of a citizen, without restriction as to the right of suffrage, or have received a certificate of good conduct granted by the board of parole pursuant to the provisions of the executive law removing my disability to vote.

I hereby declare that the foregoing is a true statement to the best of my knowledge and belief, and I understand that if I make any material false statement in the foregoing statement of absentee voter, I shall be guilty of misdemeanor.

Date ...................... Signature of Voter .................................

5. On the side opposite the statement there shall be instructions as to the duties of the voter after marking the ballot including specific direction that
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SCHOOL BOARD OPERATIONS

ABSENTEE BALLOTS

1. person named is not qualified;

2. he/she was within the county or city while polls were open except in hospital, jail,

3. physical disability, illness;

4. able to appear personally while polls were open

5. not entitled to cast such ballot

P. 1. Inspectors shall make objection if he/she knows the above. Unless the inspectors by majority vote sustain the objection, the chairman shall endorse upon the envelope the objection and the words “not sustained,” sign the endorsement, open the envelope, deposit it.

2. If inspectors by majority vote sustain objection, word “sustained” shall be endorsed on envelope, envelope shall not be opened, and shall be returned unopened to clerk of district.

3. If inspectors know person is deceased, they write “deceased-objection sustained” on envelope and return it unopened to clerk of district.

Q. 1. If no ballot is in envelope, inspectors shall make a memo showing that ballot was missing. When casting ballots is completed, inspectors determine the number of absentee ballots deposited in the ballot box by deducting from the number of envelopes opened, the number of missing ballots and make a separate return thereof in duplicate.

2. Number of absentee voters’ ballots in ballot box shall be added to the other ballots to determine the number of all ballots to be accounted for. Ballots then counted or canvassed by inspectors, or where voting machines are used, shall be added to the votes recorded on such machines.

R. Where district is divided into election districts, provisions of this section apply provided that any reference to term “board of registration” shall refer to the board of registration appointed by the board of education for each election district.

New Hartford Central School District
Legal Ref: Section 2088-b, New York State Education Law
Adopted: 09/07/99
Revised: 11/21/00, 12/17/02, 06/03/08
SCHOOL BOARD OPERATIONS

BOARD OF EDUCATION STANDARDS OF CONDUCT

I. The Board of Education, Superintendent, and Assistant Superintendents as a team, have identified the following procedures/policies on how they will conduct themselves before, during, and after Board meetings.

A. Before Board Meetings, members will:

1. Maintain and use a current, complete policy manual (on-line).

2. Ensure ample opportunity for presentations of information (before and/or during) the meeting.

3. Ensure you are fully prepared and ready to participate. Study the Board packet.

4. Relay any questions in the Board packet to the Superintendent in advance of the meeting.

5. Comply with the policies approved for conducting meetings.

6. Agree to limit the amount of time devoted to each item on the agenda.

7. Seek additional information to better understand all communications.

8. Receive all information related to the agenda at least 4 days prior to the meeting.

9. Have proposed agenda items to the Superintendent by 4 days prior to the meeting.

10. Agree that meeting agenda items are set 5 days prior to a meeting.

11. Submit items to be placed on the agenda in ample time so the Superintendent may assemble information bearing on the item before the meeting.

12. Agree the President and Superintendent will prepare meeting agendas.

13. Agree to procedures approved for developing and distributing agenda materials and the agenda in advance of the meetings.

14. Request information from or through the Superintendent and only from staff members with the prior knowledge of the Superintendent.

15. Adhere to the laws, regulations, and policies related to the “Open Meetings Law.”
BOARD OF EDUCATION STANDARDS OF CONDUCT

16. Assess the long-term implications of proposed decisions before they are finalized.

17. Refer all persons with positive or negative comments regarding school district operations to the proper staff person or administrator directly responsible for the operational activity.

18. Inform the Superintendent of all positive or negative comments you receive from members of the community and staff regarding the district’s operations, procedures, and activities.

19. Ensure meeting agendas are available for the public.

20. Provide the public a description of your procedures governing “public comments.”

21. Make meeting rooms as comfortable as possible for participants.

22. Greet visitor before the meeting.

23. Ask people who wish to address the Board at the start of a meeting to begin by stating their name and address.

24. Ensure meeting facilities permit barrier-free access (physical, audio, visual, etc.)

25. Ensure adequate space to accommodate the number of people attending the meeting.

26. Ensure adequate minutes of meeting are recorded, maintained, reproduced, distributed and posted on-line in accordance with established policies, procedures, regulations and laws.

27. Ensure governance team members have adequate time to prepare materials, information, data, etc. related to the agenda items.

28. Discuss issues with all Board members. Avoid behaviors which may appear to violate the Open Meetings Law.

29. Resist becoming personally involved in requests or complaints. Remain impartial.

B. During Board Meetings, members will:

1. State their position.
BOARD OF EDUCATION STANDARDS OF CONDUCT

2. Vote their conscience.
3. Move on to the next item in a timely manner.
4. Avoid springing any surprises on other members.
5. Avoid hidden agendas.
6. Use "Roberts Rules" to guide Board action on motions, amendments, etc.
7. Attack problems and not attack people.
8. Not debate issues with members of the audience.
9. Treat all present with respect.
10. Focus on an agenda item until it is resolved or until a specified time has been reached to resume the resolution process.
11. Support the President's attempts to control conflicts at meetings, (e.g. by not adding to the conflict.)
12. Ensure deliberations/activities are limited to Board work and not administration/staff work.
13. Ensure only one person speaks at a time.
14. Listen to each other and not engage in side conversations.
15. Respect each other's opinions/comments.
16. Not waste time repeating what has already been communicated.
17. Not have long, unnecessary speeches.
18. Ensure everyone has an equal opportunity to participate.
19. Role model the behaviors we expect of students, staff, and community members.
20. Stay on task.
21. Avoid focusing on and/or criticizing things that are not changeable.
22. Avoid trying to persuade and advise by using aggressive tactics.
23. Avoid rigorously agreeing or strongly disagreeing.

24. Ensure meetings start and end on time.

25. Support the President when presiding at the meetings.

26. Ensure there is no discussion of items without a motion made and seconded before the item is discussed.

27. Agree to keep your comments, on any item, reasonably brief.

28. If needed, paraphrase or check impressions of the speaker’s meaning before commenting.

29. Agree that the President will moderate/delegate all questions and comments from the audience.

30. Refrain from taking definitive action until the Superintendent has been given the opportunity to make a timely recommendation on the action.

31. Refrain from committing to a position on an agenda item or issue before all relevant facts are presented.

32. Work to reach consensus on important items and if no consensus is reached then the vote of the majority will determine decisions/outcomes.

33. Refrain from public criticism of each other.

34. Monitor and enforce compliance with legal, regulatory, and your own policies.

35. Adhere to decision making practices that are based on data, policy, and best practices.

36. Avoid communicating one position in private conversations/communications and a different position in public communications.

37. Speak clearly and distinctly. Use a microphone if available.

38. Assess the long-term implications of proposed decisions before they are finalized.

39. President will counsel the public prior to public comment period on the boundaries of acceptable expressions of opinions (personal attacks, time limits, language, etc.).
40. Conform to requirements of “Open Meetings Laws.”

C. After Board Meetings, members will:

1. Support (not undermine) all decisions reached by the Board.

2. Communicate decisions to all stakeholders who are affected by your decisions in a timely manner.

3. Abide by confidentiality laws of executive session.

4. Ensure all documents, records, reports, etc. are processed and maintained in accordance with applicable laws, regulations, policies, etc.

5. End all meetings in unity, on a positive note.

6. Respond (the Superintendent) to complaints in a timely manner. Notify all Board members of the disposition of the complaint, if appropriate.

7. Distribute and post on-line the “Across the Board” summary of the Board meeting. Post on-line the Board meeting minutes.
SCHOOL BOARD OPERATIONS

CITIZEN ADVISORY COMMITTEES

I. The New Hartford Central School District Board of Education may establish citizen advisory committees as one means of discerning the needs and concerns of the School District and its residents.

II. The purpose of such citizen advisory committees is to address specific problems, issues and projects, except for those committees otherwise established by law. Final decisions on all matters remain with the Board of Education. Persons are asked to serve on committees in an advisory capacity only.

III. A. The composition of all citizen advisory committees shall be defined by the Board of Education at the inception of each specific committee. Committee membership should reflect the subject matter to be considered, as well as the population/geography of the District.

B. All such committees shall have as a member one representative of the Board of Education and/or the Chief School Officer, as appropriate, to serve as a liaison.

C. One member of the committee shall be appointed as Chairperson by the Board to oversee the functions and reports of the committee.

IV. A. Upon establishment, each committee shall receive instruction as to the length of time the committee will exist, the service the Board desires the committee to render, the extent and limitations of the committee, and the appropriate dates on which the Board expects reports from the committee.

B. Except for those committees established by law, the Board has the power to dissolve any advisory committee and may exercise this power at any time.

V. The Board may consider and vote upon the recommendations of any advisory committee(s). However, the Board has the right to accept, reject or modify all or parts of such recommendations.

VI. To insure the integrity and credibility of the committee, the committee shall follow to the maximum extent possible the intent of the Open Meetings' Law.

New Hartford Central School District
Legal Ref: Sections 4402 and 4601, New York State Education Law; Article 7, Public Officers' Law
Adopted: 11/21/89
Readopted: 12/17/02, 06/03/08
I. The Board of Education is responsible for naming any new or existing facility. The Board, in its discretion, may establish procedures for the naming of any building or other district facility. Opportunities for public comments will be included in the process. In selecting a name for any facility, the Board may take into account those persons who have made extraordinary contributions to the school district or its students. Suitable building plaques or other memorials may be authorized by the Board.

II. Requests for naming facilities should be submitted in writing to the Superintendent of Schools stating name, purpose, statement of contribution and supporting documentation.
EXPENSE REIMBURSEMENTS FOR BOARD MEMBERS
(CONFERENCE ATTENDANCE)

Members of the Board of Education shall be reimbursed for expense incurred in the performance of their duties outside the boundaries of the District.

I. The Board shall authorize by resolution, prior to attendance and entered in the minutes of the Board meeting, the attendance of Board members at a conference or educational program, and the reimbursement of any actual and necessary expenses to be incurred by any of its members attending the conference or educational program.

II. Attendance at conferences shall be open to all members of the Board of Education, unless specifically restricted during the school year by the resolution of the Board of Education based on such considerations as work load, expense and other economic factors and educational priorities as exist at the time.

III. All travel arrangements will be made by the Superintendent of Schools or his/her designee. Should a Board of Education member wish to use alternative travel, the District will reimburse the Board Member the lesser cost between the selected travel and the alternative travel in consultation with the attending Board Member. This cost will be established by the Superintendent of Schools no later than 30 days prior to the conference.

A. In addition, the Superintendent of Schools may be requested to attend, at the discretion of the Board of Education, with the clear understanding that this shall not in any way predecide his attendance at any conference specifically designed for his area of administration.

B. If the Superintendent of Schools is in attendance, he/she will be responsible for the school credit card. In his/her absence, an elected officer of the Board of Education will assume responsibility for the District credit card.

New Hartford Central School District
Legal Ref: New York State Education Law, Section 2118; New York State General Municipal Law, Section 77(b)
Adopted: 06/20/06
Revised: 06/03/08,
GENERAL COMMITMENTS

EQUAL OPPORTUNITY AND NONDISCRIMINATION

I. Statement of Policy

A. The New Hartford Central School District provides education programs and services, does business with vendors and the public, and makes decisions regarding employment without consideration of an individual’s race, color, creed, religion, national origin (regardless of English language skills), age, sex, sexual orientation, marital status, military or veteran status, disability, genetic information genetic information or predisposing genetic characteristics, arrest record, prior criminal convictions, or domestic violence victim status; except when sex or age are a bona fide occupational qualification, when a criminal conviction is related to job duties, or when an individual’s religion or disability warrants reasonable accommodation.

B. Our commitment to provide education programs and services without discrimination includes participation in nonacademic and extracurricular services such as transportation, counseling services, student clubs, and physical education and athletics.

C. Our commitment to provide employment without discrimination includes recruiting, employment decisions, promotion opportunities, compensation, fringe benefits, workplace conditions, workplace discipline, and termination decisions.

D. No student shall be subjected to harassment or bullying (as defined below) by employees or students on school property or at a school function. No student shall be subjected 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 by another student or a school employee on school property or at a school function. This Policy does not prohibit a denial of admission into, or an exclusion from, a course of instruction that is permissible under the New York State Education Law and Federal Title IX of the Education Amendments of 1972; nor does it prohibit actions that are permissible under Section 504 of the Rehabilitation Act of 1973.

E. The goal of this Policy is to create a school environment that is free from harassment, bullying, and discrimination.

II. Opportunities for Individuals with Disabilities

A. Education Programs, Services, and Activities: A student with a disabling condition who qualifies for services under the Individuals with Disabilities Education Act (IDEA) and Part 200 of the Regulations of the Commissioner of Education shall receive services in accordance with Policy 7300, Special
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GENERAL COMMITMENTS

Draft 09/12/2013

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EQUAL OPPORTUNITY AND NONDISCRIMINATION

Education. A student with a condition that is considered a disability for purposes of Section 504 of the Rehabilitation Act of 1973, but does not qualify for services under Policy 7301, shall be provided educational programs, services, and activities in accordance with Section 504.

B. Employment: An employee with a condition that is defined as a disability, or with a history of such a condition, and who is otherwise qualified to perform the essential functions of the position, shall not be denied any employment opportunity or benefit. When a reasonable accommodation will permit an applicant or employee to perform the essential functions of the position, the District will provide a reasonable accommodation that does not impose an undue burden upon the District.

C. Public Accommodation: District facilities shall be designed, constructed, and maintained so that, when each part of the District’s program is viewed in its entirety, that part of the program is readily accessible to handicapped persons.

III. Harassment, Bullying, and Discrimination Prohibited

A. General Standard of Conduct

No one who is receiving an education from the District, or who is employed by the District, or who is present on school property or at a school event, should experience harassment, bullying, or discrimination because of that person’s race, color, creed, religion, national origin, age, sex, sexual orientation, marital status, military or veteran status, disability, predisposing genetic characteristics, arrest record, or prior criminal convictions. The District’s Code of Conduct (Policy 1010) prohibits harassment, bullying, and discrimination and it applies to conduct by District employees, District students, and anyone else on school property or at a school event.

When determining whether particular conduct or statements are to be classified as prohibited harassment the District will consider the intent of the person engaging in the conduct or making the statement; however, the determining factor will be whether the person at whom the conduct or statement was directed reasonably experienced the conduct or statement as unwelcome harassment.

B. Conduct Directed at a Student

1. Conduct (including verbal conduct) directed at a student will be classified as harassment or bullying if it creates a hostile environment that either:

   a. has the effect, or would have the effect of substantially and unreasonably interfering with the student’s educational performance, opportunities, or benefits; or
POLICY

GENERAL COMMITMENTS

EQUAL OPPORTUNITY AND NONDISCRIMINATION

b. causes, or would be expected to cause, the student to reasonably fear for their physical safety; or

c. causes, or would reasonably be expected to cause, harm to the student’s emotional well-being through the creation of a hostile school environment that is so severe, or so pervasive, that it substantially and unreasonably interferes with the student’s education.

2. Conduct that occurs off school property will be classified as a violation of this Policy if it creates, or foreseeably would create, a risk of substantial disruption within the school environment.

3. Conduct that occurs through electronic communication will be classified as a violation of this Policy if it otherwise fits the definition set forth in this section.

C. Conduct Directed at Someone Other than a Student

Harassment occurs when a person is verbally or physically demeaned, criticized, intimidated, kidded, teased, or "put down" because of their Conduct (including verbal conduct) directed at someone other than a student will be classified as harassment if it is motivated by that person’s race, color, creed, religion, national origin, age, sex, sexual orientation, marital status, military or veteran status, disability, predisposing genetic characteristics, arrest record, or prior criminal convictions, and

1. That treatment—it has the purpose or the effect of substantially interfering with the person’s work performance (if a student) or work performance (if an employee) or participation in a school activity or program; or

2. The person is explicitly or implicitly told that they must submit to that treatment in order to receive or continue to receive education—or employment opportunities; or

3. A decision by the District about that person’s education or employment is influenced by whether that person has submitted to the treatment or objected to it.

D. Also prohibited, as sexual harassment, is the making of unwanted sexual advances, the making of any requests for sexual favors, and subjecting another person to any touching, teasing or other verbal communication of a sexual nature.
EQUAL OPPORTUNITY AND NONDISCRIMINATION

E. Anyone who feels that they have experienced prohibited harassment should bring this to the District’s attention by using the Complaint Procedure described below.

IV. Retaliation Prohibited:

A person who experiences conduct that they feel is harassment or who participates in an investigation of possible harassment is entitled to express their objection to that conduct in a reasonable manner, and is entitled to use the Complaint Procedure described below to put an end to that conduct and correct the effects of that conduct. Any retaliation against a person who objects in a reasonable manner to conduct they perceive as harassment, or who utilizes the Complaint Procedure in good faith, is itself a violation of this Policy.

IV. Strategy to Prevent Harassment, Bullying, and Discrimination

With the objective of preventing acts of harassment, bullying, or discrimination from interfering with any student’s educational opportunities or sense of safety in school, the District will implement the procedures described in this Policy to:

A. Expand student and employee awareness of the problem;

B. Train staff and instruct students about appropriate, non-discriminatory behavior;

C. Respond to reports of conduct that may violate this Policy; and

D. Implement corrective and restorative measures as appropriate, when unacceptable conduct occurs.

V. Compliance Coordinator

A. The Compliance Coordinator for purposes of implementing this Policy shall be:

Vincent Condro, Assistant Superintendent for Curriculum and Instruction
9499 Weston Road
New Hartford, NY 13413
Telephone: (315) 738-9381

B. The Compliance Coordinator is responsible for receiving and thoroughly investigating complaints made under this Policy, making sure that this Policy has been publicized as required by law, making recommendations for reasonable accommodation of student and employee disabilities, keeping records of all reports of possible discrimination and related investigations and determinations, and making recommendations for the updating of this Policy, as necessary. The Compliance Coordinator serves as the Superintendent’s designee for purposes of Article 2-A of the Education Law.
C. This Policy shall be interpreted and implemented so that the District complies with its obligations under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1975, the Americans With Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Rehabilitation Act of 1973, the New York State Human Rights Law, and the New York State Education Law, as interpreted and enforced by applicable regulations.

D. When a report complains of possible discrimination by the Compliance Coordinator, the Superintendent shall designate another school official to conduct the necessary fact-finding and make recommendations.

VI. Complaint and Fact-finding Procedure

A. Reports of Possible Harassment, Bullying, or Discrimination: Attached to this Policy is the District's form for making a Report of Possible Discrimination. The Compliance Coordinator shall make sure that this form is available in each school building, and its availability is known to those who may need to use it. The use of this form is encouraged, but not required; the Compliance Coordinator shall conduct a fact-finding inquiry anytime a written or oral report is received that contains enough information to reasonably investigate.

1. An employee may report possible discrimination or harassment directed at them or another employee to the employee's supervisor or directly to the Compliance Coordinator. If the report is about conduct by the Compliance Coordinator, the report may be made to the employee's supervisor or Superintendent of Schools. If an employee makes a verbal report, they shall be asked to make a written report and told of the availability of the Report form. The person to whom the report is made is also responsible for reporting in writing their conversation and other available information to the Compliance Coordinator or Superintendent of Schools.

2. A student may report possible harassment, bullying or discrimination directed at them or another student to any teacher, counselor, or school administrator. If a student makes a verbal report, they shall be asked to make a written report and told of the availability of the Report form. The person to whom the report is made is also responsible for reporting in writing their conversation and other available information to the Compliance Coordinator. School staff shall be trained on how to receive and refer student complaints.

3. A parent, school volunteer, or other member of the public who wishes to report possible harassment, bullying, or discrimination against a student shall make the report to the Superintendent, the Compliance Coordinator,
EQUAL OPPORTUNITY AND NONDISCRIMINATION

or any building principal or teacher. If a verbal report is made, a written report shall be requested. The person to whom the report is made is also responsible for reporting in writing their conversation and other available information to the Compliance Coordinator.

4. District employees who either witness conduct directed at a student that may be harassment, bullying, or discrimination, or receive an oral or written report of such conduct, must report that to the Compliance Coordinator. The employee must make an oral report to the Compliance Coordinator within one school day, followed by a written report to the Compliance Coordinator no more than two school days after their oral report.

B. Fact-finding Inquiry: Upon receiving a written report of possible harassment, bullying, or discrimination, the Compliance Coordinator shall log the report, acknowledge in writing its receipt, and conduct a fact-finding inquiry designed to determine with a reasonable degree of probability what actually transpired.

1. The fact-finding inquiry should be begun promptly after receiving the complaint, and be pursued with sufficient diligence to reach a conclusion as soon as possible promptly after receipt of a written report.

2. The inquiry should determine with as much detail as possible the sequence in which events occurred, the identity of each person involved and their respective roles, and the exact words spoken by each participant. To the extent practicable, all interviews should be conducted by one person.

3. If a report involves conduct solely between students, the appropriate building administrator will confer with the Compliance Officer. The building administrator will provide the Compliance Officer with copies of all related documentation, including student behavior incident reports. If the Compliance Officer determines that the building administrator's documented factual inquiry and resolution of the incident(s) are sufficient, the Compliance Officer shall have the discretion to determine that no further intervention or notice to the students is required. The Compliance Officer will document his or her conclusions.

3. The inquiry shall include an opportunity for any person who has been identified as possibly violating this Policy to respond to each assertion made against them.

4. Interviews shall be scheduled and conducted in compliance with applicable provisions of New York law and collective bargaining agreements.
EQUAL OPPORTUNITY AND NONDISCRIMINATION

5. Each person interviewed shall be reminded that they are protected by the non-retaliation provision of this Policy, and that they are bound by that provision.

C. Resolution: The Compliance Coordinator shall prepare a written fact-finding report describing what investigation was done, what conclusions have been drawn about what happened, a conclusion as to whether the conduct violated the District’s Policy, and, if it did, a recommendation regarding what corrective action should be taken. This report shall be submitted to the Superintendent for further action.

1. If the determination is that this Policy has not been violated, the person who made the report, and each person whose conduct was challenged, shall be told of that determination verbally and in writing. The person who made the report shall be told of the option to have the determination reviewed.

2. If the determination is that this Policy has been violated, the person who made the report of possible discrimination shall be told of that determination verbally and in writing and, consistent with the confidentiality accorded to student and personnel records, told that appropriate corrective action has been taken to deter any repetition of the offending conduct. The person whose conduct violated the Policy shall have that explained to them, shall be told of the corrective action being taken by the District, and shall be told of the option to have the determination reviewed.

3. When the Compliance Coordinator verifies the occurrence of harassment, bullying, or discrimination directed at a student, the school shall take prompt action that is consistent with the District’s Code of Conduct and is reasonably calculated to end the harassment, bullying, or discrimination to eliminate any hostile environment; to create a more positive school culture and climate; to prevent a recurrence of the behavior; and to ensure the safety of the student(s) at whom the conduct was directed.

   a. Responsive actions shall be measured, balanced, and age-appropriate.

   b. Responsive actions shall follow a progressive model and make appropriate use of intervention, education, and discipline.

   c. Responsive actions shall vary according to the nature of the offending behavior, the developmental age of the person engaging in the behavior, and the prior history of problem behaviors by the person engaging in the conduct.
EQUAL OPPORTUNITY AND NONDISCRIMINATION

D. Report to Law Enforcement Agency: When the Compliance Coordinator believes that conduct has occurred that constitutes criminal conduct, the Coordinator shall promptly notify the Superintendent, and the Superintendent shall promptly notify the appropriate law enforcement agency.

E. Confidentiality: It shall be explained to anyone making a report or providing information about a report that the District does not reveal information about reports or the fact-finding process except to the extent necessary to fulfill its legal obligations to make as complete an inquiry as possible and to take appropriate corrective action when discrimination has occurred. Every witness interviewed during the fact-finding inquiry shall be instructed not to discuss the complaint or the investigation with anyone else, except as may be privileged by law.

F. Special Fact-finder: The Superintendent is authorized to appoint a special fact-finder to carry out the responsibilities of the Compliance Coordinator when the Superintendent concludes that the circumstances of a particular report warrant that action.

G. Immediate Corrective Action/Interim Protective Action: The Superintendent has discretion to implement interim protective action, pending the completion of a fact-finding inquiry, to protect an individual when the Superintendent concludes that the circumstances of a particular report warrant that action.

H. Review of Coordinator’s Administrative Response: If a person who initiated a report of possible discrimination, or a person whose conduct was challenged by a report of possible discrimination, is not satisfied with the action taken by the Superintendent, they may request that the determination be reviewed by the Board of Education.

1. A request for Board review must be made in writing, filed with the Board Clerk within 10 business days of receiving the written notice of the determination.

2. The person requesting review shall provide a written explanation of their objection(s) to the determination, including the corrective action taken, if any. That statement shall be filed with the Board Clerk at least five (5) business days before the Board meeting at which the review will be conducted. The Board shall also be provided with a copy of the Compliance Coordinator’s report and recommendation, and documentation of the Superintendent’s subsequent action(s).

3. Board discussion of the determination and the objection(s) made shall take place in executive session. Board action to adopt or change the determination shall be take place in public session.
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General Commitments

Equal Opportunity and Nondiscrimination

I. No Retaliation: No employee or student shall take a retaliatory action, or request or cause anyone else to take a retaliatory action, against any person who, in good faith, reports information about a possible violation of this Policy to a District employee or to the Commissioner of Education or to a law enforcement agency, or who initiates a report or testifies or assists or participates in the investigation of a report.

VII. Remedial Measures When This Policy is Violated

A. An employee found to have engaged in prohibited discrimination against another person (whether a District employee, District student, or member of the public) in the course of their employment will be subject to discipline, up to and including termination. Such decisions will be made and implemented in accordance with other District policies (e.g. the Code of Conduct) and applicable statutes and collective bargaining agreements.

B. A student found to have engaged in prohibited discrimination against another person (whether a District employee, District student, or member of the public) while participating in a school activity or on school property will be subject to discipline. Such decisions will be made and implemented in accordance with other District policies (e.g. the Code of Conduct), the New York State Education Law, and any other applicable statutes.

C. Any other person found to have engaged in prohibited discrimination against another person (whether a District employee, District student, or member of the public) while participating in a school activity or on school property may have their future access to school activities limited, as deemed appropriate under the circumstances.

VIII. Dignity Act Coordinator

A. The Board appoints at least one staff member at each school to serve as the Dignity Act Coordinator for that school, upon the recommendation of the Superintendent. Each person designated for this role shall be instructed in the provisions of Article 2-A of the Education Law and thoroughly trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

B. The name and contact information for each Dignity Act Coordinator shall be publicized as follows:

- listing such information in the Code of Conduct posted on the District’s website;
EQUAL OPPORTUNITY AND NONDISCRIMINATION

- including such information in the plain language summary of the Code of Conduct provided to all persons in parental relation to students before the beginning of each school year;

- including such information in at least one mailing per school year to parents and persons in parental relation, and in additional mailings if the information changes;

- posting such information in a highly visible location in each school building; and

- making such information available at the District office and each school building office.

The publication of this information shall also inform students and persons in parental relation to students that the Dignity Act Coordinator is available to speak with them if they have witnessed possible discrimination, harassment, or bullying, or if they have experienced treatment that may be prohibited discrimination, harassment, or bullying.

C. In the event a designated Dignity Act Coordinator vacates that position, the Superintendent shall immediately designate an interim Coordinator pending appointment by the Board. In the event that a Coordinator is unable to perform the duties of the position for an extended period of time, another staff member shall be immediately designated by the Superintendent as an interim Coordinator pending return of the previous Coordinator to the position. Contact information for the new Coordinator shall be distributed as provided above.

IX. Training and Publication of Policy

A. All District employees will be notified at the beginning of each school year, or at the time of initial employment, of this Policy, the conduct expectations established by it, and how they may request an accommodation of a disability or initiate a complaint. Periodically, employees shall be provided training about the Policy and its enforcement in small group sessions.

B. All students and their families will be notified at the beginning of the school year, or at the time of enrollment, of this Policy, the conduct expectations established by it, and how they may request accommodation of a disability, initiate a complaint, or report possible discrimination, harassment, or bullying.

C. A summary of this Policy shall be posted as part of the District’s website, and shall be distributed periodically with District publications.
EQUAL OPPORTUNITY AND NONDISCRIMINATION

D. The Superintendent shall insure that each year all District employees receive training designed to meet the following objectives:

1. discourage the development of harassment, bullying, and discrimination;

2. make employees aware of the effects on students of harassment, bullying, cyberbullying, and discrimination;

3. raise the awareness and sensitivity of employees to potential harassment, bullying, and discrimination;

4. enable employees to prevent harassment, bullying, and discrimination;

5. enable employees to respond to harassment, bullying, and discrimination;

6. inform employees about social patterns of harassment, bullying, and discrimination, including that based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex; and

7. strategies for effectively addressing the problems of exclusion, bias, and aggression in an educational setting.

E. The Superintendent shall develop and implement guidelines:

1. for the development of nondiscriminatory instructional and counseling methods to be used by District staff;

2. for the development of measured, balanced and age-appropriate responses to instances of harassment, bullying, and discrimination by students, with remedies and procedures following a progressive mode that make appropriate use of intervention, discipline and education, vary in method according to the nature of the behavior, the developmental age of the student and the student’s history or problem behaviors, and are consistent with the Code of Conduct; and

3. include safe and supportive school climate concepts in curriculum and classroom management.

F. The District shall develop and implement a program of instruction in grades Kindergarten through Grade 12 to include a component on civility, citizenship and character education in accordance with Education Law.

1. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws
EQUAL OPPORTUNITY AND NONDISCRIMINATION

and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community.

2. Instruction on the principle of respect for others shall discourage acts of harassment, bullying, and discrimination.

3. Instruction on the principle of tolerance, respect for others, and dignity shall seek to instill an awareness and sensitivity to harassment, bullying, discrimination, and civility in the relations of people of different races, weights, national origins, ethnic groups, religion, religious practices, mental or physical disabilities, sexual orientation, genders, and sexes.

4. This shall include instruction about safe and responsible use of the internet and electronic communications.

New Hartford Central School District


Adopted: 07/03/94
Revised: 06/18/02, 04/22/03, 05/02/06, 02/24/09, ___
ATHLETIC COORDINATOR (Extra-Duty Annual Appointment)

The duties of the Athletic Coordinator are presently performed by an individual who is annually appointed by the Board of Education to serve in this extra-duty assignment.

The individual serving in such capacity shall serve under the direct supervision of the Superintendent and/or his designee.

With respect to making recommendations for the appointment of members of the coaching staff, the Athletic Coordinator’s initial recommendations shall be subject to approval by the Superintendent and Board of Education.

The general expectations of the Athletic Coordinator include, but are not limited to, the following:

1. The coordinator shall establish an athletic program that insures a cooperative, supportive, and participative environment for all students, coaches, faculty, and community.

2. The coordinator shall be visionary and innovative and will create the short and long-term goals for the school athletic program in cooperation with students, faculty, community, board of education, and state associations.

3. The coordinator shall provide leadership that is pro-active and positive. This leadership will place utmost emphasis on the educational, physical, mental, and social benefits of interscholastic athletics to the student-athlete.

4. The coordinator will successfully perform and show accountability for managerial functions that reflect knowledge and organizational competence.

5. The coordinator, with the cooperation of the coaching staff, shall provide an athletic program that promotes good sportsmanship and citizenship.

6. Specific responsibilities include:
   a. Providing leadership of the athletic department and placing it in the balanced perspective of the comprehensive educational program.

   b. Recruiting, supervising and evaluating, according to the administration procedures, all coaching personnel.

   c. Administering and evaluating athletic activities at all levels.
d. Submitting to the Superintendent prior to each season a recommended list of coaching personnel.

e. The general administration and evaluation of all home interscholastic athletic contests, including the scheduling of games, employment of qualified officials and assignment of necessary help for the conduct of the game and control of the spectators. This includes responsibilities for tickets, gate receipts, passes and game reports for all games where admissions are charged. This also includes providing dressing rooms for visiting teams and game officials.

f. Coordinating team schedules and arranging all transportation connected with athletic events.

g. Assigning facilities for all school athletic practices and contests.

h. Coordinating all recreational activities with the Town and Village recreation departments.

i. Assisting with community use of indoor and outdoor facilities for recreational purposes; developing and maintaining a program of public relations for the interscholastic program.

j. Coordinating a pre and post-season inspection and evaluation of the athletic facilities and grounds with the maintenance department for the repair and maintenance of same.

k. The preparation and administration of a budget for athletic and recreational activities.

l. Representing the District and its athletic philosophy in meetings within the school system, the community and athletic leagues.

m. Attending and serving as school liaison at athletic booster meetings and serve as school liaison between the coaches and athletic booster club.

n. Evaluating the program, always seeking ways of improving interscholastic athletics.

o. Any other duties assigned by the Superintendent that will assist in providing appropriate services to the school district.

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New Hartford Central School District
Approved:

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