



Mount Morris Central School District

Faculty and Staff Handbook

2023-24

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A. Informational

1. Welcome Statement:

We are pleased to welcome you to the Mount Morris Central School District. Without you, it would not be possible to provide the quality educational programs currently offered in our District.

This Employee Handbook was designed to provide basic information about your employment. The information contained in the handbook does not replace or supersede Board of Education policies or collective bargaining agreements, but rather serves as a starting point to answer general questions you may have. Please take the time to read through this handbook to become familiar with its content.

We want you to be successful in your assignment. Should you have any questions or concerns not addressed in the handbook, contact your immediate supervisor.

Best wishes for a very successful and rewarding school year.

2. District Mission:

At Mount Morris Central School District we are building the future, laying the foundation of lifelong learning, opening minds to explore, to create, and to achieve excellence.

3. District Belief Statements:

(Developed by the Shared Decision Making Team)

- Our highest priority is to recognize each student's talent and unlimited potential.
- Facilitating a safe environment where all individuals are valued is important.
- Higher expectations yield higher results.
- Students, families, all school faculty and staff, and community members share in the responsibility for educational excellence.
- Positive relationships promote learning.
- Students learn best when they are actively engaged.
- Meeting students' needs is achieved through data driven decision making.
- Excellence in teaching is essential to student learning.

4. Board of Education

i. Definition:

The Mount Morris Central School District Board of Education oversees and manages the affairs, personnel, and properties of the Mount Morris Central School District. The Board is composed of seven individuals who are elected by the voters of this District to three-year terms. The Board has the authority, under guidelines set forth under New York State Education Law, to adopt policies, rules, and bylaws to fulfill their responsibilities and to secure the best educational results for the students within their charge.

ii. Board of Education Meeting Dates (Meetings take place at 6pm):

Location: Auditorium unless noted otherwise

July 12: Reorganization & Regular Meeting
July 26
August 9: Policy Committee Meeting (5:30 p.m.)
August 9
August 23
September 13
September 20: Audit Committee Meeting (2:00 p.m., Conf. Room)
October 11
October 25: Policy Committee Meeting
November 8
December 13
January 10
January 17: Audit Committee Meeting (2:00 p.m., Conf. Room)
February 14
February 28: Policy Committee Meeting
March 13
March 20: Audit Committee Meeting (2:00 p.m., Conf. Room)
March 27
April 10
April 22 (Monday): BOCES Budget / Election & Regular Meeting
May 8: Budget Hearing followed by Regular Meeting
May 21 (Tuesday): Budget Vote, No Regular Meeting
June 5: Audit Committee Meeting (2:00 p.m., Conf. Room)
June 12
June 26

Adopted 6/14/23

iii. Board of Education Members:

Peter Privitera – President

Stephanie Gehrig – Vice President

Ann Hunt – Trustee

Pamela Martin - Trustee

Donna Todd – Trustee

Deborah Schmidt – Trustee

Jennifer Young – Trustee

5. Directory - Administration & Office Staff:

District & Business Offices: 585-658-3333

Greg Bump, Superintendent of Schools Ext. 3112

Sarah Williams, Superintendent's Secretary/District Clerk Ext. 3102

Mike Cox, Business Admin., Transportation. Director Ext. 3123

Mary LaPoma, District Treasurer/Payroll Clerk Ext. 3103

Brandon Zingaro, Building Maintenance Supervisor Ext. 3133

Megan Aldrich, District Office Clerk Ext. 3105

Kalliopi Meyers, District Office Clerk Ext. 3113

K-12 Offices: 585-658-3333

Jesse Hamilton, JH/SH Principal Ext. 3210

Danielle Dean, Elementary Principal Ext. 3212

Krystal Vanvalkenburg, CSE Chair & Data Coordinator Ext. 3211

Kalliopi Meyers, Visitor Entrance Secretary Ext. 3400

Faythe Swanson, Principals' Secretary Ext. 3202

Amy Callaro, CSE Secretary Ext. 3201

Allison Atwell, School Counselor Ext. 3247

Esther Howe, Guidance Secretary Ext. 3200

Cheryl Archibald, Nurse Ext. 3208

Autumn Gaylord, Student and Family Support Counselor Ext. 3441

Treva Walker, Psychologist Ext. 3451

Wayne Swede, Dean of Students & Athletic Director Ext. 3230

School Calendar



MOUNT MORRIS CENTRAL SCHOOL INSTRUCTIONAL CALENDAR 2023-24

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- HOLIDAYS
- FIRST/LAST DAY OF SCHOOL
- HALF DAYS for ELEMENTARY STUDENTS
- SUPERINTENDENT'S CONFERENCE DAY
- GRADUATION

- Holidays**
Independence Day Recess: Tuesday, July 4
Labor Day Recess: Monday, September 4
Columbus Day: Monday, October 9
Veterans Day, Observed: Friday, November 10
Thanksgiving Recess: November 22 - 24
Winter Recess: December 25 - January 1
Martin Luther King, Jr. Day: Monday, January 15
Presidents' Day Recess: February 19 - 23
Spring Recess: March 29 - April 8
Memorial Day Recess: May 24 & 27
Juneteenth: Wednesday, June 19

- First/Last Days of School**
First Day: Wednesday, September 6
Last Day: Tuesday, June 25

- Half Days for Elementary Students**
Friday, Dec. 1 (Parent/Teacher Conferences)
Friday, June 21
Monday, June 24
Tuesday, June 25

- Half Day for ALL Students**
Friday, December 22

- Elem. Parent Teacher Conferences**
December 1 & 4

- Conference Days**
Thursday, August 31
Tuesday, September 5
Friday, October 6
Monday, December 4
Friday, January 26
Wednesday, June 26

- Graduation**
Sunday, June 30

- Scheduled Make-Up Days**
If there are 5 Snow Days....May 24
If there are 6 or more Snow Days,
we will provide virtual instruction.

B.O.E. Adopted: 3/22/23

Total Days: 180 + 6

7. Pay Schedule 2023-2024 Payroll Schedule

<u>Pay 1</u>	<u>Friday, July 14</u>	<u>Pay 13</u>	<u>Friday, January 12</u>
<u>Pay 2</u>	<u>Friday, July 28</u>	<u>Pay 14</u>	<u>Tuesday, January 30</u>
<u>Pay 3</u>	<u>Tuesday, August 15</u>	<u>Pay 15</u>	<u>Thursday, February 15</u>
<u>Pay 4</u>	<u>Wednesday, August 30</u>	<u>Pay 16</u>	<u>Thursday, February 29</u>
<u>Pay 5</u>	<u>*Friday, September 15*</u>	<u>Pay 17</u>	<u>Friday, March 15</u>
<u>Pay 6</u>	<u>Friday, September 29</u>	<u>Pay 18</u>	<u>Friday, March 29</u>
<u>Pay 7</u>	<u>Friday, October 13</u>	<u>Pay 19</u>	<u>Monday, April 15</u>
<u>Pay 8</u>	<u>Monday, October 30</u>	<u>Pay 20</u>	<u>Tuesday, April 30</u>
<u>Pay 9</u>	<u>Wednesday, November 15</u>	<u>Pay 21</u>	<u>Wednesday, May 15</u>
<u>Pay 10</u>	<u>Thursday, November 30</u>	<u>Pay 22</u>	<u>Thursday, May 30</u>
<u>Pay 11</u>	<u>Friday, December 15</u>	<u>Pay 23</u>	<u>Friday, June 14</u>
<u>Pay 12</u>	<u>Friday, December 29</u>	<u>Pay 24</u>	<u>Friday, June 28</u>

***The first pay for 10 month staff**

8. Junior & Senior High School Bell Schedule

2023-24 Bell Schedule

Homeroom/Announcements: 8:02-8:08 AM

1st: 8:08 AM-8:49 AM

2nd: 8:52 AM-9:33 AM

3rd: 9:36 AM-10:17 AM

4th: 10:20 AM-11:01 AM

5th: 11:04 AM- 11:45 AM

6th: 11:48 AM- 12:29 PM

7A: 12:33 PM-1:03 PM

7B: 1:07 PM- 1:37 PM

8th: 1:40 PM- 2:21 PM

9th: 2:24 PM- 3:05 PM

9. Elementary Specials Schedule

2023-2024

Time	A		B		C		D		E		F	
7:50-8:20	30 min											
8:20-9:10 6th	PE-C Art Library	Pedelly Hauslauer Drumma	Library PE-S PE-C	Pedelly Hauslauer Drumma	PE-C Music Art	Pedelly Hauslauer Drumma	Art PE-S PE-C	Pedelly Hauslauer Drumma	PE-C Library Music	Pedelly Hauslauer Drumma	Music PE-S PE-C	Pedelly Hauslauer Drumma
9:15-10:05 Grade 4	Music Library PE-S	DelSignore Gears Willey	PE-S PE-C Art	DelSignore Gears Willey	Art Music PE-S	DelSignore Gears Willey	PE-S PE-C Library	DelSignore Gears Willey	Library Art PE-S	DelSignore Gears Willey	PE-S PE-C Music	DelSignore Gears Willey
10:10-11:00 Grade 5	PE-S PE-C Art	Clark Thompson Smith	Library Music PE-C	Clark Thompson Smith	PE-S PE-C Library	Clark Thompson Smith	Art Library PE-C	Clark Thompson Smith	PE-S PE-C Music	Clark Thompson Smith	Music Art PE-C	Clark Thompson Smith
11:05-11:35 Lunch for all Special Area Teachers												
11:40-12:30 PreK-K <small>11:40-12:05 & 12:05-12:30</small>	Art/PE-S Music/PE-C PE-S/Art PE-C/Music	Bradley Clester Harding Swede	Music/PE-S Library/PE-C PE-S/Library PE-C/Art	Bradley Clester Harding Swede	Library/PE-S Art/PE-C PE-S/Music PE-C/Library	Bradley Clester Harding Swede	Art/PE-S Music/PE-C PE-S/Art PE-C/Music	Bradley Clester Harding Swede	Music/PE-S Library/PE-C PE-S/Library PE-C/Art	Bradley Clester Harding Swede	Library/PE-S Art/PE-C PE-S/Music PE-C/Library	Bradley Clester Harding Swede
12:35-1:25 Grade 1 Grade 3	PE-S PE-C Music Library	Ellis Fisher Bean Caskey	Art Music PE-S PE-C	Ellis Fisher Bean Caskey	PE-S PE-C Library Art	Ellis Fisher Bean Caskey	Music Library PE-S PE-C	Ellis Fisher Bean Caskey	PE-S PE-C Art Music	Ellis Fisher Bean Caskey	Library Art PE-S PE-C	Ellis Fisher Bean Caskey
1:30-2:20 2nd	PE-S PE-C Art	Schneider Hamilton White	Art Library PE-S	Schneider Hamilton White	PE-S PE-C Music	Schneider Hamilton White	Music Art PE-S	Schneider Hamilton White	PE-S PE-C Library	Schneider Hamilton White	Library Music PE-S	Schneider Hamilton White
2:23-3:05	Chorus/Band Ceramics		Chorus/Band Ceramics		Chorus/Band Ceramics		Chorus/Band Ceramics		Chorus/Band Ceramics		Chorus/Band Ceramics	

Chorus	Band
2023-2024 C Day (1:00-1:30) 4th-6th Grade Chorus	Wednesday and Thursday 1:50-2:20 Grades 4-6

PreK	Kindergarten	1st	2nd	3rd	4th	5th	6th
8:00-8:30 Breakfast	8:00-8:10 Breakfast 8:10-8:40 RR	8:00-8:20 Breakfast	8:10-8:35 Breakfast/Calendar 8:10-8:40 RR	8:00-8:10 Breakfast/Morning Meeting	8:00-8:10 Breakfast/Morning Meeting	8:00-8:15 Breakfast/Morning Meeting	8:00-8:20 Breakfast/Morning Meeting
	8:10-8:40 Calendar	8:20-8:45 Calendar	8:40-9:40 ELA	8:10-9:10 ELA	8:10-8:40 AIS-ELA	8:15-9:15 Section 1 SPED/ELA	8:20-9:10 Special
8:30-9:00 Calendar	8:40-9:10 Read Aloud/ Writing/Handwriting	8:45-9:15 AIS-ELA	9:40-9:55	9:15-9:45 AIS-Math	8:40-9:15 SS/SCI	9:20-9:50 AIS ELA	9:15-10:15 Section 1
9-10 ELA Centers <small>9:30-10:00 Music Therapy Push In Bradley - Tuesdays Clester - Thursdays</small>	9:10-9:40 SEL	9:15-10:15 ELA/Writing	9:55-10:25 AIS-ELA	9:45-10:15 Sci/SS 9:45-10:15 RR	9:15-10:05 Special	9:50-10:10 Recess	10:15-10:45 AIS-Math
10-10:25 Freetime	9:40-10:00 Recess	10:15-10:35 Snack/Step	10:25-10:40 Recess	10:15-10:30	10:05-10:15	10:10-11:00 Special	10:45-11:15 SEL/Recess 10:45-11:15 RR
10:30-11:00 Math <small>10:30-10:30 Occupational Therapy Push In Clester - ACE Bradley - BDF</small>	10:00-11:00- Math <small>10:30-10:30 Music Therapy Push In Harding - Tuesdays Ross - Thursdays</small>	10:35-11:35 Math <small>10:30-11:00 Music Therapy Push In Bean - Tuesdays Caskey - Thursdays 11:00-11:30 Occupational Therapy Push In Bean - ACE Caskey - BDF</small>	10:40-11:40 Math	10:30-11:00 AIS-ELA	10:15-11:15 ELA	Cafe 11:00-11:30 Lunch Smith 11:05-11:35 Lunch Clark 11:10-11:40 Lunch Thompson	Bistro 11:15-11:45 Lunch Drumma 11:20-11:50 Lunch Pedelly 11:25-11:55 Lunch Hauslauer
Cafe 10:50-11:20 Lunch Bradley 10:55-11:25 Lunch Clester	Bistro 11:00-11:30 Lunch Harding 11:05-11:35 Lunch Ross Aide coverage needed	Bistro 11:35-12:05 Lunch Bean 11:40-12:10 Lunch Caskey	Cafe 11:40-12:10 Lunch Hamilton 11:45-12:15 Lunch White 11:50-12:20 Lunch Schneider	11:00-11:30 SEL	11:15-11:45 Read Aloud/Step 11:15-11:45 RR	11:35-12:05 AIS Math (may have to grab from cafeteria)	11:55-12:55 Section 2
11:25-11:40 Freetime	11:40-12:30 Special	12:10-12:35 SEL	12:20-12:30 Recess/Read Aloud	11:30-11:55 Recess	Bistro 11:45-12:15 Lunch DelSignore 11:50-12:20 Lunch Willey 11:55-12:25 Lunch Gears	12:05-12:15 Agendas	12:55-1:55 Section 3
11:40-12:30 Specials	12:30-12:40 Snack	12:35-1:25 Special	12:30-1:00 AIS-Math	Cafe 11:55-12:25 Lunch Ellis 12:00-12:30 Lunch Fisher	12:15-1:15 Math	12:15-1:15 Section 2	1:55-2:25 RR SEL/Recess
12:45-2 Rest	12:40-1:40 ELA <small>12:40-1:10 Occupational Therapy Push In Harding - ACE Ross - BDF</small>	1:25-1:45 Recess	1:00-1:30 SEL	12:35-1:25 Special	1:15-1:45 AIS-Math	1:15-2:15 Section 3 SPED Math	2:25-2:55 AIS-ELA
2:00-2:45 Snacks/Books/Free Play	1:40-2:10 AIS-ELA	1:45-2:15 AIS Math	1:30-2:20 Special	1:25-2:25 Math	1:45-2:15 SEL	2:15-2:35 SEL 2:15-2:45 RR	3:00 Dismissal
2:45-2:55 Clean up	2:15-2:45 AIS-Math	2:15-2:45 Soc/Sci 2:15-2:45 RR	2:20-2:50 Soc/Sci	2:25-2:45 Recess	2:15-2:50 Recess	2:35-2:55 Recess	
2:55 Dismissal	2:45-2:55 Clean Up	2:45-2:55 Clean Up	3:00 Dismissal	2:45-2:55 Clean up	3:00 Dismissal	3:00 Dismissal	
	2:55 Dismissal	2:55 Dismissal		3:00 Dismissal	Band: 1:50-2:20 W/TH	Band: 1:50-2:20 W/TH	Band: 1:50-2:20 W/TH
					Chorus: 1:00-1:30 C Days	Chorus: 1:00-1:30 C Days	Chorus: 1:00-1:30 C Days

PROCEDURES AND GUIDELINES

1. ANTI-DISCRIMINATION COMPLAINT GUIDELINES

Any type of discrimination allegedly occurring within the District shall be investigated by the appropriate official as outlined in the District's regulations and procedures. Allegations of discrimination may be reported through informal and/or formal complaint procedures.

In following the District's regulations and procedures, should the investigating official be the alleged source of discrimination, then the employee/student or potential employee/student shall report his/her complaint to the next level of supervisory authority.

Confidentiality of all reports of alleged discrimination will be maintained where appropriate. Subject to all applicable laws and collective bargaining agreements, the following guidelines shall be utilized in the investigation and resolution of discrimination complaints.

Step 1 - Informal Complaint:

An employee or student who believes that he/she has been subjected to any type of discrimination shall immediately notify his/her immediate supervisor or Principal on the complaint form provided by the District.

A potential employee or potential student who believes that he/she has been subjected to any type of discrimination shall immediately notify the District's complaint officer. Those procedures established under Step 2 - Formal Complaint will then apply (see below).

Within 14 days after receipt of the complaint the supervisor or Principal will correct the situation stated in the complaint if he/she finds the complaint valid and if the correction of the complaint is within his/her scope of authority.

The action taken by the supervisor or Principal will be noted on the complaint form.

The supervisor or Principal may consult with or seek the assistance of the complaint officer in resolving the complaint.

If the supervisor or Principal cannot resolve the issues raised in the complaint within 14 days, he/she shall notify the complainant of that fact before the expiration of the 14 day period and he/she shall further indicate the approximate date on which his/her determination will be made.

If resolution of the complaint is not within the scope of the authority of the supervisor or Principal, he/she shall immediately notify the complainant who may then initiate those procedures set forth in the next section if he/she so desires.

The Complaint Officer for discrimination complaints alleged by employees shall be the Director of Personnel. The complaint officer for discrimination complaints alleged by students shall be the Director of Curriculum and Staff Development.

Step 2 - Formal Complaint:

If the complaint has not been resolved at the informal stage to the satisfaction of the complainant he/she may, within 14 days of the decision of the supervisor or Principal, ask that the complaint officer or his/her designee review the allegations raised by stating his/her reasons on the complaint form provided by the District and filing them with the complaint officer.

The complaint officer or his/her designee within 14 days of the receipt of the request for review will review the file and, if necessary, conduct his/her own investigation. The decision of the complaint officer will be made in writing within 14 days from presentation to him/her unless the complaint officer has notified the complainant that a period in excess of 14 days will be needed for him/her to conduct the investigation and render his/her decision.

If the complaint officer concludes that further action beyond that taken by the supervisor or Principal must be taken, he/she shall immediately notify the Superintendent so that the complaint officer's recommendations may be reviewed and implemented by the Superintendent.

Step 3 - Corrective Action/Resolution:

The complaint officer will inform the Superintendent of the outcome of his/her investigation. If the Superintendent of Schools issues a finding that no form of discrimination has occurred, the complainant, if not satisfied with this resolution, may appeal the decision to the Board of Education. If the complainant is satisfied with the Superintendent's finding, the complainant will so indicate in writing and the matter will be deemed closed.

Should the Superintendent determine that corrective action is necessary; the Superintendent of Schools shall follow all applicable law and regulations and appropriate collective bargaining agreements in the resolution of the complaint.

The complainant shall receive a copy of any and all reports issued by the Superintendent pertaining to the investigation/outcome of the formal complaint.

Scope of Legal Action

The filing and/or the rendering of a decision regarding the complaint shall in no way prohibit, prevent, or limit the complainant from taking appropriate legal action in accordance with state and federal law.

Step 4 - Appeal to the Board of Education:

In the event that a complainant files an appeal with the Board of Education following an investigation by the Superintendent of Schools, the Board of Education will conduct a hearing and issue a written response to the complainant following completion of the hearing.

The District shall take all appropriate measures to prevent the occurrence or continuation of any type of discrimination and shall implement remedial or corrective action where necessary.

Regardless of whether a complaint has been filed, if the District knows, or has reason to know, of the existence of any type of discrimination, the District shall require a prompt and thorough investigation by appropriate personnel.

2. CHILD ABUSE

Pursuant to Board of Education Policy #7530 and Section 41 of the Social Services Law, School District staff should be on the alert for the purpose of identifying abused and maltreated children and reporting such findings at **1-800-342-3720**.

Procedures:

All suspected cases of child abuse and neglect are to be reported to the Building Principal immediately.

All reports involving medical concerns will be referred to the school nurse. If the extent of the injury appears serious, appropriate medical emergency service will be contacted.

The Principal may call for the social worker. Such a call will be treated as an emergency and a social worker will be made available immediately.

3. EMPLOYEE ACTIVITIES

Political Activities

The Board of Education recognizes the right of its employees, as citizens, to engage in political activities. However, the Board of Education also recognizes that school property and school time shall not be used for political purposes.

Solicitations by Staff Personnel

Staff members shall not be engaged in advertising or commercial solicitations on school time except as authorized by the Superintendent and/or designee.

4. EMPLOYEE PROTECTION

The District will provide legal defense for employees being sued for events arising from the individual's performance of duties, provided the employee was, at the time of the incident, acting in the discharge of his/her duties within the scope of his/her employment.

The District shall not be subject to the duty to defend unless the employee, within the time prescribed by the specific statute, delivers the original or a copy of the claim to the Clerk of the District.

5. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of this District to provide, through a positive and effective affirmative action program, equal opportunities for employment, retention, and advancement of all people regardless of race, color, creed, national origin, sex, sexual orientation, genetic predisposition, age, marital status, or disability.

Provisions will be provided for the publication and dissemination, internally and externally, of this policy to ensure its availability to interested citizens and groups.

Job descriptions for all District positions shall be developed and maintained by administration, reflecting the essential functions that an employee must be able to perform, with or without reasonable accommodation. Additionally, administration shall establish grievance procedures that provide for the prompt and equitable resolution of complaints alleging discrimination.

Those intending to file a grievance due to alleged discrimination must follow the grievance procedure as established by the District.

6. EXPOSURE CONTROL PROGRAM

The District shall establish an exposure control program designed to prevent and control exposure to infectious diseases. According to the New York State Department of Labor's Division of Safety and Health and OSHA standards, the program shall consist of:

- Guidelines for maintaining a safe, healthy school environment to be followed by staff and students alike.
- Written standard operating procedures for blood/body fluid clean-up.
- Appropriate staff education/training.

- Evaluation of training objectives.
- Documentation of training and any incident of exposure to blood/body fluids.
- A program of medical management to prevent or reduce the risk of pathogens, specifically hepatitis B and HIV.
- Written procedures for the disposal of medical waste.
- Provision of protective materials and equipment for all employees who perform job-related tasks involving exposure or potential exposure to blood, body fluids or tissues.

7. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a Federal law, originally enacted in 1974, established to protect the privacy of parents and students in education records maintained by a school district. Education records can be in many forms (print, photograph, video, e-mail, etc.), contain information directly related to a student, and are maintained by the school district or a party acting for the school district. Examples of education records include test scores, progress and evaluation reports, disciplinary referrals, health records, and IEP's.

There are several mandates regulated by FERPA. In particular, a student's education records or personally identifiable information regarding a student from education records will not be disclosed to any party or institution without written parental consent unless the disclosure of information is to another educational institution where the student seeks to enroll, is enrolled or receives services, or to other school officials with a legitimate educational interest on behalf of the student. Refer to District policy #7240 for additional information on disclosure of education records.

8. AFTER SCHOOL PROGRAMS

The Building Principal or his/her designee shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.

9. GIFTS

The Board of Education recognizes that gift giving, especially during the holiday season, may be a common practice for many District employees. While the giving or exchanging of gifts may be acceptable among staff members, the Board strongly encourages District employees and students to show appreciation through written notes or greeting cards.

10. MILEAGE REIMBURSEMENT

The procedure for calculating and claiming reimbursement for mileage to district required events is based upon Board of Education Policy subject to the regulations set out by the Internal Revenue Service.

IRS regulations limit reimbursable miles to the number driven in excess of the number of miles involved in the individual's daily commute (round trip) for work. This calculation applies even in cases where the individual does not normally drive to the primary work location: e.g., the individual typically walks or uses public transit for the round-trip commute.

For travel that takes place on a day other than a normal workday, total mileage is reimbursable. Included below are examples that will help you determine the number of miles that can be claimed.

When submitting claim forms to the business office for mileage reimbursement, please include MapQuest documentation to support the miles traveled. Mileage calculations should be rounded to 1/10 of a mile. Reimbursement will be calculated based upon the current IRS reimbursement rate.

Calculating Reimbursable Miles

Example 1 - Home to Conference / Conference to Work / Work to Home

Joe generally drives 11 miles to and from Mount Morris Central School for a normal round trip commute of 22 miles. Today, however, Joe needs to drive from his home to Leroy to attend an early morning meeting. After the meeting, he continues to work where he completes his work day and then drives home. As a result, today Joe drives 53 miles - from home to Leroy to school and back to his home.

Joe can request reimbursement for 31 miles today. This represents the number of miles that he drove in excess of his usual round trip commute ($53 - 22 = 31$).

Example 2 - Home to Conference / Conference to Home

Kate usually walks to work at Mount Morris Central School. If she were to drive, her daily round trip commute would be 2 miles. Today, she needs to use her car since she is participating in a conference at an offsite location 12 miles from her house. The conference lasts the full day and Kate drives home upon its conclusion. Kate can request reimbursement for 22 miles today. This represents the number of miles she had to drive in excess of her usual round trip commute ($24 - 2 = 22$).

This calculation applies even though Kate does not normally drive her personal vehicle to her primary work location.

Example 3 - Home to Work / Work to Conference / Conference to Work / Work to Home

Peter drives 7 miles to school on Monday morning, leaves to attend a required training in Warsaw, and returns to the office driving 33 miles round trip. He can request reimbursement for the drive to Warsaw and back; those miles driven in excess of his normal commute ($7 + 33 + 7 - 14 = 33$).

Example 4 - Home to Conference held on non-scheduled work day

Marie usually drives 14 miles round trip to Mount Morris Central School. Her normal work schedule is Monday through Friday. On Sunday evening, she drives 27 miles to Rochester International Airport to catch her flight to an out-of-state conference. Marie can request reimbursement for all 27 miles driven this day, since it is not a normal work day and she is not going to her normal work site.

11. FRAUD AND FINANCIAL IMPROPRIETIES

All employees are required to abide by the District's policies, administrative regulations, and procedures in the conduct of their duties. All applicable federal and/or state laws and regulations must be adhered to in the course of District operation and practices. Any individual who has reason to believe that financial improprieties or wrongful conduct is occurring within the School System is to disclose such information by reporting it to their supervisor. In the event that the allegations concern the supervisor, the report should be made to the next level of supervisory authority.

Any employee who has reasonable cause to believe that fraudulent, illegal, or inappropriate practices have occurred are protected from acts of retaliation as defined in board policy. Individuals who knowingly make false accusations will be subject to appropriate disciplinary action.

12. HUMAN IMMUNODEFICIENCY VIRUS (HIV) RELATED ILLNESSES

The Board of Education contends that a student shall not be denied the right to attend school or continue his/her education nor shall an employee be denied the right to continue his/her employment who has been diagnosed or identified as having a positive blood test for the antibodies to the Human Immunodeficiency Virus (HIV). The Board further contends that under current law and regulations, the disclosure of confidential HIV-related information shall be strictly limited.

Administrative regulations and procedures shall be developed and implemented by the administration based on recommendations from the New York State Education Department and from consultation with appropriate professional and medical staff in the District.

The Superintendent shall also establish protocols for routine sanitary procedures for dealing with the cleaning and handling of body fluids in school, with special emphasis placed on staff awareness.

13. JURY DUTY

District employees called for jury duty shall receive his/her full day's pay from the School District plus mileage from the State. No employee shall be entitled to receive the per diem allowance for any regularly scheduled workday on which jury duty is rendered if on such a day his/her wages are not withheld on account of such service. An employee returning to regular employment after being summoned for jury duty shall produce documentation showing date(s) of attendance at jury duty.

14. SEXUAL HARASSMENT

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District employees an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees.

Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The Board acknowledges that in determining whether sexual harassment has occurred, the perspective of the victim as well as the offender's conduct and/or intention should be evaluated.

Any employee who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct to the District's designated complaint

officer through informal and/or formal complaint procedures developed by the District. In the event that the complaint officer is the offender, the complainant shall report his/her complaint to the next level of supervisory authority. All such reports will be held in strictest confidence.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, if the District has knowledge of, or has reason to know of, any alleged sexual harassment, the District is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

Based upon the results of the District's investigation, immediate corrective action will be taken, up to and including termination of the offender's employment in accordance with contractual and legal guidelines. The Board prohibits any retaliatory behavior directed against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the victim and/or witnesses have not suffered retaliation.

The Board directs the Superintendent to develop regulations for resolving sexual harassment complaints. The Superintendent/designee(s) shall affirmatively discuss the topic of sexual harassment with all employees, express the District's condemnation of such conduct, and explain the sanctions for harassment. A copy of this policy and its accompanying regulations shall be posted in appropriate places and available upon request to all employees.

15. TEACHER DRESS AND APPEARANCE POSITION STATEMENT

A point of emphasis each year will continue to be the student dress code. Teachers can assist the school district in this effort by modeling professional and appropriate school attire.

Please also assist the district by monitoring student dress in ways that are non-confrontational. Matters pertaining to student dress should be referred to the Building Principal.

Please refer to the Mount Morris Code of Conduct for specific student dress code requirements and discipline process.

16. TEACHER ABSENCES

All faculty and staff will report absences to <http://www.aesoponline.com>. Absences should be called in ASAP. If the absence is being recorded after 6:50 AM, the faculty/staff member should notify the Building Principal along with the request to AESOP.

Danielle Dean, Elementary Principal 585-315-6333
Jesse Hamilton, Jr/Sr High Principal 585-507-3651

Genesee Valley Educational Partnership
Important Aesop Information
(updated 7/15/2021)

Aesop Phone # (requires ID and PIN#): ID is your 10-digit phone number and your PIN as assigned in your Welcome letter. You can change your PIN once you login to Aesop.

1.800.942.3767

Aesop Web Address: Login ID is 10 digit phone number and PIN as assigned. If you forget your PIN click I forgot my PIN in the upper right near the login area.

If you need to change your phone number, please contact your district office.

<http://www.frontlinek12.com/Products/Aesop.html>

Additional Information:

Aesop calls will show up on Caller ID as 1.800.942.3767

Aesop Employee Tutorial:

<http://help.frontlinek12.com/aesop/knowledgebase/employee-web-basic-training-video/>

Aesop Substitute Tutorial:

<http://help.frontlinek12.com/aesop/knowledgebase/substitute-web-basic-training-video/>

For Assistance with Aesop/your Login ID or PIN#:

Please click on the forgot user name or forgot password link in order to reset your information

Aesop Calling Times (for substitutes):

Morning Call Out: 5:00 AM until 1:00 PM

Evening Call Out: 5:00 PM until 10:00 PM

Absence Reporting Deadline for employees requiring a substitute:

No later than 6:50 a.m. on the morning of the absence. If an emergency absence arises, please contact your Building Principal directly as soon as possible.

Absence Cancellation Deadline for employees:

No later than 12 hours prior to the scheduled start of the job.

Teachers and staff are to follow these procedures:

- Overnight/Unexpected Absences – call or log your absence in AESOP as soon as you know your absence is imminent. Make sure to also enter the absence in the Employee Portal.
- Planned absence – (conference, workshops, personal days) – Teachers and staff must receive administrative approval (per the teacher contract) through the appropriate paperwork. After the approval is granted, use Aesop to request sub coverage as well as entering it into the Employee Portal.
- In the case of an illness during the school day, teachers should notify the Building Principal.

- Please note, at no time should teachers arrange for their own coverage.

Sub plans are required to be available to any substitute upon arriving at school. Sub plans can be given to the Principals' Secretary or left on the teacher's desk. In case of an overnight/unexpected absence, emergency plans must be submitted to the Principals' Secretary at the beginning of the year. The emergency plans will be used in any case that the teacher cannot get specific sub plans made for the substitute teacher.

17. TEACHERS LEAVING THE BUILDING DURING SCHOOL HOURS

Teachers are allowed to leave the building during personal lunchtime and only with the permission of the Building Principal. The teacher must sign in and out as required by District procedures.

18. ASSIGNMENT EXPECTATIONS

Study Skills Position Statement:

Study Skills was designed to increase students' proficiency in all their classes. Therefore, Study Skills are an extension of the classroom and should be treated as such. Students are expected to use Study Skills to work on classroom assignments.

Listed below are a set of guidelines to be used by all teachers that are assigned Study Skills (Jr./Sr. High only):

- For students to leave Study Skills, they must have a pre-signed paper pass with the signature of the teacher on it and the time. The only exception to this rule would be if the student were going to the bathroom or locker; each Study Hall should have a permanent pass designed for this purpose. Students should still note time on permanent pass.
- Only allow one student at a time out to the bathroom or locker. The sign out sheet should be located in an area the teacher can supervise it.
- Use a pre-signed pass system. If a student knows they will need to be leaving the Study Skills to see a teacher or go to the counseling office, he/she should have a pre-signed pass to show you.
- If a student needs to go to an office, call down ahead of time to see if the person they need to see is available. Only send one student at a time and give him/her a pass.
- Breakfast ends at 8:05. No students should be allowed to go to the Cafeteria after this time.

19. CELL PHONE USE POSITION STATEMENT

As we prepare students for the 21st century, the Board of Education acknowledges the importance and expanding role of technology in the classroom. Additionally, the Mount Morris Central School Board recognizes the need for consistent discipline with concise rules and consequences.

The Mount Morris Central School Board hereby permits the possession of cell phones on school grounds.

Cell phones In an effort to promote an academically focused learning environment, electronic devices such as cell phones, iPods, iPads, MP3 players, electronic gaming devices, etc. will have limited use in the school setting. Students should follow the cell phone use protocol. In “red” areas, cell phone use is prohibited. In “green” areas, cell phone use is openly allowed. All areas of the Junior/Senior High school building will be designated a specific color. The Elementary School will not allow cell phone use during the school day.

All staff members are expected to enforce the electronic device expectations. Teachers have the authority to:

- a. Maximize technology for instructional purposes
- b. Facilitate a Culture for Learning by establishing guidelines for technology use
- c. Require the student to turn off the device and put it away
- d. Confiscate the device when its use is disrupting learning or posing a threat to safety

Students are expected to:

- a. Use technology to maximize learning
- b. Abide by the teacher's established guidelines for technology use
- c. Respect all requests to put devices away

The Mount Morris Central School Board recognizes the importance of having Faculty and Staff serve as leaders and role models in the school. It is the expectation of the Board that Faculty and Staff will limit their cell phone usage to their duty-free times when such usage does not disrupt the learning process.

20. SOCIAL MEDIA AND SOCIAL NETWORKING POLICY

Social media, social networking, and on-line gaming sites have great potential to connect people around the globe and enhance communication. However, they are also informal, less structured, and subject to constant change. The following guidelines establish some basic parameters regarding the use of these types of media.

Personal Use and Responsibility

It is too easy for genuinely intentioned and innocent comments and situations to be misinterpreted, resulting in potentially damaging consequences for everyone involved. Therefore, District personnel are prohibited from using their personal social media or gaming sites to knowingly create or maintain a relationship with current students. Furthermore, employees are prohibited from “friending”, “gaming”, “following”, or otherwise communicating or interacting with any current student attending the District using these types of online platforms.

Further, all District personnel must use the District issued e-mail, Google Classroom, Remind, and/or another District-provided method to communicate with students relative to school matters.

District employees are personally responsible for all comments and information they publish online. Employees must be aware that even with the strictest privacy settings, what is said online should be within the bounds of professional discretion.

On-line behavior should reflect the same standards of honesty, respect, and consideration that are used in face-to-face contact and be in accordance with the highest professional standards.

While mindful of employees' First Amendment free speech rights, District personnel who participate in social networking web-sites are prohibited from posting any material which may result in the disruption of classroom or District activities or violates a student's privacy rights in accordance with the Family Educational Rights and Privacy Act (FERPA). The District will make a determination based on the facts surrounding the material and the circumstances.

Official District Use

District personnel may be permitted to use social media for official District use. Official District use is defined as the use of the District's official social media accounts by an employee, on behalf of his or her department, program, or school for authorized purposes. Authorization must be granted by the Superintendent or designee.

Mount Morris Central School District highlights student work and accomplishments. The District does this by publishing names, student work, photographs and/or video recordings of students in various publications, including: newsletters, articles, yearbooks, brochures, instructional materials and promotional materials, as well as official on-line platforms. Only students with prior “authorization to publish” permission will be showcased in this fashion. Before publishing any student information, staff should consult the “Do Not Publish” list.

Reporting Requirements

District personnel are required to report known or suspected violations of these guidelines to their Building Principal or immediate supervisor. District personnel who violate any of these guidelines may be subject to appropriate disciplinary measures up to and including

termination of employment in accordance with legal guidelines, District policy and regulations, and any applicable collective bargaining agreement.

21. PERSONAL THREATS AGAINST TEACHERS BY A STUDENT

Personal Threats



MADE BY A STUDENT TO STAFF MEMBER

The teacher reports the threat to the Building Principal

(The personal threat can be second-hand or even third-hand information, but all threats are to be reported to the Building Principal).



When reporting a threat, be specific regarding what was said to whom and in what setting that the threat occurred. While memory serves, try to list all the witnesses in the setting at the time of the threat. If the threat was in writing, how was it delivered, when, by whom? Were there any witnesses to the receipt of the threat?



The Principal will assess the level of the threat immediately by meeting with the school counselors and other key people to determine whether the threat has crossed over the threshold of concern. The key prerequisite question is “How much time do we have”?



B. Learning Environment

1. GRADING POLICIES:

Grades are used to indicate achievement and development in each class or subject area in which a student is enrolled.

During the month of September, teachers will give students information regarding particular grading procedures, homework expectations, course outlines, and testing.

1. Parents will be informed of their child's progress at least 7 times a year (Report cards are issued quarterly and interim reports are sent during fifth, fifteenth, twenty-fifth, and thirty-fifth weeks of school).
2. The use of marks and symbols will be appropriately explained.
3. Grading will not be used for disciplinary purposes.
4. Student grades will be updated every Friday.

2. GRADING POLICY GUIDELINES:

The following guidelines regarding grading have been established to promote continuity in the 7-12 building:

A minimum of 70% of a student's grade will be based on formal, standards based assessments that are summative in nature; a maximum of 30% will be based on informal, standards based assignments that are formative in nature.

<i>>/= 70% Assessments</i> <i><u>Formal</u></i>	<i></= 30% Checking for Understanding</i> <i><u>Informal</u></i>
Standards based tests & quizzes Common Assessments (Unit Tests) Standards Based Summative Tests (Mid-terms, Semester test) Large Projects (Summative) Final Draft Essays and On-Demand Writing Lab Reports Mastery Assessments Summative Presentations Demonstrations of Proficiency Portfolios	Short Standards Based Informal Quizzes (Entrance Ticket, Exit Ticket) Practice Tests Small Projects (Formative) Draft Rewrites, RE-do Assignments Homework Practice Class work Student Involvement Class Activities Warm-Ups

3. HOMEWORK:

At Mount Morris Central School we believe that homework enriches the academic program. We want students to feel the sense of satisfaction that comes with ‘knowing, understanding, or being able to do something better today than yesterday’ (O’Connor, 2011) As a tool in learning, homework:

- Gives students individual practice in the area of study
- Creates opportunities for students to show what they know by extending or integrating their learning
- Provides opportunities for self assessment and teacher feedback

4. GRADUATION AND TESTING REQUIREMENTS:

Credits needed for graduation – 22

All students on track for a Regents Diploma will carry a minimum 5.5 credit bearing classes at Mount Morris each year unless participating in an approved Early Release Program as a Senior.

<i>Required Subjects</i>	<i>Regents Diploma</i>	<i>Advanced Regents Diploma</i>
English	4 Credits	4 Credits
Social Studies	4 Credits	4 Credits
Foreign Language	1Credit	3 Credits * (5 credit sequence in Art or Music alternative)
Science	3 Credits	3 Credits
Math	3 Credits	3 Credits
Art/Music	1 Credits	1 Credits
Health	.5 Credits	.5 Credits
Physical Education	2 Credits	2 Credits
Electives	3.5 Credits	3.5 Credits

<i>Minimum Testing Requirements for Regents Diploma:</i>	
English	Regents Comprehensive Exam

Math	Algebra Regents Exam
Social Studies	Global and US History Regents Exam * Global can be substituted with CDOS
Science	One Regents Exam

<i>Minimum Testing Requirements for Advanced Regents Diploma</i>	
English	Regents Comprehensive Exam
Math	Algebra, Geometry and Algebra II/Trig. Regents Exams
Science	Two Regents Exams, one life science and one physical science
Foreign Language	Three Units *(5 unit sequence in art, music or business alternative)

5. GRADE CALCULATION:

Full Year Course:

Final Grade = Each Quarter Grade 20%, Mid Term 10% and Final Exam/Regents Exam Grade 10%

Half Year Course:

Final Grade = Each Quarter Grade 45% and Final Exam Grade 10%

6. GRADE WEIGHTING FOR COLLEGE COURSES:

Student grades in College courses will receive a grade weight of 6%.

No weighted grade can be increased to exceed a 100% for any given quarter.

7. ATTENDANCE PROCEDURES AND REPORTING FOR STUDENTS:

Attendance should be taken within the first 10 minutes of class EVERY period. This attendance is called meeting attendance. The reports generated from this data allow us to keep students safe and to keep an accurate record of their class attendance. Teachers are expected to keep accurate attendance across the day. The first attendance of the day should be taken by 8:10 AM.

- **Informational Questions and Answers**

What does each of the attendance codes mean?

- **Present:** This code is used when a student is in class.
- **Absent:** This code is used when a student is NOT in your class.
- **Tardy:** This code should be used when a student arrives at your class late.

If a student appears as absent on the daily attendance, but the student is in your class, call the office!

If the student's daily attendance does NOT have the student listed as Absent, call the OFFICE. The student is missing.

What happens if a student comes in late and I don't change their attendance code?

According to our policy, parents will receive attendance letters after 5 absences for every class. If you don't change attendance from Absent to Tardy, the data in the letter will be inaccurate.

What happens if I mark a student Absent but the student is NOT on the daily attendance list?

When the period attendance report is run, this combination will appear as a missing student. The Visitor Entrance Secretary will deploy our School Resource Officer/Deputy or Administrator to locate the student.

Daily attendance directly affects our eligibility for state aid. We report attendance to the state using SchoolTool. The data we enter in SchoolTool drives all of our reporting.

You control daily attendance by the data you enter in period 1. Students who are absent from school MUST sign in the Visitor Entrance so their DAILY attendance record is corrected.

What do I do with excuses?

ALL excuses MUST be turned in to the Visitor Entrance on the morning you receive them. Each day, attendance is reconciled.

➤ If attendance is not reconciled, state aid is in jeopardy. The NOTE is VITAL.

Information obtained from reading a Doctor's note is confidential. DO NOT share this information.

- **Notification Process – Full Year Course**

1. At the 5th absence, the District will produce a warning letter to the family. A member of the Pupil Personnel Services team will meet with the student and family to develop a support plan to ensure improved attendance. An automated call will go out to communicate the importance of attendance to school.
 2. At the 10th absence, the District will produce and mail a second letter to the parent/guardian. Parents will be called for a second meeting with school personnel. At this meeting, the intervention plan will be reviewed and adjusted.
 3. At the 15th absence, a third letter will be mailed notifying families that the school will be referring the case to CPS and/or PINS regarding the absences.
- For students in grades 9 – 12, absences may count for possible loss of course credit. The Principal (in consultation with the Attendance Review Committee) is responsible for making the final decision regarding loss of credit.
- Parents, guardians, and / or students have the right to appeal / challenge absences.

- **Notification Process – Half Year Course**

1. At the 5th absence, the District will produce and mail a letter to the parent/guardian. Parents will be called to schedule a meeting with school personnel. The Attendance Review Committee will then formulate a plan of action to work with the student and family in order to improve attendance. If a parent refuses to meet with school personnel, CPS will be notified.
2. At the 10th absence, the District will produce and mail a second letter to the parent/guardian. Parents will be called for a second meeting with school personnel. At this meeting, the intervention plan will be reviewed and adjusted.
3. At the 15th absence, a third letter will be mailed to outline next steps. The school social worker and Dean of Students will complete a PINS referral and meet with the student and parents to review the referral.

- For students in grades 9 – 12, absences may count for possible loss of course credit. The Principal (in consultation with the Attendance Review Committee) is responsible for making the final decision regarding loss of credit.
- Parents, guardians, and / or students have the right to appeal / challenge absences.

8. ATTENDANCE REVIEW COMMITTEE:

A committee consisting of the Teacher Leader for Attendance and Accountability, Instructional Support Services Personnel (Social Worker and Guidance Counselor) weekly.

At least once per month, the Teacher Leader for Attendance and Accountability will meet with and advise the Principal of all attendance concerns. The Principal will play an active role in the review of all attendance plans and parent meetings. The committee will also be responsible for initiating a rewards and incentives program as a motivation for excellent attendance.

9. REWARDS AND INCENTIVES:

Rewards and incentives for excellent attendance shall include (but not be limited to) the following:

- Opportunities to receive rewards during assemblies

10. PROCEDURE FOR MISSING STUDENTS:

When it is determined by the teacher, after taking attendance, that a student is in school but missing from class, the following procedures will be followed:

- Call the Principal's Secretary to inform them of the missing student and any other information pertinent to the issue.
- The Principal's Secretary will relay that information to the appropriate personnel.
- An administrator or his/her designee will work to locate the student and get them to class.
- The Principal will call the parent/guardian in the case that the student is not found.
- The teacher should write a referral of the incident.

11. PARENT TEACHER CONFERENCES:

Teachers have a responsibility to meet with parents to discuss student concerns and progress. When a parent requests a conference with a teacher, the teacher shall make every effort to arrange a mutually convenient time.

C. Extracurricular Environment

1. PROFESSIONAL GROWTH / STAFF DEVELOPMENT:

- *Conference Attendance Procedures:*

The following checklist should be used when getting approval for and attending a workshop or conference.

Staff Development Checklist:

- ✓ Discuss your request with your Principal.
- ✓ Fill out any registration forms.

- ✓ Research lodging if necessary and attach information, but DO NOT BOOK YOUR ROOM.
- ✓ Calculate travel cost. Procedures for calculating mileage can be found in Section B.
- ✓ Fill out the Conference Request Form (example in Forms section) and have your Principal sign.
- ✓ Send all the information listed above to your Building Principal.
- ✓ After your Principal and the Superintendent approve your request.
- ✓ You are responsible for registering yourself.
- ✓ You will be responsible for booking any lodging.
- ✓ You will receive a copy of the request form. This is your verification that your request has been approved. Do not attend the workshop/conference without approval.
- ✓ Call the Substitute Service to arrange for a substitute. Filling out forms will not arrange a substitute. **Arrange substitute coverage as outlined in Section B**
- ✓ After your training or conference, use a district claim form for mileage, meals, parking, and tolls—required by auditors. Remember to attach all your receipts. Send a claim form to the Business Administrator. ATTACH YAHOO or GOOGLE MAP for mileage verification to your claim form. NO claims will be honored that are received after 30 days from the date of the event.

- ***Request for Summer Curriculum Work:***

Curriculum work by staff over the summer is encouraged. If any staff has a need to complete curriculum work over the summer, they are to contact the Building Principal.

2. FIELD TRIPS POSITION STATEMENT:

The District believes that field trips are an important part of the educational experience. By providing students with hands-on exposure to the larger community, field trips can greatly enhance the students' educational experiences.

Student field trips shall be permitted with the objective of providing enrichment experiences. Planning field trips on weekends and after school hours should be encouraged by advisors and teachers.

All Single Day Field Trips:

- Field trips must be scheduled at least three weeks in advance to give administration and transportation time to plan.
- Trips should originate at a department, class, club, or grade level meeting. The Principal must be included at this point to get his/her conceptual approval.
- Set date and number of chaperones needed. When determining the number of chaperones needed, consider the site being visited. The facility, such as some museums, may need to be consulted to determine if there is a recommended number of

chaperones or if there is a limitation in the number of chaperones. (The chaperone guidelines per 7410R recommends a chaperone to student ratio of 1 to 8 or 1 to 10.) *It is recommended to include parent chaperones, if possible. This will help school personnel gain parental support and increase parental involvement in school activities.*

- **Draft** an information letter to be sent home upon approval that includes:
 - permission slip
 - purpose of the trip
 - time of departure for trip and approximate time of return
 - rules and regulations for students
 - date for the return of permission information about lunches or snacks
 - provision for medication if needed by the student
 - amount of spending money needed
 - itinerary for parents (which includes phone numbers)
 - type of clothing student should wear
- Complete transportation request.
- Determine cost.
- Set time for departure and return.
- Present the plan for the trip to the Building Principal for approval. Include information on how the safety of the group will be maintained including any liability concerns. Information should also include how the group will be monitored, such as head counts at certain intervals during the trip.
- Send letters and permission slips home. In Grades 7-12, distribute release forms to obtain signatures and assignments from other teachers for classes that will be missed. **(DO NOT SEND ANYTHING HOME BEFORE IT IS APPROVED.)**
- Make arrangements for parents to transport students home once you arrive back at school.
- Collect permission slips and money. Check your liability and notes from parents regarding student health concerns. Notify the School Nurse immediately of any issues/concerns.
- Be sure to complete the appropriate BOCES Ticket Service CoSer (406.020) or On the Go! CoSer (410.510) and submit to the Secretary to the Superintendent.
- Bring all money collected to the District Treasurer and obtain a check (if required). **Teachers should not carry large amounts of cash.**
- Turn in a copy of permission slips to the Principal's Secretary. All slips must be kept on file in the school office for one year.
- On the day of the field trip, provide chaperones with clear guidelines for students. Chaperones have the responsibility of maximizing student safety and assisting students on the trip.

Upon returning to school, chaperones may not leave the building until all students who attended the field trip have been picked up or transported home. Avoid taking students home in your own vehicle. If you must transport a student home, the school's liability insurance will cover you beyond your own personal insurance coverage.

Overnight Field Trips:

- Overnight field trips must be scheduled at least two months in advance to give administration and transportation time to plan.
- Trips should originate at a department, class, club, or grade level meeting. The Principal must be included at this point to get his/her conceptual approval.
- Set date and number of chaperones needed. When determining the number of chaperones needed, consider the site being visited. The facility, such as some museums, may need to be consulted to determine if there is a recommended number of chaperones or if there is a limitation in the number of chaperones. (The District recommends a chaperone to student ratio of 1 to 8 or 1 to 10.) *It is recommended to include parent chaperones, if possible. This will help school personnel gain parental support and increase parental involvement in school activities.*
- Complete transportation request.
- Determine cost.
- Set time for departure and return.
- Draft an information letter to be sent home upon approval that includes:
 - Permission slip
 - Purpose of the trip
 - Time of departure for trip and approximate time of return
 - Rules and regulations for students
 - Date for the return of permission information about lunches or snacks
 - Provision for medication if needed by the student
 - Amount of spending money needed
 - Itinerary for parents (which includes phone numbers)
 - Type of clothing student should wear
- Consider the issue of money payments for trips. Determine if the cost of the trip will be paid by:
 - Each individual in the group
 - Class/club/school account
 - Other sources, such as the Arts Council
- Consider the needs of students presently receiving free/reduced lunches. Money for field trips may be obtained by fundraising. Clubs and organizations may have one

fundraising activity per year. The Principal and Class Advisors will determine, jointly, the number of allowable fundraisers per year for classes.

- Present the plan for the trip to the Building Principal for approval. Include information on how the safety of the group will be maintained including any liability concerns. Information should also include how the group will be monitored, such as head counts at certain intervals during the trip.

All trips shall be taken to a destination within a 150 mile radius of Mount Morris. These trips can take place over a weekend or during vacation periods. Other trips over the 150 mile limit may be approved by the Board of Education for justifiable educational reasons which comply with fundraising guidelines.

Seniors may take a trip using a maximum of two school days in April plus a weekend or vacation period, such as Washington, DC, Virginia, and New York City.

The Board of Education may consider other options for the date and location of the Senior Trip. However, it is the expectation of the Board of Education that this trip be educational in nature.

- Overnight trips must be presented to the Board of Education for approval. Plan at least one month in advance to get the trip on the Board of Education agenda. Notice of presentation should be given to the Clerk of the Board of Education, presently the Secretary to the Superintendent, at least one week before the Board meeting. One Faculty and Staff Advisor must be in attendance to answer questions about the trip.
- Upon approval, send letters and permission slips home. In Grades 7-12, distribute release forms to obtain signatures and assignments from other teachers for classes that will be missed. *For overnight trips, consider if there is a need to obtain notarized "Health and Medical Release Forms" from each student.*
- Collect permission slips and money. Check your liability and notes from parents regarding student health concerns. Notify the School Nurse immediately of any issues/concerns.
- Be sure to complete the appropriate BOCES Ticket Service CoSer (406.020) or On the Go! CoSer (410.510) and submit to the Secretary to the Superintendent.
- Bring all money to the District Treasurer to obtain a check. **Teachers should not carry large amounts of cash.**
- Turn in a copy of all permission slips to the Principal's Secretary. All slips must be kept on file in the school office for one year.
- Make room assignments with roommates.
- Make arrangements for parents to transport students home once you arrive back at school.

- On the day of the field trip, provide chaperones with clear guidelines for students. Chaperones have the responsibility of maximizing student safety and assisting students on the trip.
- It is recommended that chaperones bring a photo of every student going on the trip in case of an emergency.
- Upon returning to school, chaperones may not leave the building until all students who attended the field trip have been picked up or transported home. Avoid taking students home in your own vehicle. If you do take a student home, the school's liability insurance will cover you beyond your own personal insurance coverage.

3. CLUBS - ADVISORS RESPONSIBILITIES:

Please apply for the desired position by submitting a letter of interest to your Building Principal as soon as possible.

Procedural:

- Keep a log of meeting minutes, class officers, and club activities throughout the year. A monthly report should be submitted to the Building Principal no later than the 30th of each month.
- Elect annually the following officers:
 - President
 - Vice-President
 - Secretary
 - Treasurers
- Early goal or goals. (sheet attached)
- End of year summary of accomplishments.
- Provide advice, consultation, and leadership in procedures and activities.
- Obtain proper/prior approval of all fundraising activities.
- Obtain proper/prior approval of expenditures or disbursements of all funds, including approval from the Principal.
- **All posters and advertising must be approved by the advisor and Building Principal with initials on back of the advertisement being made public.**

Supervision:

- Provide **direct** supervision at all times during club/class activities.
- Provide advice, consultation, and leadership in procedures and activities.
- Direct supervision of members when being transported to and from activities/events.
- Advisors must be physically present at all club activities.

- Students are not allowed in the school building at any time without the direct supervision of an Advisor.

4. FUNDRAISING ACTIVITIES:

The Mount Morris Board of Education recognizes the necessity of limited fundraisers which are designed to help students and programs. The Board of Education reserves the right to approve/deny all fundraising activity which involves canvassing (door-to-door sales). The Board of Education will review a yearly report from the Principal each spring which outlines the number and types of fundraising done by student groups in the district.

Any and all fundraising by students, staff, parents or parent groups should be undertaken with discretion and regard for the community. Canvassing the community at large is strongly discouraged in preference to soliciting friends, family, and neighbors – particularly at special events like “Fun Days” or extracurricular activities. Any fundraising which involves gambling or games of chance (e.g. raffles) is forbidden.

Financial Responsibilities:

It is the responsibility of the Advisor to assure, through supervision, that the following is undertaken and performed by the club treasurer.

- Keep up-to-date books (financial ledgers) to be kept with the Extra-Class Treasurer.
- **Give students the balance of individual accounts at least annually at the end of year.**
- Responsible for safeguarding all funds and monies associated with clubs/class organizations.
- Secure approval of fundraising activities by first securing dates on activity calendar through the completion of Fundraising Request Form and then securing approval of building use through the completion of a Building Use Form. All catalog sale requests must turn in a copy of the catalog.
- All funds raised through approved fundraising activities are to be deposited with the Extra-Class Treasurer **within (2) two school days** of the activity.
- Complete statement of Profit and Loss for all fundraising activities and submit to Extra-Class Treasurer **within 1 week of event completion**. If the event required ticket sales, a completed Ticket Sales Form must be submitted with the profit and loss statement.
- Inventory Control- Items on-hand and held for resale or return should be adequately safeguarded against loss, theft, or damage by securing them in an appropriate location with limited access. During sales, inventory should be controlled through the use of an

Inventory Control Form and submitted to the Extra-Class Treasurer with the completion of the sale.

- 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 Advisor should know which of the activities are subject to sales tax, accurately record sales tax information and send them to the Extra-Class Treasurer.

5. STARTING A NEW CLUB:

- Provide a description of the club to the Superintendent containing the following:
 - Philosophy
 - Goals
 - Advisor
 - Officers
- Club should have at least (6) six members

6. DISCONTINUING ACTIVITIES:

Extra-classroom accounts that have been inactive for (6) six consecutive months will be declared closed by BOE. Unused balances will be transferred to the Student Council. Appropriate publicity must be given to any splitting of funds so that the public (plus parents and students) is fully aware of who will be receiving shares of the funds generated. This refers to the practice of setting up individual accounts within a class or activity account. The percentage of profit going to the general account and that going to an individual account must be clear to all **beforehand**.

D. Emergency Plans

1. IN CASE OF EMERGENCIES, SUCH AS:

- Medical emergency
- Student fight
- Crisis situation--intruder in the building
- Child missing, running
- Any situation needing IMMEDIATE ADMINISTRATIVE support

Call the office at x5555 or x3202

2. FIRE DRILL INSTRUCTIONS FOR TEACHERS:

- Teachers should instruct students as to the evacuation route for their classroom during the first day's lessons.
- At the sound of the fire alarm, students should be instructed to leave the room according to the posted instructions.

- Teachers should inspect their classrooms in order to be sure that all students have left the room during the drill.
- Teachers should bring an attendance list with them during all emergency drills.
- Teachers should have a red and green piece of paper. Display green if all your students are accounted for. Display red if you have students who were supposed to be with you who are not present.
- Upon evacuation from the building students should be positioned well away from the building in order to allow further evacuation or access for emergency personnel and vehicles.
- The Administration will indicate when it is safe to re-enter the building following any emergency evacuation. The end of the alarm is not a signal to re-enter the building.
- All personnel, whether assigned to a class, administrative assignment, or planning period should evacuate the building when the fire alarm sounds. This is not only for your safety but also for helping students in and out of the building and maintaining control of students outside of the building.

Leaving the Room:

- Shut all windows.
- Close the door (leave unlocked).
- Bring roster for class.

Outside:

- Take attendance.
- Inform designated officials of the presence of all your students outside the building or of any missing students. Use Red or Green paper to communicate.
- The Administrator or their designee will give the all-clear to return to the building.

Students who have special physical needs are the direct responsibility of the teacher.

The Visitor Entrance Secretary will be prepared with the day's attendance list and sign-out sheet.

In the event a fire drill occurs during lunch time, teachers who have classes at lunch should report to their designated staging area.

Cafeteria personnel and Cafeteria Aides will guide students to the proper staging points.

* Please post fire drill regulations and expectations in your classroom. Teachers are to check their rooms for Fire Evacuation signs. If any signs are missing, it must be reported in writing to the Principal's Secretary.

MOUNT MORRIS CENTRAL SCHOOL

EMERGENCY RESPONSE PLAN

EVACUATION

- Remain calm and maintain supervision of students.
- After receiving word from the appropriate office, evacuate the building using fire emergency routes. Evacuate to a predetermined or announced location.
- Be sure to take the attendance roster(s) for an accountability check.
- Stand-by for additional instructions from administrative or law enforcement officials.
- The relocation site should be swept and secured before entering.
- When all is clear, report back to the classroom/office for an accountability check.

If a bomb threat is received, the building administrator or designee will direct the staff as to which response procedure to follow based on the credibility of the threat.

HOLD IN PLACE

There may be times when we want students and staff to stay where they are for a period of time. In this circumstance, a HOLD IN PLACE would be initiated. Instruction should continue, however, bells would be ignored until the HOLD IN PLACE is lifted.

- A Hold In Place will be announced by intercom. The announcement will convey these instructions:
 - “Attention all teachers, staff, and students, we will now be going in to hold in place mode. Please follow hold in place procedures in a calm, quiet and orderly fashion.”
- Immediately gather students from hallways and areas near your room into your classroom or office. This includes common areas and restrooms immediately adjacent to your classroom.
- Lock classroom doors.
- Instruction should continue.
- Ignore bells that signal a change in scheduled periods.
- No one should be allowed to enter or exit your secured area under any circumstance.
- Do not allow cell phones to be used.
- Take attendance: Teachers should take classroom attendance for their records. If you have an extra student or you are missing a student, please send an e-mail to emergency@mtmorriscsd.org. The subject should be Extra Student or Missing Student. The body of the email should include the student names.

SHELTER @_____

**Entire building population is moved to a single / multiple location in the school
(depending on situation / hazard).**

WEATHER RELATED SITUATION/HAZARDOUS MATERIAL INCIDENT:

- Based on information provided, the Building Principal or Designee shall determine which interior location(s) shall be utilized (for example, hallway, JR/SR High Gymnasium).
- The Building Principal or Designee shall notify all building occupants using the public address system that they will be moving to the selected area(s) in the building.
 - “The building is going into a shelter at _____. All students and classes that are outside must return to the building immediately. All students and staff should report to _____ in an orderly fashion. Please refer to your emergency guide for detailed instructions.”
- Building occupants will remain in the selected areas until the weather emergency/hazardous material incident has terminated.
- Remain calm and maintain supervision of students.
- Have all students/staff who are outside immediately return to the building.
- Evacuate to assigned interior building spaces as directed in an orderly fashion.
- Once there, maintain silence and do not allow anyone to leave the area.
- Be sure to take the attendance roster(s) for an accountability check.
- Staff can email status updates and class attendance to emergency@mtmorriscsd.org
- Stand by for additional instructions from administration or law enforcement officials.

LOCKDOWN

*There is an immediate and imminent threat to the school building population.
Leaving your location is a significant risk.*

Initiating a LOCKDOWN: A LOCKDOWN can be immediately announced by any staff member by dialing 9910#10 and announcing: "LOCKDOWN! LOCKDOWN! LOCKDOWN!" Call 911.

- **IMMEDIATELY** gather students from hallways into classrooms or offices if possible. This includes common areas and restrooms immediately adjacent to classrooms.
- **LOCK** classroom door(s) and have students take a seated position on the floor next to a wall out of view from the door window. **STAY OUT OF SIGHT and **REMAIN SILENT****.
- Do not cover your windows, leave the blinds and lights as they are.
- If you are **outside**, you are to follow the fence line to the nearest house and call 911.

Classroom Responsibilities: Staff should position themselves in a location that gives them advantage to manage their classroom effectively in the following manner during a lockdown:

- No one should be allowed to enter or exit any classroom or office once the door is closed and locked under any circumstances unless directed by law enforcement.
- Document and attend to any injuries, if possible. Staff can email status updates and class attendance to emergency@mtmorriscsd.org
- Silence shall be maintained during the lockdown. Cellphones are not to be used as they can jam the lines and be used to provide assistance to the intruder. It is permitted to communicate pertinent information to 911 such as a description/location of the shooter.
- Do not answer your classroom telephone. Do not respond to a fire alarm or PA system unless imminent signs of a fire are observed.
- If an intruder enters your room use **WHATEVER** means necessary to protect yourself and the students. You must be prepared to fight for your life and use physical or deadly force to stop the intruder. Potential tactics include:
 - Moving around the room to lessen accuracy.
 - Throwing items (books, phones, computers, etc) to create confusion.

- Assaulting the intruder: Use objects as a weapon such as (chairs, blunt force objects, etc.)

- Fight and Run

- LOCKDOWN will end only when you are physically released from your room by law enforcement. Be prepared to be escorted by law enforcement personnel and treated possibly as a hostile individual(s).
- During a Lockdown Drill, the voice over the PA will indicate that it is only a Drill. All procedures should be followed, however, the lockdown drill will end by instructions over the PA system.

Secure Campus

A threat to safety or an incident that is occurring exists external to the building.

- Secure Campus will be announced by intercom. The announcement will convey these instructions:
 - “The building is going into a Secure Campus due to outside conditions. All students and classes that are outside must return to the building immediately. Classes will continue as normal, however, all outside activity is suspended until further notice. Please refer to your lockout guide for detailed instructions.”
- If a school building is in a Secure Campus because they were notified by law enforcement of a local situation, there is no need to call 911.
- If the school building is initiating the Secure Campus, 911 should be notified.
- Lock all exterior doors and windows.
- All outside activities are terminated. All individuals shall return immediately to the building.
- Entry to the building will be gained through one monitored door.
- Do not respond to a fire alarm system unless imminent signs of a fire are observed or instructed over the PA.
- Classes within the building continue as normal.
- Secure Campus is lifted when the external threat is resolved and it will be announced over the PA.

E. Responding to Suicidal Ideation Protocol

Responding to Suicidal Ideation Protocol (Updated 7/25/2019)

