ADJUSTED DAY PROGRAM (ADP)

Early release privileges will be accorded students in their Senior year only on an individual basis and under exceptional circumstances. In order to qualify for early release privilege, the following procedures/criteria will be followed:

1. Students must complete an application describing their meaningful transition activity.

2. In order for the application to be approved;
   a. The student must be in good academic standing.
   b. The student must maintain good attendance.

3. The students must receive final permission from the Building Principal.

4. The student’s participation in ADP may be revoked if guidelines are not followed:
   a. Students may indicate which period they prefer the ADP, although this is not a guarantee.
   b. Only 4 blocks in a cycle are allowed for ADP regardless of how much study hall time a student has.
   c. Students need to support their request for ADP in writing.
   d. Parental permission is required.
   e. Students must be in good academic standing as well as have good attendance.
   f. School administration may periodically review the ADP plan and invite students to share their experiences. If this is the case, the ADP students are expected to attend.
   g. Transportation is the responsibility of the student/parent.
   h. Students may not remain in the building during ADP time.
   i. Participation will be verified on a quarterly basis.

New Hartford Central School District
Adopted: 10/25/77
Revised: 03/15/05, 04/04/07, 07/07/10
Reviewed: _______
DETERMINATION OF STUDENT RESIDENCY

I. The Board designates the Superintendent, to make determinations as to whether a child is entitled to enrollment in District schools a resident of the District. No other District employee is empowered to make such a determination.

II. The Superintendent shall promulgate a regulation describing principles and procedures for determining a child’s residency status. All such principles and procedures shall comply with applicable statutes and regulations.
PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

I. Purpose of Regulation

The Board has designated the Superintendent to make determinations as to whether a child is entitled to enrollment in District schools as resident of the District. This Regulation describes guidelines and procedures that will be used to make that determination. The Superintendent’s determinations will also be guided by court decisions, Commissioner Rulings, and advice of legal counsel.

II. Procedures

1. When a parent or guardian requests that a child be enrolled, the child must be enrolled immediately on a conditional basis, and the child is expected to begin attendance the next day or as soon as necessary arrangements can be made. However, attendance will be delayed until there is proof of required immunizations.

2. The Superintendent makes a determination of whether the child is entitled to continue attendance in the District within three (3) business days of the child’s initial enrollment. This time period may be extended where additional documentation is required, or verification is required.

3. In the course of making any determination regarding student residency, the Superintendent will afford the parent(s), or the person in parental relation, or the child, as applicable, the opportunity to submit information concerning the child’s right to attend school in the District.

4. The Superintendent may require the production of relevant documents to verify that the child to be enrolled resides with the parent or person in parental relation, and that the parent or person in parental relation maintains a physical presence in the District that qualifies as a residence.

To establish that the child resides with the parent or person in parental relation, the District requests that the adult sign an affidavit that the child lawfully resides with them. In the case of a person in parental relation, the affidavit must also state that the adult has total and permanent custody and control of the child, and explain how they obtained that custody and control.

To establish that the adult maintains a residence in the District, the District first requests this documentation:
PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

- A copy of a residential lease or proof of ownership of a house or condominium;
- A statement signed by a landlord, property owner, or tenant from whom the adult leases or rents property, or with whom the adult shares property within the District (the District prefers a sworn statement, but this is not required); or
- Some other signed statement from a third party establishing that the adult maintains a physical presence within the District.

If these forms of documentation are not available, the District will accept for review other forms of documentation of residency, including but not limited to:

- Pay stub;
- Income tax form;
- Utility or other bills;
- Membership documents based on residency (e.g., library card);
- Voter registration documents;
- Official driver license, learner permit, or non-driver identification;
- State or other government issued identification or documents relating to government services or benefits, and
- Evidence of custody of the child.

5. When the Superintendent determines that the child is neither a resident nor entitled to attend the schools of the District as a homeless child, the following steps will be taken:

- Written notice of the determination will be provided within two (2) business days to the parent, the person in parental relation or to the child. Such notice shall include the basis for the determination, the date of exclusion from the District, and a statement regarding the right to appeal an adverse determination to the Board of Education, in accordance with Section 310 of the New York State Education Law, within ten (10) days of the determination.

- If upon the appeal to the Board of Education, the parent wishes to appeal to the Commissioner, an adverse determination to the Commissioner may be obtained from the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234, in accordance with Section 310 of the New York State Education Law, within thirty (30) days of the date of the determination.

III. Presumption of Residency With Parents
POLICY

STUDENTS

Draft 06/12/2015

6008.1 Replaces partial 6003, 6003.1

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

1. It is presumed that a child’s residence is the residence of the child’s parents.

2. In considering whether a different residence has been established for a child, the Superintendent will consider information about: the intention of the child and parent to remain in the District; the retention or relinquishment of parental authority; who is financially responsible for a child’s shelter, food, medical care, and other personal needs; address listed on legal documents; time actually spent at different locations; and any other factor indicating actual intent to establish a residence.

3. A child may have only one residence.

IV. Parents With Separate Residences

1. Where a student is living with one parent denominated the custodial parent by virtue of a court order, the child’s residence is presumed to be that of the custodial parent.

2. Where there is a court determination of joint custody, and a child spends substantial amounts of time with each parent, the family may jointly designate one residence or the other as the residence of the child. If the family cannot agree on a joint designation, the Superintendent will make a determination based on the factors described above.

V. Child Living With Adult Other Than Parent

1. If a child claims a residence with an adult other than the child’s parent, and a parent of the child is competent and not incarcerated, the Superintendent will require convincing evidence that the parent has transferred custody and control of the child to the adult with whom the child is living, and relinquished both parental responsibility and parental authority.

2. Resident status will be denied if the Superintendent or Superintendent’s designee, the Assistant Superintendent, determines that the sole reason the student is living with the non-parent adult is in order to attend school in this District.

3. A child living with an adult other than a parent may qualify for enrollment as an emancipated minor, or as a homeless child.

VI. Emancipated Minor

1. A person who is independent and living apart from their parents, and who is not in need or receipt of foster care, may be considered emancipated for purposes of
establishing a residence apart from their parents. Establishment of emancipation rebuts the presumption that a student's residence is with his/her parents.

2. The Superintendent may require documentation from a person who claims the status of an emancipated minor. Such documentation may include, but shall not be limited to, such things as proof of the person's age and means of support; an explanation of the circumstances surrounding the person's emancipation, including a description of the person's relationship with any living parents; and evidence that the student is not receiving any support from parents. Proof of eligibility for public assistance as an emancipated minor will be deemed to establish a student's status for purposes of residency. The District may require a sworn statement or affidavit from the student as proof of emancipation and residence. (See Regulation 6008.2)
STATE OF NEW YORK  }
COUNTY OF ________________} SS.:

____________________________________________________________________
being duly sworn, deposes and says:

1. I was born on _______________________________________________________________________.
   [Date]

2. I am not living with my parent(s)/guardian(s) because ____________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________

3. I currently reside at ___________________________________________________________________

4. Do you plan to return to live with your parent(s)/guardian(s)? ______________
   _______________ If so, when? ____________________________________________________________________

5. Who will make decisions regarding your health and medical treatment? ______________
   ____________________________________________________________________________________

6. Who will make decisions regarding your education? ____________________________________________________________________________________

7. My current means of financial support is ____________________________________________________________________________________

8. [Check the one that applies] _____ I am _____ I am not receiving financial assistance from my parent(s)/guardian(s).
   If you are receiving financial assistance from your parent(s)/guardian(s), how much and
   how often?
   Amount: ___________________________ Frequency: ___________________________

9. My current relationship with my parent(s)/guardian(s) is as follows[e.g. when last seen,
   contacted, knowledge of whereabouts, etc.]: ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________
New Hartford Central School District
SUPERINTENDENT'S REGULATION
Draft 06/12/2015

STUDENTS 6008.2 Renumber 6003.2

STUDENT AFFIDAVIT OF EMANCIPATION

10. Other facts relevant to my status as an emancipated minor are as follows:


I certify that all the information provided on this affidavit is true and accurate.

I understand that:

A. If I provide false information on this affidavit to the ______________ School District, I may be committing the crime of perjury in the third degree (a class A misdemeanor);

B. If I provide false information on this affidavit to the ______________ School District with the intent to defraud the ______________ School District, I may be committing the crime of perjury in the second degree (a class E felony); and

C. I may be prosecuted on criminal charges for such false information and be liable for tuition and any other costs incurred by the School District.

______________________________  Sworn to before me this __________
(Signature of Student)  day of ____________, 20__.

______________________________  Notary Public

Approved by the Superintendent:  07/07/10, _____
STATE OF NEW YORK }    
COUNTY OF ________________} SS.:   

________________________________________, being duly sworn, deposes and says:    

[Name of Parent/Guardian]    

1. I am the ___________________________ of ___________________________.    
   [Relationship to Student]  [Name of Student]    

2. I reside at ___________________________________________    
   [Address of Parent/Guardian]    

3. [Check the one that applies] ______ I do ______ I do not have legal custody of the Student. (Attach court/custody papers if parents are separated/divorced).    

4. If the other parent has legal custody, identify that person by name, address and telephone number, and provide a notarized statement from that parent indicating consent to the current living arrangement.    

5. The Student is currently residing with __________________ at the following address:    

6. The Student’s relationship to the person with whom he/she is currently residing is:    

7. The Student began living at the current residence on __________________ and will continue to reside there until __________________.    

8. Why is the student living at the current location?

________________________________________

Page 1 of 3
9. Will the Student reside in your home during weekends, holidays or any other times during his/her stay in the current location?

   

10. Who will claim the Student as a dependent for Income Tax purposes?

   

11. During the time the Student resides at the current location, who is responsible for:

    A. Receiving and responding to academic and other reports concerning the Student?

    

    B. Making decisions regarding the Student’s Education?

    

    C. Authorizing medical treatment for the Student?

    

    D. Payment for medical treatment of Student?

    

    E. Releasing records for the Student?

    

    F. Providing other necessary consents for the Student?

    

    G. Expense of Student’s room and board?

    

    H. Expenses of clothing and other necessities?

    

    Will you provide any other financial assistance to the Student? _____ yes _____ no

    If yes, what is the nature and amount of the assistance? 

    

    

    

Page 2 of 3
12. Other information that would assist the School District in acting on the application of this Student. ________________________________

______________________________

______________________________

I certify that all the information provided on this affidavit is true and accurate.

I understand that:

A. If I provide false information on this affidavit to the __________ School District, I may be committing the crime of perjury in the third degree (a class A misdemeanor);

B. If I provide false information on this affidavit to the __________ School District with the intent to defraud the __________ School District, I may be committing the crime of perjury in the second degree (a class E felony); and

C. I may be prosecuted on criminal charges for such false information and be liable for tuition and any other costs incurred by the School District.

______________________________  Sworn to before me this __________

(Signature)   day of __________, 20__.

______________________________

Notary Public

______________________________

Approved by the Superintendent:  07/07/10, _____
I. Statement of Purpose

A. The New Hartford Central School District encourages students to participate in extra-curricular activities, including athletics. New Hartford offers a wide variety of opportunities to participate in athletics at the Modified, Junior Varsity and Varsity levels, which compete interscholastically during the fall, winter and spring seasons. Athletics gives students an opportunity to engage in physical activity and competition while learning valuable life-time lessons including discipline, responsibility, honesty, self-control, dedication, sportsmanship and respect for others.

B. As a member of the New York Public High School Athletic Association, New Hartford supports the educational goals of:

- **Competence**: The demonstration of the needed level of knowledge and skill to sufficiently train and compete.

- **Civility**: The demonstration of behavior that exemplifies appropriate respect and concern for others.

- **Citizenship**: The demonstration of social responsibility as part of a community.

- **Character**: The dispositions, values and habits that determine the way that people normally respond to desires, fears, challenges, opportunities, failures and successes. ("Good Character" is when dispositions reflect positive ethical values.)

C. These goals are achieved through hard work, dedication and discipline, which are fostered by this Athletic Code of Conduct. Athletes, coaches, teachers, administrators and parents/guardians can team together for the most effective results.

D. This Athletic Code of Conduct provides (1) a commitment to instilling positive values and habits in student athletes, (2) necessary conduct for representing New Hartford in athletics; (3) prohibited conduct which will subject a student athlete to removal from participation; (4) the process for applying consequences related to violation of the Athletic Code of Conduct; and (5) Administration of the Athletic Code of Conduct.

**The Sports Seasons:**

FALL – Legal starting date for football practice to last scheduled contest
ATHLETIC CODE OF CONDUCT

WINTER – Legal starting date for winter sports practices to last scheduled contest
SPRING & SUMMER – Legal starting date for spring sports practices to legal
starting date for football practice

Due to the fact that many teams and individuals are training year-round for
their respective athletic teams, it is expected that all athletes will adhere to the
following athletic code year round.

II. Code of Conduct

The purpose of this athletic code is to reinforce the expectations the New Hartford Central
School District has for the students participating in interscholastic athletics. Our student
athletes have voluntarily chosen to make an additional commitment in their educational
experience and in doing so have agreed to follow the expectations set forth by the New
Hartford Central School community.

A. Participation Rules and Qualifications

1. During each sport season, student athletes are loaned uniforms and equipment
that are purchased by the school district. Student athletes must return uniforms
and equipment at the end of each season. If uniforms and/or equipment are
not returned, the student athlete will pay cost of a replacement uniform and/or
equipment.

2. Student athletes are expected to maintain a high level of academic
achievement. To that end, a student athlete will never be penalized by the
Athletic Department for missing a practice or a game due to an academic
responsibility.

3. A student who is absent or tardy because of personal illness during the
afternoon session of a school day may not practice or participate in any games
scheduled for that day or night. A student, in order to participate in practice or
athletic contest scheduled for that day or night, must be in attendance by 11:30
AM. A Friday absence because of illness may exclude a student from playing
on Saturday. However, there remains the possibility that the student may
sufficiently recover. Parent/Guardian permission in this instance is required
for the student to play on Saturday. In the event of a half day, students must
be in attendance by 8:30 a.m. in order to participate in practice or athletic
contests scheduled for that day or night.

4. The student must report any injury to the coach/trainer immediately. The
school does not carry student accident insurance. If parents/guardians desire
this coverage, they may wish to contact their individual carrier. The student
must also report to the nurse as soon as possible to fill out a report if medical treatment is necessary.

5. A student shall not engage in prohibited conduct as defined by II, B below.

B. Prohibited Conduct Subject to an Athletic Hearing

1. Student athletes will refrain from using or possessing any tobacco product on or off school grounds.

2. Student athletes will refrain from using or possessing alcoholic beverages on or off school grounds.

3. Student athletes will refrain from using or possessing any mind or performance altering drugs or substances on or off school grounds.

4. Student athletes will refrain from attending and/or remaining in attendance at a function where illegal drugs are present and/or being used or where alcohol is possessed or being used by minors. Remaining in attendance means: the student athlete remaining at the function after becoming aware or after he/she reasonably should have been aware that drugs or alcohol were present, possessed or being used as described above.

5. Student athletes are prohibited from engaging in hazing (recklessly endangers the mental health, physical health or safety of a student), harassment (slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s protected status including, but not limited to, race, color religion ancestry, sex, sexual preference, national origin, age, or disability), illegal gambling, violations of other rules or laws (maintenance of public order on school property, schools functions, or any violations of local, state, federal law).

6. Student athletes will refrain from any activities that result in an out-of-school suspension.

7. Student athletes will conduct themselves in a manner that avoids being insubordinate or disorderly and/or endangers the health, emotional well-being, safety or morals of others on or off school grounds.

8. Student athletes will fulfill their commitment to their team unless the coach and Athletic Director agree that it is in the best interest of the team and the individual to not fulfill the commitment.

9. Student athletes will attend all scheduled practices and games, unless the student is absent from school or has prior permission from the coach.
STUDENTS

ATHLETIC CODE OF CONDUCT

10. Student athletes will attend school and classes each day school is in session unless legally excused by a parent, guardian or school official.

III. In Case of Alleged Violations of the Rules

A. Investigation

1. Alleged violations shall be reported to the Director of Athletics, Building Principal, or the Dean of Students. The Building Principal or Director of Athletics, or their respective designee(s) shall conduct an investigation regarding the alleged violation within three (3) school days of the reported incident or as soon thereafter as is practicable.

2. If the investigation indicates that a violation of the Athletic Eligibility Rules may have occurred due to competent and substantial evidence, then the Building Principal, or Director of Athletics, or their respective designee(s) will notify the student athlete and his/her parent(s)/guardian(s) and the Athletic Committee will be convened within three school days of the determination or as soon thereafter as is practicable.

3. When an investigation warrants an athletic hearing, the Dean of Students will contact parents or legal guardian. After explaining the situation, the Dean of Students will provide a brief description of the procedures in the Athletic Code and will provide the parent or guardian with a copy of or access to the athletic code. The Dean of Students will be available to answer any questions related to the process.

4. The Athletic Committee shall consist of three members: Director of Athletics, or Building Principal, or their designee (the one who did not conduct the investigation), the coach of the student’s sport, and a teacher representative appointed by the Building Principal and Athletic Director.

5. The Director of Athletics or Building Principal or designee will serve as Committee chair. It is the intent to have the same teacher at each school serve on the Athletic Committee. Therefore, if the representative teacher is unable to serve, an alternate may be designated for the Athletic Committee by the Director of Athletics, the Building Principal or their respective designee(s).

6. The investigating official will present the information to the Athletic Committee. The student and his/her parents/guardians shall have the opportunity, upon hearing the information presented by the investigating official, to provide the student’s explanation of events.
B. Consequences for Violation

The consequences for a violation of the set forth expectations shall be determined by the Athletic Committee.

1. First time violations of expectations II. B. 1-5, will carry a penalty of ineligibility for up to 25 percent of the contests according to policy. First time violations of expectations II, B. 6-10 will carry a penalty of ineligibility for up to 10 percent of the contests according to policy. These penalties are intended as a guideline to ensure fairness; however, members of the Athletic Committee shall have the authority to consider extenuating or exacerbating circumstances in assigning a consequence/penalty and act accordingly.

2. The committee will also have the authority to recommend counseling, education, and/or the use of a behavior contract in any appropriate situation.

3. In the event of a subsequent offense of any of the aforementioned violations, the student will incur a heightened penalty up to and including a full calendar year suspension from athletic participation.

4. The number of ineligible contests will be determined by using the number of regularly scheduled games. However, in order to fulfill the penalty, play-off games will be counted. If a student is not participating in athletics at the time of the hearing, the penalty will carry over to the next season in which the student will participate. The maximum penalty shall be ineligibility for interscholastic sports for one full year from the day of violation.

C. Self-Referral and Reporting

We expect student athletes to be honest and encourage them to report their own Prohibited Conduct to a coach, athletic director, principal, or school administrator. Student athletes who have violated the set forth expectations but have been exceptionally forthcoming, responsible, and truthful, or have voluntarily reported themselves to be in violation of the set forth expectations may, at the discretion of the Athletic Committee, have their penalties/consequences reduced.

D. Committee Decision

The Athletic Committee’s decision shall be sent in writing to the Superintendent, who shall send it to the student and the parent or guardian and the Board of Education. The Director of Athletics shall report all cases of ineligibility to all affected coaches.

E. Appeal
REGULATION POLICY

STUDENTS

ATHLETIC CODE OF CONDUCT

The student and/or parent or guardian may appeal the decision of the Athletic Committee in writing to the Superintendent. Any appeal must be within ten (10) school days following receipt of the Athletic Committee’s decision. The Superintendent or designee shall review the decision of the Athletic Committee to insure that the decision was neither arbitrary, capricious, or unreasonable. The Superintendent or designee findings will be submitted in writing to the student, parent or guardian, Athletic Committee and the Board of Education. This decision will be final.

IV. Administration of the Athletic Code of Conduct

A. Each student-athlete will be given a copy of the Athletic Code of Conduct at the beginning of each season he/she participates. A copy shall be in the student handbook. Coaches are required to read aloud the entire athletic code of conduct prior to the first practice and a copy of the written code of conduct will be sent home to the parents/guardians. By participating in the sport, the student athlete is demonstrating his/her willingness to comply with all the expectations of a student athlete at New Hartford Central School for one (1) calendar year, date of receipt by student signature on the Athletic Code of Conduct regardless of whether participating in a sport at the time or not.

B. In addition, the Building principal, or the Athletic Director, or their respective designee will present the set forth expectations contained in the Athletic Code of Conduct as well as, expectations for the behavior of student spectators during interscholastic competitions, to members of the student body during grade level meetings held at the beginning of each school year.

V. Maintenance of the Athletic Code

A. The Superintendent shall provide a report annually to the Board of Education (after the last athletic contest) concerning the application of the Athletic Code. The report shall include statistics related to types of violations and application of consequences. Information identifying individuals shall not be provided in the report.

B. The Athletic Code shall be reviewed/revised every third year and otherwise updated as necessary, taking into consideration the effectiveness of code provisions and the fairness and consistency of administration.

Athletic Concern Procedure:

If you have any questions or concerns about athletics, you should contact district personnel in the following order:

1. Coach
REGULATION POLICY

STUDENTS

ATHLETIC CODE OF CONDUCT

2. Director of Athletics 624-1283
3. High School Building Principal 624-1214
5. Superintendent of Schools 624-1218

New Hartford Central School District
Adopted: 03/07/89
Revised: 02/26/91, 01/02/96, 05/21/96, 09/17/96, 10/06/98, 11/17/98, 09/07/99, 03/21/00, 10/01/02, 07/02/07, 07/10 Reviewed: 03/15/05, 07/07/10,

Required Signatures:

My signature below indicates that I have read and understand the expectations and procedures set forth in the New Hartford Central School District Athletic Code of Conduct and that I have voluntarily chosen to abide by the terms and conditions set forth in this document.

Student Athlete: ______________________________ Date: ________

Parent/Guardian: ______________________________ Date: ________

Coach: ______________________________ Date: ________
INTERSchOLASTIC ATHLETIC REGULATIONS

I. Coaches Responsibilities

The coach assumes a very important and responsible position in the education and guidance of youth. He/she directs and instructs activities in which young people are extremely interested, emotionally involved and highly motivated. The results of the coach's influence are immediately apparent. His/her personal conduct should reflect the dignity, integrity and high principles of the profession. Coaches should be aware of this influence, which they wield in the lives of the young persons who look to them for example. To be successful and to win is highly desirable, but high ideals and the safety and welfare of the players are not to be sacrificed for winning.

A. The coach must abide by all rules and regulations established for the conduct of interscholastic sports by the Commissioner of Education, the Board of Education and Leagues with which the District is affiliated. The coach's loyalty and support of these rules and regulations is expected.

B. The head coach will act as an advisor to the other coaches in a particular sport in order to unify and make for orderly progress in the program.

C. Scouting is a responsibility of all coaches when requested to do so by the head coach.

D. The coach is responsible for keeping an accurate and alphabetized list of his/her team members for eligibility purposes. The list will include the players' name, date of birth, year in school, years of experience and date of physical.

E. The coach is to supervise his/her team from the time they report (to practice, matches, etc.) until they have left the building. This responsibility cannot be delegated to non-teaching personnel.

F. The coach is responsible for his/her team at all games. Coaches must never permit or condone unsportsmanship-like play or behavior. His/her attitude toward opponents, other coaches and officials should be friendly, helpful and sportsmanlike.

G. Coaches must concern themselves with how school athletes care for their equipment. There is to be no misuse of or player exchange of equipment. The coach is responsible with the issuing and collecting of equipment and uniforms assigned to his/her team.
H. At the first team meeting, the coach should advise all candidates about the rules and regulations pertaining to the sport and point out all of the obligations which they assume as team members. This must include reporting of injuries to the coach to obtain necessary treatment and file accident report. Forward all accident reports to the nurse.

I. It is advisable that parent(s)/guardian(s) be informed about practice hours, schedules and especially about team obligations.

J. The coach will show the visiting team and officials to their dressing quarters and see to it that their needs are cared for.

K. The coach will have the officials sign the school voucher for payment of their services. The signed vouchers should be returned to the office of the Director of Athletics.

L. The coach should call in all game results to the local newspapers and local television stations.

M. At the end of the season, the coach should complete the "End of the Season Report" and "Year End Questionnaire" and return these reports to the Director of Athletics.

N. Transactions pertaining to the following situations should be processed through the Director of Athletics.

1) Schedules
2) Scrimmage Games
3) Cancellations and Rescheduling of Games
4) Early Dismissal from School
5) Transportation Requests
6) Facility Use
   (a) Practice Times
   (b) Holiday Practices

O. Each coach will publish and hand out criteria for students who are trying out for their team. This criterion is to be handed to the Director of Athletics to be reviewed in advance of the start of the season.

P. Each coach will be responsible for following the New Hartford Central School Athletic Matrix. This matrix applies to all modified, junior varsity and varsity athletics. Specifically:
INTERSCHOLASTIC ATHLETIC REGULATIONS

1) Mission Statement
2) General Objectives/Responsibilities of New Hartford Central School Athletics Programs and Staff
3) Educational Goals of a Quality Interscholastic Athletic Program
4) Grade Eligibility
5) Playing Time Guidelines
6) Missing Practices/Competitions
7) Coach’s Meeting

II. Coaches Responsibilities - Specifics to Sports Physicals

A. No student may participate in sports without the proper completion of the parents’ statements on the "Athletic Eligibility Rules" (which requires a student’s and parent(s)/guardian(s) signature), nor may any student participate on a team prior to the completion of the required physical examination and health history. The coach is ultimately responsible to ensure that parental permission is granted and that the physical examination is completed. Should there be any question in the coaches’ mind about any student, he/she should check immediately with the School Nurse, etc.

Note: The parent(s)/guardian(s) signed statement on the "Athletic Eligibility Rules Form" and Emergency Medical Card should be kept in the custody of the coach.

B. Follow the procedures for student physicals that have been approved by the Superintendent.

III. Player Responsibilities

A. General Behavior

As a member of a New Hartford Interscholastic Athletic team, the student athlete will be well groomed, respectful and responsible and exhibit good sportsmanship and school citizenship at all times. Student athletes should remember that they are representatives of their school and community.

B. Practice

1. Attend all practices and games, unless excused by the coach.
2. Be punctual for practices.
3. Be mentally ready to make a 100% effort at all times.
4. Work on weak skill areas.
5. Keep locker rooms clean.
REGULATION

STUDENTS

INTERSCHOLASTIC ATHLETIC REGULATIONS

6. Observe all safety rules.
7. Be responsible for all equipment. All issued equipment must be returned or the athlete must pay for missing equipment and uniforms.

C. Accidents

1. Always report any kind of injury to the coach. Fill out accident report.
2. Report the injury and treatment obtained to the school nurse the next school day.
3. In the case of injury resulting in medical treatment, any student whose safe return to competition is in question as a result of an injury or prolonged absence due to injury or illness must file a statement of release from a physician with the school nurse prior to participation. The extent of injury and nature of illness will determine the need for re-qualification. This determination will be assessed on an individual basis in conjunction with school health personnel and a private health care provider, if appropriate. When re-qualification is determined to be necessary, the final decision must be made by the school physician.

IV. Awards

A. High School

1. The letter award is an eight (8) inch block royal and scarlet New Hartford monogram which is awarded in all varsity sports. The first letter which a player earns is awarded to him/her at the Athletic Banquet. Subsequent letters which he/she may earn are designated by an insignia which is awarded in place of the letter.

2. All athletes who participate on a varsity team and are in good standing and have met all their responsibilities stated in II will receive a block letter. This includes the varsity team manager.

V. Complimentary Admission to Home Athletic Contests

A. There have been an increasing number of requests to admit our various athletic groups to home contests free of charge. Due to the expanding sports program at the New Hartford Central School District, the resulting large number of participants who would qualify for complimentary admittance, if the requests were granted, makes necessary the establishment of a policy in this regard. The following individuals/groups will be admitted free of charge. When passes are presented at the gate, the name of persons to be admitted must appear thereon.
REGULATION

INTERSCHOLASTIC ATHLETIC REGULATIONS

1. Team members of a junior-senior high school team may be admitted to the varsity game in the same sport in which they are participants. Their coach will submit, at the gate, an alphabetized list of players and managers. The coach will adjust the list whenever players are added or dropped.

2. Members of the varsity and junior varsity cheerleading squads. (List submitted at gate.)

3. Members of the band, when performing.

4. Managers, scorers, timers and other student helpers designated by the coach.

5. Members of the Board of Education and their families.

6. Full-time school employees and their families.

7. Individuals who have been issued gold card passes.

B. An advance notice will be issued if a home game is to be sold out. Before game time:

1. Faculty will be notified through mailboxes.

2. If admittance is desired, the faculty member must contact the office of department chairman in person or by phone, by the day before the anticipated sell-out—this will assure that the pass will be honored at the gate.

3. Absolutely no school passes will be honored for sell-out games without prior contact with the department chairman.

VI. Facilities

A. Use of the Physical Education facilities is scheduled in advance for all after school activities by the Building Principal, Director of Athletics and Business Office. Schedules, once arranged, are not to be altered without permission. Special events which might affect other departments should be entered on the school calendar. The instructor has the responsibility for complete supervision of the area which is being used by his/her group. Students are to be restricted to the physical education facilities and are to leave the school via the locker room exits.
INTERSCHOLASTIC ATHLETIC REGULATIONS

Groups using the facilities on Saturdays and school holidays must inform the Building Principal, Director of Athletics and Business Office concerning the time which it will be used.

Students will enter and are to leave the school via the locker room exits. The instructor is responsible for the tidiness of the locker room, turning off of lights and securing all doors.

B. Out of season coaching activities may occur according to the New York State Public High School Athletic Association Rules and according to the following parameters:

1. Participation is voluntary and has not bearing on whether or not a student makes a team.

2. Students meet the physical requirement for interscholastic athletics.

3. Use of school facilities may occur at the following times according to part A of this article. Use of school facilities cannot interfere with seasonal activities, school programs, or scheduled community activities.

   a. Summer (end of school to start of fall sports practice)
   b. Weekends during the school year according to Board of Education Policy 1001 Community Use of Facilities

4. Equipment must be checked out with the Director of Athletics’ approval and used according to NYSPHSAA regulations.

5. A standard letter informing parents/guardians about this policy will be issued by the Athletic Department.

VII. Insurance

All school related accidents must be reported to the school nurse. This is true regardless of whether or not the District provides for an insurance plan within the school budget.

VIII. Transportation

The school will furnish transportation for practices and games which occur away from District facilities. Students will be returned to the school where the trip originated after such practices and games. A written request given directly to and in the presence of the coach by a parent or legal guardian to transport his/her child home in their vehicle at an
away game or practice will be honored. A careful check should be made by the instructor to ascertain that all students are on the bus before it returns from an away activity.

IX. Tryouts

A. All bona-fide students of the New Hartford Central School District who meet the eligibility requirements according to the New York State Public High School Athletic Association are welcome to try out for New Hartford Central School District athletic teams.

B. Tryouts are offered with the understanding that cuts may be made by the coach according to the pre-season criteria, the ability level of the athlete and the nature of the sport or the facility. Interscholastic athletics is both an extra curricular and an elective activity.

C. It is our belief that teams below the varsity level are for the purpose of preparing underclass athletes for competition at the varsity level when they are ready for it.

X. Athletic Placement Process

A. The Board permits pupils in grades no lower than seventh to compete on any senior high school team, provided the pupils are placed at levels of competition appropriate to their physiological maturity, physical fitness and skills in relationship to other pupils on those teams in accordance with standards established by the commissioner.

B. The Board directs the Superintendent to implement the procedures and maintain a file of those students deemed eligible as a result of those procedures.

XI. Sport Physicals

A physical examination must be completed and passed prior to tryouts for the first sports season that the student enters.

Medical examinations may be scheduled prior to each sport season during the school year. The passing of the physical examination shall be valid for qualifying a student's participation for a period of twelve (12) continuous months, except for the following reasons:

A. Any student whose safe participation is in question as a result of the sports questionnaire.

B. Any injury that may have taken place.
INTERSCHOLASTIC ATHLETIC REGULATIONS

If a physical is necessary, this procedure will be followed:

1. Announcements will be made daily for at least two (2) weeks prior to tryouts so that students will have ample time to sign up for a physical with the School Nurse.

2. It is the student's responsibility to:
   a. Sign up for the necessary physical in the Nurse's office. Obtain the required forms from the nurse.
   b. Return required form, signed by a parent/guardian and the student. Health history must be complete.
   c. To show up for his/her scheduled physical at the specified date and time.

3. If a student is sick or has a legal excuse for being absent on the day of the scheduled physical, an alternate date and time will be arranged by the School Nurse.

4. At the end of June, each student's name, and last physical date will be provided to the Director of Athletics' office. All summer physicals must be sent to the Director of Athletics' office. Additions will be made to the fall sports lists. It is the responsibility of the coach to make sure that all student athletes have the required physicals before participation. Coaches can refer to this list to check last physical dates. If a notation is made next to a student's name, specifying medical clearance is needed the student must submit written clearance from their own physician to participate. Forward these notes to the school nurse.

5. Should any student neglect to sign up or to show up for a scheduled physical for any reason other than illness or legal absence, it will become the responsibility of the parent/guardian to arrange for the student to have the sports physical completed by his/her own doctor at parental expense. This must be done prior to tryouts for a student to be eligible to participate.

6. Sports Questionnaire

All students shall complete this health history questionnaire at the beginning of each sport season. It must be filled in and signed by a parent/guardian and returned to the coach of that particular sport within a one (1) week period.
INTERSchOLASTIC ATHLETIC REGULATIONS

Independent athletic participation may be approved by the Board of Education, according to the Section III Independent Athlete Policy & Procedures. The Superintendent will promulgate regulations to carry out this policy and to ensure equity among students.

XII. Cheerleaders

A. Regulations

1. The Varsity Squad will consist of sophomore/junior/senior students. The JV Squad will consist of junior and sophomore students.

2. Cheerleaders must ride to and from all games on the school bus. If the parent(s)/guardian(s) are present at a game and personally request in writing that their child return with them, permission will be given.

3. All cheerleaders and substitutes must attend all games unless student is absent from school or has prior permission from coach (Rules number 9 & 10 New Hartford Central School District Athletic Code of Conduct).

4. All cheerleaders must adhere to calendar arrival times for all home and away games.

5. Cheerleaders must arrive dressed in uniform/warm-up attire.

6. Duties of the Captains:

   a) Teach the cheers.
   b) Organize pep rallies and practices.
   c) Decide cheers and chants to be used; subject to the advisors' approval.

7. No jewelry should be worn and hair must be pulled back.

8. Cheerleaders should realize that they are representing the school and act accordingly.

B. Tryouts--Criteria for Judgment:

1. Ability Test:
   Cheerleading candidates will be selected for the cheerleading squads on the basis of their ability in the following seven categories:
INTERSchOLASTIC ATHLETIC REGULATIONS

a. Jumps (Required jumps to be performed in cheers; 2 consecutive
toe touches, herky, double nine, tuck)

b. Cheers (Projection of voice & expression, spirit, motion/technique)

c. Gymnastic ability (tumbling, split held for 5 seconds)

d. Partner Stunts

e. Appearance

f. Overall Execution/Appeal

g. Attitude

2. Squad Size:

In accordance with Tri-Valley Regulations, both JV and Varsity Squads
must not exceed 14 girls.

C Selection of Cheerleaders

A. The cheerleader coach, with the assistance of the selection committee, will
select the cheerleading squad.

B. The cheerleader coach and Director of Athletics will determine the
selection committee.
INTRODUCTION OF EXTRA-CURRICULAR ACTIVITIES IN THE SCHOOL SYSTEM

I. Special requests are occasionally presented to the Board of Education for the introduction and funding of new extra-curricular programs into the school system. Such requests often emanate from special interest student and/or booster organizations.

II. In order to deal responsibly and systematically with such requests, the following practice will be followed:

A. The Board of Education will consider the introduction of a new extra-class activity only if the Board is satisfied that the proposed new activity is compliant with such Board Policies as the Philosophy of The Board Of Education.

B. Consideration will be given to the introduction of a new activity only if (1) a qualified, certified coach/advisor is available on a reasonably long-term basis, and (2) a reasonably large enough group of students wish to participate.

C. The Board of Education must be assured that proper funding is available to financially support the activity. Such funding must be within the school budget and proper budget code.

D. 1. The Board establishes a Closed Forum for the District's high school student organizations and requires such organizations to be directly related to the curriculum. Membership in all student organizations is open to all students of the school without regard to race, color, sex, religion, handicap, creed or national origin. Such organizations will operate within the framework of state and federal law, statutes, Board policy, administrative rules and the parameters of the learning program.

2. In order to qualify as "curriculum-related", the relationship between the student organization and the curriculum must meet one of the following criteria:

a. The subject matter of the organization or group must be actually taught or soon will be taught in a regularly offered course;

b. The subject matter or the organization or group concerns the body of courses as a whole;

c. Participation in the group or organization is required for a particular course; or
INTRODUCTION OF EXTRA-CURRICULAR ACTIVITIES IN THE SCHOOL SYSTEM

d. Academic credit is earned for participation in the group or organization.

III. In general, no new sports or other extra-class activities will be authorized if not expressly included in the school operating budget submitted to the voters in May. Exceptions must be based on a showing of compelling need, supported by a clear rationale and sufficient data.

New Hartford Central School District
Cross Ref: Policy #0010, Philosophy of the Board of Education
Legal Ref: 8 N.Y.C.R.R. 172.2
Adopted: 06/02/86
Revised: 06/06/95, 11/17/98, 07/07/10
Reviewed: 03/15/05, _______
I. Preamble

In order to promote the organization and maintenance of extra-classroom activities and to provide for the proper handling and safeguarding of extra-classroom activity funds, the Board of Education hereby adopts the following rules and regulations for the guidance of students, teachers and principals.

II. Definition(s)

An organization within a school district whose activities are conducted by students and whose financial support is raised other than by taxation or through charges of the Board of Education shall be known as an extra-classroom activity and the monies received by it as extra-classroom activity funds.

III. Rules and Regulations for the Conduct, Operation, and Maintenance of Extra-Classroom Activities

A. Purpose

Student extra-classroom activities may only be formed for educational and school service purposes.

B. Organizational Procedures

Students desiring to form an extra-classroom activity shall petition their principal in writing. The petition shall state the purpose of and describe the activities of the proposed extra-classroom activity, and shall be signed by at least seven (7) students before it is presented to the principal for action. If the purpose of the proposed extra-classroom activity falls within the scope of educational or school service purposes and if the necessary space and equipment are available, the principal, in conjunction with the petitioning students, shall seek a suitable advisor who will perform the advisory duties at no cost to the district in its first year.

When these procedures have been accomplished, the building principal shall recommend to the Chief School Officer that the extra-classroom activity be approved by the Board of Education.

C. Approved Extra-Classroom Activities

All extra-classroom activities shall be approved by the Board of Education. The Principal shall maintain an up-to-date register of all extra-classroom activities that are approved or discontinued.
RULES AND REGULATIONS FOR THE CONDUCT, OPERATION, AND MAINTENANCE
OF EXTRA-CLASSROOM ACTIVITIES

D. Faculty Advisor

Each extra-classroom activity shall have a faculty advisor appointed by the Building
Principal. The faculty advisor shall attend all meetings of the extra-classroom
activity and be responsible for the supervision of all programs in which the group
participates.

E. Meetings

Students shall sign up for activity membership and meetings according to procedures
developed by the Building Principal. These meetings shall be held on school property
at times and places designated by the Building Principal. Extra-classroom activities
shall not meet outside school property unless they have received the consent of the
Building Principal.

F. Officers

Each extra-classroom activity shall have a president, vice-president, secretary and
treasurer. These officers shall be elected annually from among the membership be
secret ballot.

IV. Rules and Regulations for the Safeguarding, Accounting and Auditing of Extra-Classroom
Activity Funds

A. Definition

Extra-classroom activity funds are funds raised other than by taxation or through
charges of a board of education, for, by or in the name of a school, student body or
any subdivision thereof.

B. Basic Principles and Procedures for Extra-Classroom Activity Funds

There are certain principles and procedures that shall be followed in establishing an
adequate accounting system for extra-classroom activity funds. The following basic
devices are essential to the proper management of such funds:

1. Basic Principles

   a) Two (2) separate and independent sets of records of receipts and
      expenditures shall be maintained.

   b) The authority to expend monies shall be distinct and separate from the
      custody of these monies.
RULES AND REGULATIONS FOR THE CONDUCT, OPERATION, AND MAINTENANCE
OF EXTRA-CLASSROOM ACTIVITIES

c) At least two (2) individuals shall take part in each act of disbursing
money.

d) The custodian of funds, and the accounting officer or auditor, shall
both report to the Board of Education or its designated representative
regularly and independently at monthly intervals.

e) All accounts shall be audited at least quarterly.

f) Procedures shall be established which will ensure a prompt and careful
examination and check of each receipt and each payment.

g) The accounting system shall be such that it will yield the largest
possible educational return to students without sacrificing the safety of
funds or exposing students to undue responsibility or unnecessary
routine.

2. Pre-Audit of Receipts

Confusion and sometimes loss of funds can be traced more often to lax
checkups and recording of money taken in than to any other single cause. For
this reason, every possible precaution shall be taken to protect the individual
concerned and the money collected. Consequently, the most important
functions are the prompt checking, recording, and depositing of receipts. A
determination should be made as to whether the activity falls within the
provision of the New York State Tax Law.

3. Admissions

Various methods may be employed to ensure accurate pre-audit (check) of
admissions. Usually, pre-numbered tickets should be used where possible so
that the auditor may refer to the beginning and ending numbers to determine
the amount which should be collected. In other cases where tickets are
purchased in a variety of colors, a different color should be used for each
occasion, thus making it difficult for anyone to use old tickets. Still another
device used to avoid the reuse of tickets is to require the ticket collector to
destroy each ticket by tearing it in two, giving one part to the customer and
retaining one part. Any of these devices or any combination, properly
supervised, will insure reasonably honest and accurate results. None of them
will guarantee accuracy, especially when adult supervision is lacking. In
summary:

a) Use pre-numbered tickets where possible, and take steps to prevent
fraudulent reuse.
b) Charge each ticket seller with a definite number of tickets and a definite amount of change.

c) Provide a sufficient number of ticket sellers to avoid undue haste.

d) Do not ask the ticket seller to watch the gate.

e) Provide a responsible adult ticket supervisor.

f) Require each ticket seller to return all unused tickets, the full amount of change, and the exact amount of receipts promptly.

g) Do not aid and abet temptation with careless supervision.

h) Carefully analyze procedures, particularly from the standpoint of accurate accounting.

i) Thoroughly explain each device used to safeguard money so that those who have anything to do with it are thoroughly familiar with each process and understand its purpose. Consider these devices not merely as means of preventing fraud, but as instruments which have been set up so that each agency may clearly demonstrate the accuracy of his/her work and the fulfillment of his/her responsibility.

4. Membership Dues Will Not be Allowed.

5. Receipts from Sales, Campaigns, Etc.

Pupils collecting monies should, whenever possible, issue pre-numbered receipts in duplicate, the original to be given to the purchaser and the carbon to the pupil treasurer of the activity after the audit has been completed. In those cases where receipts are not practical, i.e. a candy sale, the activity treasurer, with the assistance of the advisor, must devise a method whereby the exact amount to be realized by the sale is determined in advance. Each salesman should be given a statement showing the amount he/she is to receive. After the sale, each salesman should then turn in that amount in cash and unsold goods. The final reconciliation of all sold goods will be turned in by the treasurer with copies of salesmen’s statements.
RULES AND REGULATIONS FOR THE CONDUCT, OPERATION, AND MAINTENANCE
OF EXTRA-CLASSROOM ACTIVITIES

6. Donations

Gifts or donations are usually made in lump sums and should be recorded in
the minutes of the activity. The activity treasurer should issue a receipt and
deposit the gift with the central treasurer.

7. Deposit of Money

After the money has been turned in to the activity treasurer and properly
checked by him/her and the faculty advisor, the money should be turned over
to the central treasurer, who should issue a pre-numbered receipt.

8. Purchasing

A formal purchase order, originating within an activity, is to be issued for all
purchases. This order will be processed by the building office.

Correspondence concerning payments for professional service and guarantees
should be submitted by the advisor to the Building Principal in advance of any
commitment so that information regarding the nature of the services and the
cost thereof will be available when payments are to be made.

9. Payments

When bills are to be paid, the activity treasurer should make out a payment
order. This should give the name of the payee, the amount, and the activity to
be charged. The payment order should be made out in duplicate by the
activity treasurer and, after checking, should be approved by the advisor. One
copy of the order should be forwarded to the central treasurer, together with
invoices for the materials or services for which payments are made. After
auditing the order and invoices, and after determining that the activity has
sufficient funds, the central treasurer should draw a pre-numbered voucher
check. Checks will be signed by the central treasurer and the building
principal or the Dean of Students.

10. Advances

To provide ways and means for financing certain types of activities which do
not lend themselves to the usual procedures, provision will be made for
"advances". For example, to provide the necessary cash for student
organization activity trips, the activity treasurer of the group will draw a
payment order in the same manner as when paying for a purchase, except that
in explaining the payment he/she will state that the check is to be drawn to
him/herself, giving essential facts regarding the trip. This order should be
accompany a detailed statement of estimated expenditures and the like. 
Such a payment order should be pre-audited and approved the same as any 
other payment order. After audit and approval, the central treasurer will draw 
the necessary voucher check. The activity treasurer will thus secure the 
requested cash.

After the trip, the activity treasurer shall file with the central treasurer a 
detailed statement of actual expenditures and turn over any balance not 
accounted for. The statement should, of course, be audited and approved by 
the faculty advisor.

The use of the "advance" procedure should be very carefully limited and 
closely supervised. The device should be used only in case of real need, and 
not merely for convenience.

11. Transfer of Funds from One Activity to Another

It may be necessary or desirable occasionally to transfer funds from one 
activity to another. This may be done by the use of a payment order. The 
treasurer of the activity making the donation will upon proper authorization 
draw a payment order stating all essential facts. The central treasurer will 
then effect the necessary transfer in his/her accounts, and no money will 
actually change hands.

12. Bonding of the Central Treasurer

The central treasurer of the extra-classroom activity fund shall be bonded for 
no less than the amount of the average cash balance of the fund. In this way, 
the money belonging to the various student organizations would be protected.

13. Investing Extra-Classroom Activity Account Moneys

The extra-classroom activity central treasurer may invest a portion of the fund 
in a time deposit account, a certificate of deposit, a savings account, or other 
investment approved by the Board of Education. The investment of this 
money must be authorized by the Building Principal and interest earned by 
such an investment shall be deposited in the account of the General Student 
Organization.
14. Sales Tax

A school district is not exempt from the provisions of the Sales Tax Law whenever it becomes the vendor of services or property ordinarily sold by private persons. Each faculty advisor should know which of the activities the organization undertakes are subject to sales tax and take steps to see that all sales tax information is accurately recorded and sent to the central treasurer. In order to provide a ready reference, a list of common undertakings of extra-classroom fund raising and social activities has been prepared indicating their taxable status. This list is not an exhaustive tabulation but is merely presented as a guide for ready reference.

When a student organization purchases merchandise for resale, vendors are required to collect the sales tax unless they receive a resale certificate from the buyer. It is recommended, therefore, that the central treasurer of the Extra-Classroom Activity Fund, or some other responsible individual who is required to approve purchase orders, secure and control a supply of these certificates. Upon his/her approval of a purchase, he/she should supply the vendor with a certificate. (See attached Appendices A, B, C, and D pertaining to sales tax.)

15. Inactive Accounts

a. After a period of one year of inactivity, leftover funds of discontinued extra-classroom activities shall automatically revert to the account of the general student organization and may be expended in accordance with that organization's constitution. If the school does not have a general student organization, the money will be deposited in the general account of the Board of Education.

b. All leftover funds from graduated classes shall revert to the General Student Organization after the date of graduation. If the school has no General Student Organization, the money will be deposited in the General Fund of the Board of Education.

16. Use of Activity Funds

The funds earned by means of a school function are, in a sense, school funds and therefore should be used with discretion, yet not hamper with the purpose of the club.

a. It is defensible to use funds for expenses of the club, such as:

1) National but not sectarian dues.
RULES AND REGULATIONS FOR THE CONDUCT, OPERATION, AND MAINTENANCE OF EXTRA-CLASSROOM ACTIVITIES

2) Minutes books and other supplies.

3) Postage.

4) Awards for service, if the standard is known to the entire group.

5) Transportation to out-of-town activities.

6) Entrance fees to competitions.

7) Prizes in a contest sponsored by the group.

8) Scholarship awards if the scholarship is open and all students may apply.

9) All expenses of club projects that fall within the budget of the project.

10) Advertising posters and special equipment.

11) Expenses for refreshments which are incidental to a legitimate activity of the group such as: senior banquet; tea to introduce or honor guests or officers; special meeting for parent(s)/guardian(s).

b. If an activity is raising more money than it needs for its current activity, the surplus funds could be applied to any of the following purposes:

1) To help another school activity.

2) To purchase a needed item for the school, with the approval of the Principal.

3) Contributions to private charities may not be made.

V. The Role of Extra-Classroom Officers

A. Appointment of Officers

The Board of Education shall appoint, on the recommendation of the Superintendent, members of the regular faculty and clerical staff to fill the following positions.
1) Central Treasurer

2) Faculty Advisor

3) Chief Faculty Counselor (usually building principal or assistant)

   The chief faculty counselor shall recommend appointment of faculty advisors for each extra-classroom activity.

   Each extra-classroom activity shall elect an activity treasurer (student).

B. Function and Duties of Officers

1. Central Treasurer (Appointed by the Board of Education)

   It shall be the duty of the central treasurer to have custody of all funds. All disbursements of funds shall be by means of prenumbered check forms signed by the central treasurer upon receipt of a disbursement order signed by the activity treasurer and faculty advisor. The central treasurer shall have no part in the approval of payments but shall disburse funds only on the presentation of a properly signed pay order in duplicate providing, of course, that there are sufficient funds available in the account.

   The central treasurer shall sign a receipt for all funds placed in his/her custody, and he/she shall deposit these funds promptly in a bank designated by the Board of Education.

   The central treasurer shall keep an account listing the receipts and expenditures of each individual activity and post a register of all the receipts and disbursements of the combined pupil organizations on ledger forms prescribed by the Board of Education.

   Quarterly, the central treasurer shall prepare reports for the presentation to the Board of Education. These reports should show beginning balances, receipts for the month, disbursements for the month, and the ending balances, for each organization, as well as a copy of the bank reconciliation.

2. Chief Faculty Counselor (Appointed for each building by the Board of Education and usually the Building Principal)

   It shall be the duty of this officer to coordinate the financial planning of all projects of the various pupil organizations in the building; to consult with the faculty advisors; to appoint a faculty advisor for each activity in the building
RULES AND REGULATIONS FOR THE CONDUCT, OPERATION, AND MAINTENANCE OF EXTRA-CLASSROOM ACTIVITIES

on a year-to-year basis; and to submit to the Board of Education for approval all new activity organizations initiated by the students. He/She shall investigate all problems and disputes concerning the student organizations under his/her jurisdiction and shall effect action that will enable these problems and disputes to be resolved.

The chief faculty counselor shall see that bank reconciliations are completed by an individual not handling receipts and verify that the reconciliations agree with the Central Treasurer's balances.

3. Faculty Advisor (Appointed by the Chief Faculty Counselor)

It shall be the duty of these officers to guide and advise the pupil officers in planning extra-classroom activities and the planning of financial budgets. The advisors shall assist the activity treasurer in the preparation of statements of income.

The advisor shall guide the student treasurer in posting the account ledger and from time to time shall check the balancing of the activity treasurer's accounts and the completeness of their supporting evidence. The faculty advisor shall supervise expenditures by insuring that funds are available before approving each proposed purchase and by signing all pay orders drawn on the central treasurer for disbursement of funds. The faculty advisor is responsible for determining which of the activities of the organization are subject to sales tax and for taking steps to see that all tax information is accurately recorded and sent to the central treasurer. The faculty advisor shall constantly work toward the goal of insuring the largest educational return from the activities participated in by the pupils.

4. Activity Treasurer (Elected by the Pupils of Each Organization)

The activity treasurer shall receive all monies raised by the organization and shall immediately deposit funds with the Central Treasurer. Duplicate deposit slips shall be made out and signed by the activity treasurer. One of these is to be retained by the central treasurer, and one after being signed by the central treasurer, is to be returned to the activity treasurer together with a central treasurer's receipt.

The activity treasurer shall pay all bills by issuing pay orders signed by him/herself and the faculty advisor. This form is to be made in duplicate and is an order on the central treasurer to issue a check for payment of the invoice which shall be attached to the pay order. The central treasurer will keep one
copy of the pay order and return the other copy together with the completed check.

The activity treasurer shall keep a ledger showing all receipts and expenditures and indicating a daily running balance. The activity treasurer shall file all supporting data, chronologically, as evidence for the entries made in the ledger.

5. Independent Auditor

The independent auditor appointed by the Board of Education to make an annual audit of all school district finances should be required to include the extra-classroom activity fund as part of the annual audit. This audit should include a statement of receipts, disbursements, and balances for each activity together with a reconciliation of cash.

C. Deposit Procedures for Activity Treasurers

Each activity treasurer shall issue a receipt for all moneys received to be deposited in the activity account. These receipts shall be pre-numbered and must be used in consecutive order. If a mistake is made, the receipt should be voided but not destroyed.

When an organization has a dance or activity involving admissions, a statement of admissions must be prepared.

Upon receiving money, the activity treasurer will take the following steps:

1. Count the money received and reconcile with the statement of admissions. No activity money should be taken home by anyone.

2. Prepare the deposit slips and deposit the funds with the central treasurer.

3. Return all funds used for making change.

4. Receive the duplicate deposit slip signed by the central treasurer together with a receipt for the money deposited.

5. Enter the amount of the deposit in the activity fund register indicating the source from which the funds were received.

6. File chronologically the supporting data consisting of the duplicate deposit slip, central treasurer's receipt, and, if applicable, the statement of admissions.
RULES AND REGULATIONS FOR THE CONDUCT, OPERATION, AND MAINTENANCE OF EXTRA-CLASSROOM ACTIVITIES

These forms provide the evidence for the entries made in the activity treasurer's books.

D. Withdrawal Procedure for Activity Treasurers

When merchandise is to be purchased, a requisition approved by the activity treasurer and the advisor must be prepared in duplicate. The advisor is responsible for being sure the requisition is proper in all respects. The requisition is then given to the chief faculty advisor so that purchase order can be prepared. The original is given (or mailed) to the vendor as authorization to buy. When the goods are received and the bill arrives, the activity treasurer, under the faculty advisor's supervision, checks the goods, bill, and a copy of the purchase order to see that there are no discrepancies.

When it is determined that the bill is correct, the following steps are taken:

1. A payment order is prepared in duplicate and signed by both the activity treasurer and faculty advisor.

2. The final audited bill is attached to the original pay order form and both, plus the copy of the pay order, are given to the central treasurer.

3. The central treasurer records the consecutive pay order number on the forms and prepares a check.

4. The central treasurer makes the entries in the books and files both the original pay order and the bill as evidence for the entries.

5. The check and the copy of the pay order are given (sent) to the activity treasurer.

6. The activity treasurer makes the necessary entry in the books indicating to whom the check is made out and the reason. He/She then sends the check to the vendor. The pay order is filed to give supporting evidence for the entry.

E. When local purchases are required when a vendor will not accept a purchase order and invoice the District, the following processes may take place:

1. A payment order to the local vendor may be prepared (not to exceed fifty dollars ($50.00)). The central treasurer may make a check payable to the vendor for miscellaneous supplies to be picked up. The bill for goods picked up must be returned and attached to the disbursement order.

2. Any money returned must be deposited through the central treasurer.
RULES AND REGULATIONS FOR THE CONDUCT, OPERATION, AND MAINTENANCE OF EXTRA-CLASSROOM ACTIVITIES

3. In all cases, an advisor should make an attempt to find a vendor who will accept a purchase order, and this process should be used as a last resort.

VI. Officials

Steps should be taken to ensure that all officials are impartial and of high quality. Parents/guardian(s) of participants should not officiate when sons or daughters are competing; teachers should not officiate when their students are competing.
STUDENT SORORITIES AND FRATERNITIES

No sorority or fraternity (i.e. any organization composed wholly or in part of pupils from the New Hartford School District that exists or seeks to perpetuate itself by taking additional members from the pupils enrolled in the New Hartford Schools on the decision of the organization membership rather than upon the free choice of any pupil) may conduct activities of any kind in the New Hartford Central School District or on any school property or at any school activities. Students who violate this policy will be subject to the Progressive Discipline Policy as outlined in the Student/Parent handbook.

Criminal action may also result should any student become involved in hazing. Hazing is a violation of the Penal Law Section 120.16 and is a misdemeanor.
CRITERIA FOR HIRING SUMMER STUDENTS

The criteria for hiring summer students shall be as follows:

1. Previous satisfactory summer work experience with the District. A good recommendation is necessary for rehiring.

2. Students who have not previously worked for the District will be hired based on the following criteria:
   
   a) Students who have graduated from high school will be given first preference and seniors will be given next preference. College graduates will not be hired.

   b) Applications will be ranked by the date filed.

   c) Hiring requires a satisfactory recommendation by the high school or guidance office.

3. First preference will be given to District residents.
CONCUSSION MANAGEMENT PROTOCOL EXPLANATION

I. The following protocol has been established in accordance to the National Federation of State High School Associations and the International Conference on Concussion in Sport, Prague 2004. In addition, it has been fabricated in collaboration with our school’s medical staff and administration. It is imperative to keep in mind the safety of the students is the primary concern.

II. Staff Qualification

Each school coach, physical education teacher, nurse, and athletic trainer, who works with and/or provides instruction to pupils engaged in school sponsored athletic activities, shall complete, on a biennial basis, a course of instruction relating to recognizing the symptoms of mild traumatic brain injuries and monitoring and seeking proper medical treatment for pupils who suffer mild traumatic brain injuries. This course must be approved by the State Education Department. Coaches may also meet the mandatory training every two (2) years by taking the approved course Concussion in Sports-V2.0 from the National Federation of State High School Associations.

III. The information contained below is to be used as mere guidelines that are to be implemented in the time following a concussive event. The information is not to be considered as all inclusive or all encompassing.

A. When a student shows ANY signs or symptoms of a concussion:

- The Student will not be allowed to return to play in the current game or practice.
- The Student should not be left alone, and regular monitoring for deterioration is essential over the initial few hours following injury.

B. Following the initial injury, the Student must complete these steps:

- Follow up with their primary care physician or Emergency Department within the first 24 hours (Doctor Visit One). The Student must have the initial Physician Evaluation filled out completely, signed and dated when reporting to the School Concussion Management Team (CMT) Leader.
- Follow up with their primary care physician when asymptomatic without the use of medication (or a concussion specialist if there is a history of previous concussion or if post concussion symptoms last more than seven days) to be cleared to begin the Return to Play Protocol (Doctor Visit Two). The Student must have the second Physician Evaluation filled out completely, signed and dated when reporting to the School CMT Leader.
CONCUSSION MANAGEMENT PROTOCOL EXPLANATION

• Return to play must follow a medically supervised process, including clearance by physician (Doctor Visit Three) before step five “Full contact training in practice setting.” The Student must have the Third Doctor Visit filled out completely, signed and dated when reporting to the School CMT Leader.

IV. Final clearance is at the discretion of the School Physician or Chief Medical Officer even if the player is cleared by another physician.

V. Concussion Management Team

A. A Concussion Management Team shall be responsible for overseeing the implementation in the District of Section 136.5 of the Commissioner’s Regulations, and for making recommendations to the Superintendent for the dissemination of information about mild traumatic brain injury to parents and person in parental relation to students.

B. The Concussion Management Team shall consist of [any combination of the following may be designated]: the athletic director; a school nurse; the school physician; a coach of an interscholastic team; an athletic trainer; or other appropriate personnel as designated by the school or school district.
New Hartford Central School District
SUPERINTENDENT'S REGULATION
Draft 06/12/2015

STUDENTS

CONCUSSION CHECKLIST

Name: __________________________  Age: ______  Grade: ______  Sport: ____________

Date of Injury: __________  Time of Injury: ______  Location of Event: ________________

History
Has the athlete ever had a concussion?  _____Yes  _____No
(If yes, indicate date, severity, and treatment received)

Was there a loss of consciousness?  _____Yes  _____No  _____Unclear
(If yes, how long?) ________________

On Site Evaluation
Description of Injury: ____________________________________________________________

Symptoms observed at time of injury:
Dizziness  Yes  No  Headache  Yes  No
Ringing in Ears  Yes  No  Nausea/Vomiting  Yes  No
Drowsy/Sleepy  Yes  No  Fatigue/Low Energy  Yes  No
"Don't Feel Right"  Yes  No  Feeling "Dazed"  Yes  No
Seizure  Yes  No  Poor Balance/Coord.  Yes  No
Memory Problems  Yes  No  Loss of Orientation  Yes  No
Blurred Vision  Yes  No  Sensitivity to Light  Yes  No
Vacant Stare/Glassy Eyed  Yes  No

*Please circle yes or no for each symptom listed above.

Does he/she remember the injury?  Yes  No  Unclear
Does he/she have confusion after the injury?  Yes  No  Unclear

Other Findings/Comments: _______________________________________________________

Final Action Taken:  Student Released to Parents  /  Student Sent to Hospital – Parents Notified

Evaluator’s Signature: __________________________  Title: _______________________

Address: __________________________________________  Date: ______  Phone #: __________

Superintendent Approved: 05/03/11, ______
## New Hartford Central School District
### SUPERINTENDENT’S REGULATION

**PHYSICIAN EVALUATION**

<table>
<thead>
<tr>
<th>Symptoms Observed</th>
<th>First Doctor Visit</th>
<th>Second Doctor Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dizziness</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Headache</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Tinnitus</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Nausea</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Fatigue</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Drowsy/Sleepy</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Sensitivity to Light</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Sensitivity to Noise</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Anterograde Amnesia</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(after impact)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retrograde Amnesia</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(backwards in time from impact)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please indicate yes or no in your respective columns. First Doctor use column 1 and second Doctor use column 2.*

### First Doctor Visit:

**Did the athlete sustain a concussion? (Yes or No)** (one or the other must be circled)

---

Additional Findings/Comments:

---

Recommendation/Limitations:

---

Signature: ___________________________ Date: ___________________________

Print or stamp name: ___________________________ Phone Number: ___________________________

### Second Doctor Visit:

**Athlete must be completely symptom free without the use of medication for 72 hours (3 days) in order to begin the return to play progression.**

Please check one of the following:

_____ Athlete is asymptomatic without the use of medication and is ready to begin the return to play progression.

_____ Athlete is still symptomatic more than seven days after injury and must be referred to a concussion specialist.

Signature: ___________________________ Date: ___________________________

Print or stamp name: ___________________________ Phone Number: ___________________________

---

Superintendent Approved: 05/03/11, ___
New Hartford Central School District
SUPERINTENDENT’S REGULATION
Draft 06/12/2015

STUDENTS

RETURN TO PLAY PROTOCOL

✓ The cornerstone of proper concussion management is rest until all symptoms resolved and then a graded program of exertion before return to sport.
✓ The program is broken down into six steps in which only one step is covered per day.
✓ If any concussion symptoms recur, the athlete should drop back to the previous level and try to progress after 24 hours of rest.
✓ In addition, the student should also be monitored for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>CMT Leader Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>____</td>
<td>1. No exertional activity until asymptomatic for 72 hours (3 days) without the use of medication.</td>
<td>____</td>
</tr>
<tr>
<td>____</td>
<td>2. Light aerobic exercise such as walking or stationary bike, etc. No resistance training.</td>
<td>____</td>
</tr>
<tr>
<td>____</td>
<td>3. Sport specific exercise such as skating, running, shooting, etc.*</td>
<td>____</td>
</tr>
<tr>
<td>____</td>
<td>4. Non-contact training/skill drills.</td>
<td>____</td>
</tr>
<tr>
<td>____</td>
<td>5. Full contact training in practice setting (medical clearance required).</td>
<td>____</td>
</tr>
<tr>
<td>____</td>
<td>6. Return to competition.</td>
<td>____</td>
</tr>
</tbody>
</table>

Third Doctor Visit:
(please check one of the following)
Athlete is [ ] cleared for “Full contact training in practice setting” and “Return to competition” if symptoms do not return.
Additional Findings/Comments:

Recommendations/Limitations:

Signature: __________________________ Date: __________
Print or stamp name: __________________________ Phone Number: __________________________

Additional Comments:

Signature: __________________________ Date: __________
Print or stamp name: __________________________ Phone Number: __________________________

*Progressive addition of resistance training may begin.

Superintendent Approved: 05/03/11, _____
UNOFFICIAL NEWSPAPERS AND UNAUTHORIZED LITERATURE

Since no faculty member is assigned to the task of acting as advisor to unofficial newspapers and/or unauthorized literature, guidelines must be established that will insure both freedom and responsible journalism. Students who take part in unofficial publications must remember that they have both moral and legal obligations to fulfill.

Guidelines for the publishing of an unofficial newspaper are as follows:

1. The student editor must submit all material that is to be published to the faculty Chairperson of the Student-Faculty Committee for approval.

2. The Chairperson of the Student-Faculty Committee will select two (2) students and two (2) faculty members for the committee to proofread what has been written.

3. A final draft, with recommendations from the Student-Faculty Committee, will be given to the High School Principal twenty-four (24) hours before the paper is to be distributed.

4. The date, time and place or places of distribution will be selected by the principal after consultation with the editor.

5. All distributed items which are dropped in the immediate area (on the front sidewalk and lawn to the street, lobbies and corridors) must be removed by persons distributing the material.

6. So called "hate" literature which scurrilously attacks ethnic, religious and racial groups, other irresponsible publications aimed at creating hostility and violence, hard pornography and similar materials are not suitable for distribution in the schools.

7. When some of the material has been rejected by either the Student-Faculty Committee or by the Principal, the editor may appeal to the Principal and the Committee for a review of the matter.

8. In ordinary cases, the Principal has the last say on the matter; in an instance where an appeal has been denied, the student editor may still appeal to the Superintendent, then to the Board of Education.
STUDENT BUS RULES AND REGULATIONS

I. The safe transportation of students to and from school is of primary concern in the administration of the school bus program. All state laws and regulations pertaining to the safe use of school buses shall be observed by drivers, students and school personnel.

A. Walking Habits

1. Students should face traffic when approaching bus pick-up points.

2. Cross road after bus driver signals that it is safe.

3. Never cross in the rear of the bus.

B. Pick-up Points

Students should be at the bus pick-up location promptly each day.

1. Parent(s)/Guardian(s) should bring the child to school if the child misses the bus.

2. Don’t attempt to run at the side of the bus to catch the bus at the next stop.

C. Boarding Buses

1. Board bus on the driver’s signal.

2. Take seat promptly and remain seated until bus arrives at your drop point.

3. Obey the driver’s directions.

4. Seating of student is the individual driver’s responsibility.

D. Bus Behavior and Discipline

1. The Bus shall not move until students are seated.

2. Standing in the bus shall be permitted by the driver if all seats are occupied.

3. Older pupils are expected to be an example for younger passengers.

4. Assist in keeping the bus neat and clear of litter.
STUDENT BUS RULES AND REGULATIONS

5. Adjust windows with the driver’s permission.

6. No objects shall be passed through open windows.

7. Keep arms, head and hands inside the bus windows.

8. Changing of seats shall not be allowed.

9. Refrain from talking to driver while bus is in motion.

10. No bundles, large parcels, disapproved musical instruments; pets or groceries should be carried in a school bus.

11. Drivers shall report individual discipline problems in discipline forms to the Building Principal. The Building Principal shall report to the parent(s)/guardian(s) that the next infraction shall result in a suspension for the bus by the Superintendent.

12. Drivers shall be permitted to stop the bus en route (off road) to await proper conduct of students.

II. Bus Behavior Referrals

To maintain proper behavior on school buses, individual Building Principals are to process bus behavior referral forms and notify the Central Office if a suspension is recommended.

III. Parent/Guardian Responsibilities

Be sure your child is ready, not waiting in the house, when the bus arrives and is at the bus stop. If for some reason your child isn’t going to school, motion the bus on.

A. Making sure pupils are ready on time.

B. Insisting on pupil cooperation with school officials.

C. Complying with school requests.

D. Observing the best safety practices in their own driving.

E. Instilling in even the pre-school child habits of punctuality and to correct behavior and to make clear that the bus driver is a friendly school employee.
STUDENT BUS RULES AND REGULATIONS

F. Accompanying very small children to the bus in the morning and meet them in the afternoon for the purpose of supervising their conduct and assisting in the establishment of desirable safety practices.

G. Having their child use of knapsack or tote bag to carry papers, books, etc. to and from school.

H. Not allowing large, bulky articles to be taken to school by the student, this can be dangerous to them due to the inability to handle such items as well as the limited space to hold large items in the seat with them. (This includes musical instruments to large to hold).

I. Keeping all pets restrained at bus arrival times morning and afternoon.

J. Instructing your child when getting off the bus in the afternoon to go directly to the house. Do not let your child go to the mail box or wait out by the bus when it is leaving as this is a dangerous area.

K. In the morning: if your children have to cross the road to get to their bus, instruct them to wait at the end of your driveway (back ten (10) feet or so from end) until the bus stops, flashing lights are on, and the bus driver signals your child to cross.

L. It is very important that each parent or guardian work with the District in instructing your child on the proper way to cross the highway. Teach them to walk in front of the bus until they can see their bus drivers face (ten (10) feet for more), Stop, wait for the bus driver’s signal before starting to cross the road, show them how to look themselves as they cross, and not to run. If you want to meet your children in the afternoon when getting off the bus, please meet them where they depart from the bus, as the excitement of the child seeing a parent or guardian is apt to make an unsafe crossing.

M. To support the bus driver and school officials in all rules and regulations.

N. To acknowledge and discharge their disciplinary prerogatives in support of the school’s safety program. Correct parental attitudes are especially essential.

IV. Suspension

A. The Building Principal has the authority to suspend bus privileges.

B. Principals must contact parent(s)/guardian(s) and keep them aware of their child's behavior on buses before recommending a suspension.
C. Suspensions should not be for a period of more than five (5) days. Suspensions over five (5) days require the same action given to suspensions from school.

D. When a suspension of less than five (5) days occurs, the parent or guardian should be contacted immediately by phone and a letter sent (by certified or registered mail) that same day. The parent or guardian and pupil shall be entitled to an informal conference with the Building Principal and the person in parental relation shall be authorized to ask questions.
STUDENT CRISIS SITUATIONS

I. A. The District Crisis Team will meet at the request of any team members, Building Principal or the Superintendent. The team will meet to assess whether or not a given event constitutes a crisis and to recommend what action should be taken by the District or if referral should be made to the building crisis team. Events typically constituting a crisis would be sudden death, suicide, serious accident, natural disaster or issues of national security and by definition necessitate a meeting within 24 hours. The event is something that has happened and is unalterable. The crisis is the reaction to the event. In the District Crisis Plan we are most concerned about those people whose reactions place them at risk.

B. The District Crisis Team will consist of: the Superintendent (media liaison), Director of Student Services (leader), High School Principal and Guidance Counselor, Junior High Social Worker, Head Nurse, a teacher and nurse from each elementary school, Transportation Director and Teacher Center Director.

II. Each building within the New Hartford Central School District will establish a Crisis Team consisting of the Building Principal, Dean of Students, Social Worker, Psychologist, Nurse and appropriate Guidance Counselor or classroom teacher. It will be the responsibility of this team to determine if a given situation constitutes a crisis. A "crisis" is defined as a situation requiring immediate action, i.e., medical, legal and/or family intervention. These situations occur when the health, safety or welfare of a student is in question.

III. A. It is the responsibility of all school personnel to bring suspicion of the following situations to the attention of the Building Principal:

1. Substance Abuse.
2. Suicidal Ideation or Gestures.
5. Child Abuse.

B. The Building Principal will convene the Crisis Team. If the Principal or Dean of Students is not available, the designated secretary will contact members of the Crisis Team. It is preferable that a minimum of three (3) team members participate in each referral.

C. It will be the responsibility of the Crisis Team to:

1. Gather all relevant information.
STUDENT CRISIS SITUATIONS

2. Arrange for the identified student to be assessed by the Building Social Worker or Psychologist. If one of those people is not available, the Director of Student Services will be contacted to designate a social worker or psychologist from another building.

3. Arrange for the student to be assessed by the School Nurse in situations where there are physical symptoms or behavioral indicators to suggest child abuse or substance abuse.

4. Convene to review findings and make recommendations prior to any action being taken.

5. Recommend further assessment of emotional, medical and/or physical symptoms when indicated. The Crisis Team is not responsible for determining the specific nature of the problem or prescribing treatment, but to refer the student to the appropriate community resource for that purpose.

6. Designate the member or members of the team responsible for sharing the recommendations with the parent(s) or legal guardian(s) of the student.

7. Recommend that legal action be taken as required.

8. Maintain documentation of the situation, including procedures followed and outcome as a matter of record, including designating the team member to record such documentation.

9. Keep all matters confidential and file written documentation in the student's confidential folder.

10. Refer situations which are determined not to be a crisis to the Building Student Services Committee.

11. Inform any professional staff member identifying a crisis situation of the outcome.

IV. Policy Regarding High Risk Students

High risk behavior can be defined as actions and attitudes which interfere with choices for healthy growth and development, e.g. running away, inappropriate sexual behavior, eating disorders, self-destructive behavior, etc. High risk behavior generally does not constitute a crisis and will therefore usually be handled through the normal Student Services Committee process. It is the School's policy that
STUDENT CRISIS SITUATIONS

parent(s)/guardian(s) will be notified and School staff made available to help plan for an appropriate referral in situations where high risk behavior has been identified.
STUDENTS

REPORTING STUDENT ACCIDENTS

I. All student accidents are to be reported to the Building Principal and the School Nurse. Students requiring medical attention should be taken to the Health Office by another student or employee, if necessary.

II. The School Nurse will prescribe the appropriate medical attention, process student accident claims and complete school accident forms when required.

III. In the event of a serious injury when there is no nurse available, it is the teacher's responsibility to:

1. Stay with the injured person.

2. Perform basic first aid (apply pressure to control bleeding, check for proper breathing, etc.).

3. Send another adult to notify parent(s)/guardian(s).

4. Remain calm and use common sense.

IV. The responsibility for accident care and reporting after school hours will be assumed by the supervisor in charge.

New Hartford Central School District
Adopted: 03/15/05
Revised: 07/07/10
Reviewed: __________
STUDENT EYE SAFETY

I. Eye safety devices are to be provided by the School District for the protection of employees, students, and visitors, and are required to be worn by all persons required to be in dangerous proximity to a potential eye hazard. A potential eye hazard is deemed to be present in any situation where there is a possibility of an eye injury or impairment of sight and shall include, but not be limited to, shop classes, technology and science labs.

II. Protection devices furnished by the Board of Education include safety glasses, face shields, goggles, welding helmets and other specialized equipment in compliance with the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1 — Z87.1 — 1968 Revised 1979, 1989, 2003 & 2010, promulgated by the American National Standards Institute, Inc. Teachers, students and visitors wearing prescription glasses are required to wear the cover type protection furnished. Safety prescription glasses are not furnished at School District expense.

III. The Superintendent or his or her designee will also insure that these devices are properly repaired, cleaned and stored to prevent the spread of germs or diseases after individuals use eye safety devices.

New Hartford Central School District
Legal Ref: Section 409-a, New York State Education Law
Adopted: 10/25/77
Revised: 03/15/05, 07/07/10, _______
REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

I. STATEMENT OF POLICY

A. The District recognizes that every school official holding a license or certificate has a legal duty to make a report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child, and to then immediately notify the designated District administrator that a report has been made. References to "school officials" in this Policy refer to that group of District personnel. The District also recognizes that any person may make such a report.

B. The District does not take adverse employment action against any District employee who makes a report of suspected child abuse or maltreatment in the belief that he or she has reasonable cause to make such a report.

C. For purposes of this Policy, the term "school official" includes the District's medical director, school nurses, school social workers, teachers, guidance counselors, school psychologists, school administrators, and any other personnel required to hold a teaching or administrative license or certificate. After June 30, 2015, the term "school official" also includes all compensated District employees who are required to hold a temporary coaching license or permanent coaching certificate, whether full-time or part-time.

D. The District maintains an orientation program for all current and new school officials, and provides them with copies of this Policy to inform them of their obligations regarding reporting suspected child abuse or maltreatment, and the District’s procedures for reporting possible child abuse or maltreatment. The Superintendent is responsible for ensuring that the District’s orientation program complies with Education Law Section 3209-a.

II. SCOPE OF POLICY

A. This Policy, with its procedures, applies when the suspected child abuse or maltreatment has resulted from the action (or inaction) of the child’s parent, or of another person who is legally responsible for the child (e.g. guardian or custodian). When the issue arises from action (or inaction) by a District employee or volunteer, the obligation to report, and the procedures for reporting, are those described in Policy 6401, Child Abuse in an Educational Setting.

B. For purposes of this Policy, and its procedures, a child is considered "abused" or "maltreated" according to the definition of those terms in Section 412 of the New York State Social Services Law. The definitions are accessible on the New York State Office of Children and Family Services website http://www.ocfs.state.ny.us.
REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

1. The Superintendent shall ensure that the District’s orientation program for school officials regarding their duty to report suspected child abuse or maltreatment accurately informs them of the applicable definitions.

2. Regulation 6400.1 attached to this Policy has been designed to help school officials identify reportable child abuse or maltreatment, and it shall be updated by the Superintendent as required, without further Board action.

III. PROCEDURES (STUDENT UNDER 18 YEARS OF AGE)

A. When a school official has reasonable cause to suspect child abuse or maltreatment, that person is required to take the following steps:

1. Make an oral report to the Statewide Central Register of Child Abuse or Maltreatment (“hotline”). The District’s orientation program shall provide all school officials with current information regarding how to contact the Central Register.

2. Immediately after making the report to the central child abuse registry, notify the Building Principal or the Business Administrator that a report has been made, providing the Building Principal or Business Administrator with the name of each District employee who is believed to have direct knowledge of the allegations in the initial oral report.

B. Upon being notified that an initial report of suspected child abuse or maltreatment has been made to the Central Registry, the Building Principal or Business Administrator shall:

1. Notify the Superintendent,

2. If the situation involves possible physical injury,

   (a) Arrange for the child to be examined by the school nurse, and a record of the examination made, and

   (b) take, or cause to be taken, color photographs of the affected area, and, if medically indicated, make arrangements to have a radiological examination (x-ray) of the child performed, and

3. File a written report with the County Department of Social Services, within 48 hours of the initial report, using Form LDSS 2221A or such other form as may be required by the Department of Social Services. A copy of Form LDSS 2221A is accessible on the New York State Office of Children and Family Services website http://www.ocfs.state.ny.us, attached to this Policy as
REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

Regulation 6400.2. The Superintendent shall update the attachment as required, without further Board action.

(a) The District’s copy of this form shall be maintained separately from the child’s other educational records.

(b) If the District is advised by the Department of Social Services that after investigation the report is considered “unfounded,” then this form and all other District records of the report shall be destroyed.

C. If the investigation by the Child Protective Service includes interviewing the child, or other students, at school, the interview shall be attended by the Building Principal or other designated administrator.

D. The District’s investigation of the suspected child abuse or maltreatment shall be conducted so as to minimize the number of times the child is asked to provide information.

IV. Reporting Procedures (Student Over 18 Years of Age)

For reports of abuse and/or maltreatment of students over the age of eighteen, the respective Principal shall make an oral report to the appropriate Adult Protective Services Department.

V. CONSEQUENCES OF FAILURE TO REPORT

A. By law, a school official who fails to report suspected child abuse or maltreatment may be subject to criminal action, as well as civil liability for any further harm that comes to the child.

B. A failure to report to the Central Register and follow the procedures described in this Policy, when a school official has reasonable cause to suspect that a child coming before him or her in his or her professional or official capacity is an abused or maltreated child, will be considered unsatisfactory performance of the school official’s duties, subject to possible discipline.

New Hartford Central School District
Legal Ref.: NYS Social Services Law, Sections 412 – 420; NYS Education Law, Section 3036, 3209-a
Adopted: 07/07/10
Revised: ________
New Hartford Central School District
SUPERINTENDENT'S REGULATION
Draft 06/12/2015

STUDENTS 6400.1

REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

If the possible abuse resulted from the action (or inaction) of the child’s parent, or another person legally responsible for the child’s care, USE THIS CHECKLIST.

If the possible abuse resulted from the action (or inaction) of a District employee or volunteer, FOLLOW THE PROCEDURE UNDER POLICY 6401, Child Abuse in an Educational Setting.

THE CHILD IS PROPERLY REPORTED AS AN “ABUSED” CHILD IF THE ANSWER TO ONE OF THE FOLLOWING IS “YES”:

Did the parent or other legally responsible person inflict a physical injury, other than by accidental means, that actually caused:

[ ] serious or protracted disfigurement,
[ ] protracted impairment of physical health,
[ ] protracted impairment of mental health,
[ ] loss or impairment of the function of any bodily organ, or
[ ] death.

Did the parent or other legally responsible person inflict a physical injury, other than by accidental means, that created a substantial risk of:

[ ] serious or protracted disfigurement,
[ ] protracted impairment of physical health,
[ ] protracted impairment of mental health,
[ ] loss or impairment of the function of any bodily organ, or
[ ] death.

Did the parent or other legally responsible person create a risk that the child would experience a non-accidental physical injury that would have actually caused:

[ ] serious or protracted disfigurement,
[ ] protracted impairment of physical health,
[ ] protracted impairment of mental health,
[ ] loss or impairment of the function of any bodily organ, or
[ ] death.
REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

Did the parent or other legally responsible person create a risk that the child would experience a non-accidental physical injury that would have created a substantial risk of:

[ ] serious or protracted disfigurement,
[ ] protracted impairment of physical health,
[ ] protracted impairment of mental health,
[ ] loss or impairment of the function of any bodily organ, or
[ ] death.

Did the parent or other legally responsible person:

[ ] commit a sex offense against the child,
[ ] allow someone else to commit a sex offense against the child,
[ ] permit or encourage the child to engage in prostitution,
[ ] permit or encourage the child to engage in incest, or
[ ] allow a child under the age of sixteen (16) to engage in sexual conduct in a play, motion picture, photograph, dance, or any other visual representation exhibited before an audience.

THE CHILD IS PROPERLY REPORTED AS A “MALTREATED” CHILD IF ONE OF THE FOLLOWING IS TRUE:

[ ] Serious physical injury has been inflicted upon the child other than by accidental means.

[ ] The child has been abandoned by the child’s parent(s) or other legally responsible person.

THE CHILD IS PROPERLY REPORTED AS A “MALTREATED” CHILD IF ALL OF THE FOLLOWING ARE TRUE:

[ ] The child’s physical, mental, or emotional condition has been impaired – or is in danger of being impaired,

[ ] because the parent or other legally responsible person has not exercised a minimum degree of care in supplying the child with

[ ] food, or
[ ] clothing, or
[ ] shelter, or
[ ] education (in accordance with the compulsory education laws), or
[ ] medical, dental, optometrical, or surgical care,
REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

[ ] and the parent or other legally responsible person is financially able to supply that care, or has been offered financial or other reasonable means to provide it.

THE CHILD IS PROPERLY REPORTED AS A "MALTREATED" CHILD IF ALL OF THE FOLLOWING ARE TRUE:

[ ] The child's physical, mental, or emotional condition has been impaired -- or is in danger of being impaired,

[ ] because the parent or other legally responsible person has not exercised a minimum degree of care by
  [ ] unreasonably inflicting, or allowing to be inflicted, harm upon the child (including excessive corporal punishment), or
  [ ] creating, or allowing to be created, a substantial risk of harm to the child (including excessive corporal punishment), or
  [ ] misusing a drug, or
  [ ] misusing alcohol to the extent that the person loses control of their actions, or
  [ ] any other act of a similarly serious nature.

Approved by the Superintendent: 07/07/10, _____
New Hartford Central School District
SUPERINTENDENT’S REGULATION
DELETE 06/12/2015

STUDENTS 6400.2

REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

This attached form is accessible on the web at: http://www.ocfs.state.ny.us

This regulation replaces all prior versions.

Date approved by Superintendent

Superintendent’s Signature
STUDENTS

CHILD ABUSE IN AN EDUCATIONAL SETTING

I. Article 23-B of the NYS Education Law requires certain school district employees and school board members to inform law enforcement authorities of incidents of child abuse committed by an employee or volunteer on school grounds, in a school vehicle, at a school function or any other location where direct contact between volunteer and a child has allegedly occurred.

II. A. Notice to Staff

School districts must annually provide a written explanation of the reporting obligation, including the entitlement to immunity for reports made in good faith, to teachers and all other school officials. A copy of this notice is attached as Regulation 6401.2.

B. Notice to the Parent/Guardian

The principal must promptly notify the parent/guardian of the student victim of the allegation of child abuse and provide the parent/guardian with a written statement setting forth their parental rights, responsibilities and the procedures under Article 23-B of the Education Law. The Commissioner has issued regulations relative to the required components of this written statement. A copy of the parental notice is attached as Regulation 6401.1.

C. Training in Reporting of Child Abuse in an Educational Setting

Each school district and each board of cooperative educational services shall establish, and implement on an ongoing basis, a training program regarding the procedures set forth in Article 23-B of the Education Law for all current and new teachers, school nurses, school counselors, school psychologists, school social workers, school administrators, other personnel required to hold a teaching or administrative certificate or license, and school board members.

III. Any employee or volunteer who reasonably and in good faith makes a report of allegations of child abuse in an educational setting to a person and in a manner described in this section shall have immunity from civil liability which might otherwise result by reason of such actions.

New Hartford Central School District
Legal Ref: Article 23-B, NYS Education Law 8 NYCRR 100.2(hh)
Cross Ref: Reporting Possible Child Abuse or Maltreatment #6400
Adopted: 06/18/02
Revised: 03/15/05, 07/07/10
Reviewed: ________
NOTICE OF PARENTAL RIGHTS
CHILD ABUSE IN AN EDUCATIONAL SETTING

This notice is provided pursuant to Education Law §1128 and sets forth parental rights and the responsibilities and procedures of school districts, the District Attorney’s Office and the Commissioner of Education under Article 23-B of the Education Law relative to child abuse that occurs in an educational setting.

Duties of Employees

The law imposes reporting requirements on teachers, administrators, school nurses, school guidance counselors, school psychologists, school social workers, school board members and all other school personnel required to hold a teaching or administrative license or certificate. When these employees receive an allegation of child abuse by an employee or volunteer in an educational setting, they must take the following steps:

a. Upon receipt of an oral or written allegation of child abuse in an educational setting, the employee must promptly complete the “Child Abuse in an Educational Setting” report form (Regulation 6401.4).

b. Upon completion of the report form, the employee must personally deliver it to the school building administrator of the school in which the child abuse allegedly occurred.

c. If the allegation(s) involves a child who was allegedly abused by an employee or a volunteer of a school in another school district, the employee must promptly forward the report form to the superintendent of schools of the school district of attendance and the school district where the abuse allegedly occurred.

Duties of School Building Administrators

In all cases, upon receipt of a report form, the school building administrator must review the form and determine if there is reasonable suspicion to believe that an act of child abuse, as defined by law, has occurred. If he or she finds reasonable suspicion to believe that an act of child abuse has occurred, additional steps must be taken which differ depending upon the individual who has made the allegation.

1. Child makes the Allegation

   a. Promptly notify the parent/guardian of the child that an allegation of child abuse in an educational setting has been made.

Page 1 of 6
NOTICE OF PARENTAL RIGHTS
CHILD ABUSE IN AN EDUCATIONAL SETTING

b. Promptly provide the parent/guardian with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner’s regulations (8 NYCRR §100.2(hh)).

c. Promptly provide a copy of the completed report form to the superintendent.

d. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the superintendent.

2. Parent/Guardian Makes the Allegation

a. Promptly provide the parent/guardian with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner’s regulations (8 NYCRR §100.2(hh)).

b. Promptly provide a copy of the completed report form to the superintendent.

c. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the superintendent.

3. Person other than the Parent/Guardian or the Child Makes the Allegation

a. Promptly notify the parent/guardian of the child that an allegation of child abuse in an educational setting has been made.

b. Promptly provide the parent/guardian with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner’s regulations (8 NYCRR §100.2(hh)).

c. Ascertain from the reporting employee the source and basis for the allegation and complete that portion of the report form.

d. Promptly provide a copy of the completed report form to the superintendent.

e. Promptly forward a copy of the completed report form to appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the superintendent.
Duties of Superintendents

In most cases, the school building administrator will receive the completed report form from an employee and make the reasonable suspicion determination. However, there are situations in which the superintendent will receive the report form directly and he or she will be responsible for making the reasonable suspicion determination such as:

a. Where the school building administrator receives the oral or written allegation and is required to complete the report form;

b. Where it is alleged that a child was abused by an employee or volunteer of a school other than a school within the school district where the child attends.

In addition, a superintendent may receive an oral or written allegation of child abuse in an educational setting from local law enforcement officials or from child protective services. In these cases, the superintendent would be responsible for completing the report form and, subsequently, making the reasonable suspicion determination.

If the superintendent finds reasonable suspicion to believe that an act of child abuse has occurred, as defined by law, additional steps must be taken which differ depending on the individual who has made the allegation.

1. Child makes the Allegation
   
   a. Promptly notify the parent/guardian of the child that an allegation of child abuse in an educational setting has been made.

   b. Promptly provide the parent/guardian with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner’s regulations (8 NYCRR §100.2(hh)).

   c. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities.

2. Parent/Guardian Makes the Allegation
   
   a. Promptly provide the parent/guardian with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner’s regulations (8 NYCRR §100.2(hh)).
b. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities.

3. **Person other than the Parent/Guardian or the Child Makes the Allegation**
   
   a. Promptly notify the parent/guardian of the child that an allegation of child abuse in an educational setting has been made.
   
   b. Promptly provide the parent/guardian with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8NYCRR §100.2(hh)).
   
   c. Ascertain from the reporting employee the source and basis for the allegation and complete that portion of the form.
   
   d. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities.

In all cases where a completed report is forwarded to the appropriate law enforcement authorities and the employee or volunteer alleged to have committed an act of child abuse holds a certification or license issued by the Department, the superintendent must also refer such report to the Commissioner of Education.

4. **Expungement**

A report that does not, after investigation, result in a criminal conviction shall be expunged from any record which may be kept by a school or school district with respect to the subject of such a report after a period of five years from the date of the making of such report or at such earlier time as such school or school district determines.

**Penalty Provisions**

The requirements set forth within the law are mandatory. Willful failure of an employee to prepare and submit a report form as required by the law is a Class A misdemeanor. The law also provides that a willful failure of a school building administrator or superintendent to forward a copy of the report form to the appropriate law enforcement authority is a Class A misdemeanor. In addition, the Commissioner of Education can also fine a school building administrator or a superintendent up to $5,000 for failure to forward a copy of the completed report form to the appropriate law enforcement authorities.
Immunity Provisions

The law provides immunity from civil liability for employees, volunteers, school building administrators and superintendents who reasonably and in good faith make a report of child abuse in an educational setting in the manner described in the law. The law also provides immunity from civil liability to school building administrators and superintendents who reasonably and in good faith forward a copy of the report form to a person or agency as required by law and in the manner described in the law.

Confidentiality of Records

In general, the only persons authorized to receive the written report form and any related materials are the school building administrator and the superintendent. The law requires that all reports, records, photographs and other material submitted remain confidential and may not be disclosed except to law enforcement authorities involved in the criminal investigation of child abuse in an educational setting or as expressly authorized by law or pursuant to a court-ordered subpoena. Willful disclosure of a written record required to be confidential, to a person not authorized to receive or review such record is a class A misdemeanor. The law requires that school building administrators and superintendents exercise reasonable care to prevent unauthorized disclosure.

Duties of District Attorneys

Where a criminal investigation is undertaken in response to a report forwarded to the appropriate law enforcement authorities, the district attorney must notify the superintendent of the school district where the acts of child abuse occurred and the superintendent of the school district where the child attends, if different, of the following:

- an indictment;
- the filing of an accusatory instrument;
- the disposition of the criminal case; or,
- the suspension or termination of the investigation.

Where a criminal conviction is obtained for a crime involving child abuse in an educational setting by a licensed or certified school employee, the district attorney is required to notify the Commissioner of Education, as well as the superintendent of the school district in which the acts of child abuse occurred and the superintendent of the school district where the child attends, if different.
Duties of the Commissioner of Education

Upon receiving notification of conviction from a district attorney, the Commissioner of Education must begin proceedings against the convicted individual pursuant to Part 83 of the Commissioner’s regulations to determine whether the individual possesses good moral character. The determination may result in additional action taken against the individual related to his or her license or certification.

The Commissioner has also issued the attached form that must be used for the recording and transmission of allegations of child abuse in educational settings.

The Commissioner and the Board of Regents also promulgated §100.2(hh)(2), which sets forth the training requirements relating to child abuse in an educational setting.

Unreported Resignations or Voluntary Suspensions

The law prohibits school building administrators or superintendents from agreeing to withhold from the appropriate law enforcement authorities, a superintendent or the Commissioner of Education, where appropriate, an allegation of child abuse in an educational setting on the part of any employee or volunteer as required by law, in return for the resignation or voluntary suspension of the alleged perpetrator. Violation of this prohibition can result in a class E felony charge and a civil penalty of up to $20,000.

Approved by the Superintendent: 07/07/10, _____
NOTIFICATION OF TEACHER’S DUTY TO REPORT CHILD ABUSE IN AN EDUCATIONAL SETTING AND IMMUNITY FROM LIABILITY

This notice is to be annually provided to teachers and other school officials pursuant to Educational Law §3028-b to provide a written explanation of their duty to report incidents of child abuse in an educational setting, and of their entitlement to immunity from civil liability for making such reports in good faith.

Where an oral or written allegation is made to any teacher, administrator, school guidance counselor, school social worker, school nurse, school psychologist, or board member that a school district employee or volunteer has subjected a student to child abuse, that person must complete a written report of such allegation (Regulation 6401.4). The author of the written report must then personally deliver a copy of it to the building principal where the student currently attends school, whether or not the abuse occurred on school district premises.

If the abuse occurred at school outside the school district, the report must be promptly forwarded to both the Superintendent of the school district where the student attends school and to the Superintendent of the school district where the abuse occurred.

School employees or volunteers who reasonably and in good faith make a report of child abuse in an educational setting as set forth above have immunity from civil liability.

Approved by the Superintendent: 09/08/10, _____
New Hartford Central School District
SUPERINTENDENT'S REGULATION
Draft 06/12/2015

STUDENTS

6401.3

CHILD ABUSE IN AN EDUCATIONAL SETTING
STATEMENT OF PERSONAL DELIVERY

I, __________________________, hereby state that I have personally delivered a copy of the attached report of Allegation (Regulation #6401.4) of child abuse to ____________________, building principal of __________________________School, on ____________________ 20___ at _____________am/pm.

________________________________________
Signature of Employee

Approved by the Superintendent: 07/07/10, ____
New Hartford Central School District
SUPERINTENDENT’S REGULATION
Draft 06/12/2015

STUDENTS

CHILD ABUSE IN AN EDUCATIONAL SETTING
CONFIDENTIAL REPORT OF ALLEGATION

<table>
<thead>
<tr>
<th>SUBJECT CHILD</th>
<th>PARENT OF SUBJECT CHILD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name ___________________</td>
</tr>
<tr>
<td>Last</td>
<td>Address ________________</td>
</tr>
<tr>
<td>First</td>
<td>School __________________</td>
</tr>
<tr>
<td>MI</td>
<td>Grade _______ Sex (M, F, Unknown) _______</td>
</tr>
<tr>
<td></td>
<td>Age or Birthday (Mo/Day/Yr)</td>
</tr>
<tr>
<td></td>
<td>Address (if different) __________</td>
</tr>
</tbody>
</table>

SOURCE OF ALLEGATION (Check as Appropriate)
☐ Child  ☐ Parent  ☐ Other - Name __________________ Relationship to Child (if any) ________

ALLEGED PERPETRATOR (EMPLOYEE OR VOLUNTEER)

Name __________________ School District __________________ School Building __________________ School Position __________________

SPECIFIC ALLEGATION
Use this space to provide information to describe or explain the circumstances surrounding the allegation.
(attach additional sheets if necessary)

REPORTER INFORMATION

Name __________________ School District __________________ School Telephone __________________

School Address __________________ Relationship to Child (if any) __________________

☐ Teacher  ☐ School Guidance Counselor  ☐ School Nurse  ☐ School Psychologist
☐ Administrator  ☐ School Board Member  ☐ School Social Worker
☐ School personnel required to hold teaching or administrator license or certification

Date Submitted to Administrator _____ / _____ / _____ Signature __________________

FOR ADMINISTRATOR USE ONLY

Reasonable Suspicion ______ Yes ______ No

Date Submitted to Superintendent _____ / _____ / _____ Name/Signature __________________

Date Submitted to Law Enforcement _____ / _____ / _____ Name/Signature __________________

FOR SUPERINTENDENT OF SCHOOL USE ONLY

Reasonable Suspicion ______ Yes ______ No

Date Submitted to Commissioner _____ / _____ / _____ Name/Signature __________________
Definitions contained in Section 1125 of Article 23-B, Title I of the Education Law

1. “Child abuse” shall mean any of the following acts committed in an educational setting by an employee or volunteer against a child:
   a. intentionally or recklessly inflicting physical injury, serious physical injury or death, or
   b. intentionally or recklessly engaging in conduct which creates a substantial risk of such physical injury, serious physical injury or death, or
   c. any child sexual abuse as defined in this section, or
   d. the commission or attempted commission against a child of the crime of disseminating indecent materials to minors pursuant to Article 235 of the Penal Law.

2. “Child” shall mean a person under the age of 21 years enrolled in a school district in this State, other than a school district within a city having a population of one million or more.

3. “Employee” shall mean any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the social services law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

4. “Volunteer” shall mean any person, other than an employee, who provides services to a school or school district, which involve direct student contact.

5. “Educational setting” shall mean the building and grounds of a public school district, the vehicles provided by the school district for the transportation of students to and from school buildings, field trips, co-curricular and extra-curricular activities, both on and off school district grounds, all co-curricular and extra-curricular activity sites, and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.

6. “Administrator” or “school administrator” shall mean a principal of a public school, charter school or board of cooperative educational services, or other chief school officer.

7. “Law enforcement authorities” shall mean a municipal police department, sheriff’s department, the division of state police or any officer thereof. Notwithstanding any other provision of law, law enforcement authorities shall not include any child protective service or society for the prevention of cruelty to children as such terms are defined in section four hundred twenty-three of the social services law.

8. “Parent” shall mean either or both of a child’s parents or other persons legally responsible for the child.

9. “Child sexual abuse” shall mean conduct prohibited by article one hundred thirty or two hundred sixty-three of the penal law.