

Employee Handbook

2024-2025

Lackawanna City School District

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DIRECTORY

Board of Education

Azaldeen Mohamed, President
 Mohamed Munassar, Vice President
 Mohammed Shawish
 Anthony Catuzza
 Kimberly Bukaty
 Michael Algawani
 Shokey Albaneh
 Richard Collins, Esq., School Attorney
 Carl W. Morgan, Esq., School Attorney
 Kathy McHugh & Ryann Rizzo, Board Clerk

Administration

Nadia Nashir	<i>Superintendent of Schools</i>
Timothy Paluch	<i>Assistant Superintendent for School Improvement Initiatives</i>
Adriann Johnson	<i>Assistant Superintendent of Personnel and School Safety</i>
Daniel Grant	<i>Assistant Superintendent of Finance</i>
Elizabeth Giangreco	<i>Assistant Superintendent Instructional Services PK-12</i>
Melinda Cebulski	<i>CIO/Principal of Technology</i>
Angela McCaffrey	<i>Principal of Curriculum/ Instruction/Staff Development</i>
Ashli Krotz	<i>Principal of Special Education</i>
Jennifer Springer	<i>Principal of Lackawanna High School</i>
Moustafa Khalil	<i>Principal of Lackawanna Middle School</i>
Julie Andreozi	<i>Principal of Martin Road Elementary School</i>
Lisa Blake	<i>Principal of Truman Elementary School</i>
Jennifer English	<i>Principal of Extended Learning, 21st Century Community Learning, Ect.</i>
Matteo Anello	<i>Assistant Principal of Truman Elementary School</i>
Heidi Lipka	<i>Assistant Principal of Special Education</i>
Sarah Dulak	<i>Assistant Principal of Special Education</i>
Paul Lyons	<i>Assistant Principal of Lackawanna High School</i>
Megan Bender	<i>Assistant Principal of Lackawanna High School</i>
Julie Clark	<i>Assistant Principal of Lackawanna Middle School</i>
Bruce Axelson	<i>Assistant Principal of Martin Road Elementary</i>
Rosanna Thomas	<i>Assistant Principal of Martin Road Elementary</i>

Business Office	821-5610 x 7708
Personnel, Safety & Benefits Office	821-5610 x 7744
Payroll Office	821-5610 x 7711
Registration Office	821-5610 x 7703
Curriculum, Records & Instruction Office	821-5610 x 7745
Special Education Office	821-5610 x 7501
Building & Grounds Office	821-5610 x 6001
Food Service	821-5610 x 2918
Athletic Office	821-5610 x 2008
Lackawanna High School Main Office	821-5610 x 2927
Lackawanna Middle School Main Office	821-5610 x 3000
Martin Road Elementary Main Office	821-5610 x 4313
Truman Elementary Main Office	821-5610 x 5741
Guidance Office	821-5610 x 2900
Parent Resources	821-5610 x 4306
Minority Group Specialist	821-5610 x 2061
Printing	821-5610 x 2140

LOCATIONS

Lackawanna Administration Building

245 South Shore Blvd
 Lackawanna, NY 14218
 Hours: 8:30am-4:00pm

Lackawanna High School

500 Martin Road
 Lackawanna, NY 14218
 Teacher Hours: 7:20 am-2:34 pm
 Teacher Aide Hours: 7:00 am-2:30 pm
 Secretary Hours: 7:00 am-2:30 pm

Lackawanna Middle School

500 Martin Road
 Lackawanna, NY 14218
 Teacher Hours: 7:20 am-2:34 pm
 Teacher Aide Hours: 7:00 am-2:30 pm
 Secretary Hours: 7:00 am-2:30 pm

Martin Road Elementary

135 Martin Road
 Lackawanna, NY 14218
 Teacher Hours: 7:45 am-2:59 pm
 Teacher Aide Hours: 7:45 am-3:15 pm
 Secretary Hours: 7:45 am-3:15 pm

Truman Elementary

15 Inner Drive

Lackawanna, NY 14218

Teacher Hours: 8:20am-3:34pm

Teacher Aide Hours: 8:20am-3:50pm

Secretary Hours: 8:20am-3:50pm

DISTRICT INFORMATION

PHILOSOPHY OF THE DISTRICT

We are committed to a philosophy that embraces stronger academic, aesthetic, and cultural development to pursue a greater degree of advancement into higher education, while continuing to stress vocational and career opportunities. We believe in the education of the whole individual and that our education program should, within the framework of self-discipline and respect (for those in authority), prepare the student to cope with the problems of his/her environment.

The Lackawanna City School District feels that the curriculum must be broad enough to provide each student with a sound basic education. This should meet not only the immediate needs of the student and the community but should also meet the challenge of our rapidly changing times.

VISION STATEMENT

To educate and support all students in meeting or exceeding the New York State Learning Standards necessary to graduate from the Lackawanna City School District and to become contributing members of the community.

MISSION STATEMENT

All Faculty and Staff of the Lackawanna City School District will implement and continually refine a well-defined standards-based curriculum, which is culturally responsive to the needs of all students in order to develop their academic knowledge and skills, educational and career pursuits, lifelong learning and social responsibility.

BELIEF STATEMENT

- ❖ Everyone can learn and is entitled to an equal opportunity to reach his/her potential.
- ❖ Everyone deserves mutual respect.
- ❖ Education requires the responsible commitment of students, staff, parents, Board of Education, and the community at large.
- ❖ Everyone needs to develop a disciplined life through accepting responsibility for his/her own actions.
- ❖ Intellectual achievement is only one aspect of a satisfying life.

BOARD OF EDUCATION MEETINGS

Lackawanna City School District Board meetings will be held at 7:00 p.m. on the Thursday immediately following the second Monday of each month, unless otherwise specified.

Meetings will be held in the McKinley Administration Building, Superintendent's Conference Room, RM 202, 245 South Shore Blvd., Lackawanna, NY 14218.

All information can be found on our website at lackawannaschools.org.

BOARD OF EDUCATION WORK SESSIONS

Work sessions are held in the McKinley Administration Building, Superintendent's Conference Room, RM 202, 245 South Shore Blvd Lackawanna, NY 14218 on the second Monday of each month at 6:00 p.m. The public is invited to attend and observe, however, there is no public speaking at this session. If the venue for these meetings changes, notification will be published. Please check our website for any changes to the dates/times/location of these meetings.

GENERAL INFORMATION

ABSENCE

All District staff are to report ALL absences through AESOP. For step-by-step instructions please review page 38-40 of the employee handbook.

ABSENCE FOR RELIGIOUS OBSERVATION

Absences for religious observances are covered pursuant to employee's collective bargaining agreements.

In all such instances, it shall be the duty of the employee, who wishes to be excused, to notify the Superintendent of Schools, in writing, at least five days before such observances so that arrangements can be made for a substitute or for a reassignment of personnel to cover his/her duties.

ACCIDENTS INCURRED BY STAFF (see Workers' Compensation Page 24)

All injuries must be reported immediately. Building level staff will report the accident to the Building Principal. Cleaners, Custodians, and Maintenance will report to Director of Facilities II. Food Service employees will report to Paul Cutrona. Administrators and Central Office staff will report to Daniel Grant, Assistant Superintendent or Nadia Nashir, Superintendent of Schools.

Once the incident is reported, the Administrator will interview the injured employee and complete the **LCSD Accident-Injury Report (revised 3/2023)**. If witnesses are named in this report, the Administrator will meet with them and complete the **LCSD Witness Statement**. Both reports must be forwarded to Personnel within 24 hours.

ACCIDENTS INCURRED BY STUDENTS – (review Policies #7420, 7521, 7522)

1. All staff members of the School District are responsible to obtain first-aid care of students who are injured or become ill while under school supervision.
2. Safety in the classroom should be emphasized and practiced continuously.
3. Any accident, no matter how trivial it may seem at the time, should be reported to the Health Office.
4. School Athletics – The coach, trainer, and/or instructor in charge will be responsible for the caring of the injured party, notifying the school nurse, and completing and submitting the accident report form.
5. Teachers and other appropriate staff are responsible for the safety of the students they are supervising.
6. In the event of an illness or injury to a student, an ambulance may be called if warranted. This solution will be used after other alternatives, including parent/legal guardian contact, have been made.

ADVERTISING

No employee may promote the interests of any commercial, political, or non-school agency during school/work time without authorization of the Superintendent of Schools, or a designated administrator pursuant to Board Policy #3271 as follows:

1. Schools may cooperate in furthering the work of any non-profit, community-wide, social service agency, provided that such cooperation does not restrict or impair the educational program of the schools or conflict with Section 19.6 of the Rules of the Board of Regents;
2. The schools may use films or other educational materials bearing only simple mention of the producing firm;
3. The Superintendent of Schools may, at his/her discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit;
4. The school may, upon approval of the Superintendent of Schools, cooperate with any agency in promoting activities in the general public interest that are non-partisan and non-controversial, and that promote the education and other best interests of the student.

No materials of a commercial nature shall be distributed through the children in attendance in the Lackawanna City School District except as authorized by the law or the Commissioner's Regulations.

BUILDING SECURITY

In order to provide uniform procedures for administering and maintaining a security system on a District-wide basis, and in order to help avoid incidents of breaking and entering, theft and vandalism, the following regulations shall govern all buildings and facilities:

1. No change shall be made on or to any locks/locking devices in any building without the expressed authorization of the Director of Facilities II.
2. No faculty/staff member shall possess at any time an exterior entrance master key, with the exception of (1) District administrator(s), (2) the building custodian(s) (3) such other persons who possess express written authority from the Superintendent of Schools.

3. No faculty/staff member shall possess at any time an area key to facilities that are not within the scope of his/her primary assignment.
4. No student or non-district employed person shall possess or be given a key for temporary use.
5. All classroom keys provided for faculty/staff members' use shall be issued annually in September and returned in June as part of the final year-end audit.
6. All unoccupied areas, including classrooms, laboratories, custodial closets, storage rooms, etc., shall be locked at all times.
7. The building administrator(s) are held responsible for the affairs of his/her facilities. After school hours, the Director of Facilities II s shall have primary responsibility for building security during the absence of the building administrator.

CHILD ABUSE

All employees are to be knowledgeable of their legal and ethical responsibilities relative to instances of suspected neglect and abuse among students pursuant to Board Policy #7530 as follows:

Regulations shall be developed, maintained, and disseminated by administration regarding the:

1. Mandatory reporting of child abuse/neglect
2. Reporting procedures and obligations of persons required to report
3. Provisions for taking a child into protective custody
4. Mandatory reporting of deaths
5. Immunity from liability and penalties for failure to report; and
6. Obligations for provision of services and procedures necessary to safeguard the life of a child

Additionally, an ongoing training program for all professional staff shall be established and implemented to enable such staff to carry out their reporting responsibilities.

CLOSINGS: SCHOOL AND EMERGENCY

In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcements shall be made over local radio stations and local television stations. Robo-calls will be made to the phone number provided for District families.

When school is closed due to weather or emergency, all related activities, including athletic events, adult education and student activities will be ordinarily suspended for that day and evening unless otherwise authorized by the Superintendent of Schools.

The attendance of personnel shall be governed by their respective bargaining agreements.

CONFERENCES AND PROFESSIONAL DEVELOPMENT

The Board of Education recognizes staff members should continue to improve their competencies during their professional service. It expects the Superintendent of Schools to promote opportunities for staff development and for staff members to take advantage of them. To the extent

feasible, the Superintendent of Schools should establish procedures by which staff members can receive proper recognition for efforts to improve themselves professionally during the school year. This recognition may come through credit toward advancement on salary guides as established in the collective bargaining agreement. Any credit thus established should be controlled by standards comparable to those for credits earned in college study.

COPYRIGHTED MATERIALS

All employees are prohibited from copying materials not specifically allowed by the copyright law, fair use guidelines, licenses or contractual agreements, or the permission of the copyright proprietor.

Any employee who willfully disregards the copyright policy shall be in violation of Federal Copyright Laws and District policy and shall assume all liability.

CORPORAL PUNISHMENT

Each employee is responsible for understanding that any corporal act against a student must pass the test of “a last resort” – for reasons of self-protection, protection of another person, protection of property, or for the removal of a disruptive student. In the case of such an event, the employee is to report within the same school day, the occurrence to the building administrator; or in the case of a school related or extracurricular activity, the report is to be made to the administrator in charge at the time.

COVID-19

For resources, information and updates please refer to our Covid-19 page located on our website at lackawannaschools.org.

DISTRIBUTION OF LITERATURE

The distribution by employees of pamphlets, booklets or other printed materials that have not received the permission of the Superintendent or his/her designee is prohibited by the Board of Education.

DRUG AND ALCOHOL-FREE WORKPLACE

The Board prohibits the consumption, sharing and/or selling, use and/or possession of illegal drugs, counterfeit and designer drugs or alcoholic beverages in the workplace, or when the effects of such drugs may impair an employee’s job performance. The inappropriate use of prescription and over-the-counter- drugs shall also be prohibited.

Information about any drug and alcohol counseling and/or rehabilitation programs shall be made available to the employees when requested and confidentiality shall be ensured as required by state and federal law.

EMERGENCY RESPONSES

The emergency response procedures are general directions to follow in the event of any emergency. These procedures should be implemented whenever there is a need to protect the life of the occupants or property. The building administrators can initiate emergency contingencies as the situation may dictate. The contingencies may be imposed by outside agencies such as police or fire personnel, city, or county agencies. Outside agencies may initiate a response by contacting the central office administration or by direct contact with the individual school buildings. Cooperation with outside officials is critical to ensure a coordinated effort. Once the fire department, police agency, etc. are notified to respond, they oversee the scene until returned to the *district incident coordinator or primary operations administrator*, as the case may be. This cooperation is essential because there may be many other persons involved in the evacuation. The emergency response agencies operate according to a citywide or county preplanned emergency response. Whatever directions are presented to administrators at a building should be communicated to the appropriate administrative office after beginning the proper response. The emergency agencies will keep the school district disaster response team informed of the status of the emergency. Upon remediation of the situation, the emergency response officials will authorize residents, etc., to return to their homes, schools, and places of work.

After School Emergency Procedures

1. Program supervisor or person in charge will contact custodial staff of situation.
2. Custodian/cleaner will notify head custodian of threat.
3. Head custodian will notify administrator in charge (if available) and police/fire department, if assistance is required.
4. Head custodian will use public address system and/or a runner to notify building occupants to evacuate building. (For programs in the auditorium and gymnasium where local PA system will override building PA, the head custodian will notify the supervisor of the program of the situation. Program supervisor will then make announcement over the PA system to evacuate the building. ***Please note that activities will follow the same evacuation procedures and exit routes that are mapped out for a fire alarm.***
5. Head custodian will notify building administrator or designee about situation.
6. Head custodian will meet responding emergency services to describe situation and to act as guide.
7. Building administrator/designee will notify bus transportation company to initiate evacuation and/or sheltering procedures if necessary, to evacuate to alternate site and dismiss from alternate site.

For any structural or mechanical problem with the building, the head custodian on duty will notify the Supervisor of Buildings and Grounds.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of this District to provide equal opportunities for employment, retention, and advancement of all people regardless of race, color, creed, national origin, political affiliation, sex, sexual orientation, age, veteran, 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.

Any citizen or employee seeking additional information or wishing to lodge a complaint should contact the Superintendent who serves as the District’s Compliance Officer in such matters.

EQUIPMENT FOR PRIVATE PURPOSES: USE OF SCHOOL

Equipment or other personal property owned by the School District is not to be loaned or leased to any individual or organization for private use. “Private Use” shall not include a use, which is authorized by the Superintendent or his/her designee and determined by him/her to be directly related to the improvement, enhancement, or development of the School District educational program.

FIRE DRILLS AND EMERGENCIES

Fire Emergency

Implementation of this contingency would be indicated whenever there is a situation such as fire in any part of the building, explosion, building structural failure, etc.

General Response

1. Notify School Office as soon as possible. School Office will ensure 911 call and ensure proper evacuation.
2. Evacuate building to pre-designated areas.
3. Attendance: student, faculty, staff, visitors.
4. Locate Zone.
5. Confirm fire problem.
6. Provide update to first arriving fire personnel.
7. Re-enter building only upon approval of fire officer in charge.
8. Notify Superintendent’s Office of incident.
9. Implement appropriate plan:
 - a. Return to school
 - b. Go home
 - c. Evacuate to alternative site

Fire and emergency drills will be held at least 12 times in each school year; eight of these will be completed by December 31. Those eight drills will be evacuation drills, the remainder four drills will be through use of the fire escapes on buildings where fire escapes are provided or identified secondary exits. The other four drills will be lock-down drills. Drills will be conducted at different times of the school day. Students will also be instructed on proper procedures to be followed in the event that a fire occurs during the regular school lunch period or assembly. This additional instruction may be waived if a drill is held during the regular lunch period or assembly.

At least two additional drills will be held during summer school in buildings where summer school is held. One of these drills will be held during the first week of summer school.

The local fire department may welcome the opportunity to participate in school fire drills. Fire professionals can often offer suggestions that could speed up building evacuation, improve placement of occupants during drills, or make suggestions that may improve the entire procedure.

The presence of fire trucks, and firefighters in turnout gear, also imparts a sense of the seriousness of the exercise.

FIRST AID PROGRAM

Whenever a Lackawanna City School District employee is injured or becomes ill in the workplace, the priority is to treat the individual. It is essential to obtain immediate treatment for every injury, regardless of how “small” you think it is. First aid is an essential component in reducing the seriousness and potential of an injury. Minor injuries can result in much more serious medical conditions if not properly treated.

All work-related injuries and illness must be brought to the immediate attention of the individual’s supervising administrator; however, limited first aid treatment may be available throughout the day if the school nurse or first-aid trained individual is on duty.

Examples of first aid include:

1. Cleaning, flushing or soaking wounds on the surface of the skin
2. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc. are considered medical treatment).
3. Using hot or cold therapy
4. Using non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
5. Using temporary immobilization devices while transporting accident victims
6. Removing foreign bodies from the eyes using only irrigation or a cotton swab
7. Removing splinters or foreign materials from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
8. Drinking fluids for relief of heat stress

Work-related injuries and illnesses that require more than first aid treatment should be brought to the attention of a medical professional. Employees should ensure that the Lackawanna City School District’s Injury and Illness form is completed as soon as reasonably possible. Reporting and seeking appropriate treatment for injuries and illnesses incurred while performing one’s work-related duty is critical, but education on basic first aid and safety procedures is also important. Spending time on safety and first-aid will not only help you to make employees more aware of the dangers that exist in the workplace, but also provide you with the knowledge of reducing the extent of an injury through the use of proper first aid techniques. Employees are encouraged to consider improving their first aid skills through personal development and workplace safety training.

GIFTS, GRANTS AND BEQUESTS TO THE DISTRICT

The Board may accept gifts, donations, grants, or bequests (collectively "gifts") of money, real or personal property, as well as other merchandise that add to the overall welfare of the District, provided that the acceptance is in accordance with existing laws and regulations. Donations to the school are fully tax deductible so long as the gift is used exclusively for public purposes in accordance with USC Section 170(c). The Board may refuse any gift that constitutes a conflict of

interest, gives an appearance of impropriety, or is not in its best interests. The Board will safeguard the District, the staff, and students from commercial exploitation, from special interest groups, and the like.

The Board will not accept any gifts which will place encumbrances on future Boards or result in unreasonable additional or hidden costs to the District. The Board may, if it deems it necessary, request that gifts of equipment, facilities, or any item that requires upkeep and maintenance include funds to carry out maintenance for the foreseeable life of the donation.

The Board will not formally consider the acceptance of gifts until and unless it receives the offer in writing from the donor, grantor, attorney, or financial advisor. Any gifts donated to the Board and accepted on behalf of the District must be by official action and resolution passed by Board majority. The Board would prefer the gift to be a general offer rather than a specific one. Consequently, the Board would suggest that the donor or grantor work first with the school administrators in determining the nature of the gift prior to formal consideration for acceptance by the Board. However, the Board, in its discretion, may direct the Superintendent to apply the gift for the benefit of a specific school or school program.

The Board is prohibited, in accordance with the New York State Constitution, from making gifts or charitable contributions with District funds.

Gifts of money to the District will be annually accounted for under the trust and agency account in the bank designated by the Board.

New York State Constitution Article 8, § 1
Education Law §§ 1709(12), 1709(12-a) and 1718(2)
General Municipal Law § 805-a(1)

HAZARD COMMUNICATION STANDARD

The Board of Education recognizes the rights of all personnel to work in a healthy and safe environment that is as free as practicable from recognized hazards and risks to their safety.

Therefore, all personnel shall be provided with applicable training to comply with NYS “Right-to-Know” Law and Hazard Communication Standard.

The Board directs the Superintendent to develop rules and regulations to ensure District implementation of this policy, which shall include awareness information, employee training and record keeping.

For additional information, contact the District Safety Compliance Officer or the Supervisor of Buildings and Grounds.

HUMAN IMMUNODEFICIENCY VIRUS (H.I.V.) – RELATED ILLNESS

Employment

No disciplinary action or other adverse personnel action shall be taken against an employee solely because he/she has AIDS or HIV infection.

Testing

No HIV-related testing of any employee can be conducted without the receipt of a written informed consent signed by the subject of the test (if he/she has the capacity to consent) or a person authorized pursuant to law to consent to health care for the individual unless otherwise authorized or required by a state or federal law.

Penalties

Any school official or employee who discloses confidential HIV related information to unauthorized persons may be subject to a civil penalty up to \$5000.00 and a criminal misdemeanor charge.

Regulations Concerning Students - For information, contact any principal.

INFECTION CONTROL PROGRAM

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

1. Guidelines for maintaining a safe, healthy school environment to be followed by staff.
2. Written standard operating procedures for blood/body fluid clean-up.
3. Appropriate staff education/training.
4. Evaluation of training objectives.
5. Documentation of training and any incident of exposure to blood/body fluids.
6. A program of medical management to prevent or reduce the risk of pathogens, specifically hepatitis B, hepatitis C, and HIV.
7. Written procedures for the disposal of medical waste.
8. Provisions of protective materials and equipment for all employees who perform job related tasks involving exposure or potential exposure to blood, body fluids, or tissues.
9. For additional information, contact the Personnel Director.

MAILBOXES

Each classified staff person is assigned a mailbox for the purpose of intra-school communications such as newsletters, bulletins, notes from other staff members, etc. Mailboxes should be checked in the morning and afternoon for mail, magazines, catalogs, etc. Students are not to pick up mail or place information in the mailboxes.

MAINTENANCE REQUESTS

All maintenance requests shall be entered into the Q Ware work order system. Access to the program can be found on the Lackawanna City School District website under the Apps tab. Scroll down to the Que Center (Q Ware) app title for the link.

Staff will fill in the essential information as directed by the form and submit.

The Director of Facilities will accept/reject the request and will assign the request to an employee for completion.

A file of all dated, completed requests will be maintained in the Director of Facilities office.

MATERIALS, SUPPLIES AND EQUIPMENT

District materials, supplies, and equipment should be used for school related activities and not for personal use. School time should not be used to conduct personal business.

Equipment, hardware, and software should not be taken from the building without proper form and prior approval of a building administrator.

MILEAGE REIMBURSEMENT

Please review Policy 6161 Conference/Travel Expense Reimbursement.

Nursing Mothers (Breastfeeding/Lactation)

The District will provide reasonable unpaid break time or permit the use of paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following childbirth. The District will make reasonable efforts to provide a room or other location in close proximity to the work area where the employee can express milk in privacy. The District will not discriminate against an employee who chooses to express breast milk in the workplace.

Reasonable unpaid break time is generally no less than 20 minutes and no more than 30 minutes dependent upon the proximity of the designated location for expressing breast milk. In most situations, the District is required to provide unpaid break time at least once every three hours if requested by the employee. At the employee's option, the District will allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid break time(s) so long as the additional time requested falls within the District's normal work hours.

The District will provide written notice to employees who are returning to work following the birth of a child of their right to take unpaid leave for the purpose of expressing breast milk. This notice may either be provided individually to affected employees or to all employees generally through publication of the notice in the employee handbook or posting of the notice in a central location.

Any employee wishing to avail herself of this benefit is required to give the District advance notice, preferably prior to her return to work, to allow the District an opportunity to establish a location and schedule leave time to accommodate employees as needed.

OFFENSIVE WORKPLACE BEHAVIOR

Every employee is entitled to a working environment free of verbal abuse, physical, sexual, visual, or other harassment. The full cooperation of every administrator, manager, supervisor, and employee is expected in making this policy effective. If necessary, appropriate management action will be taken in response to a violation of this policy. This action may include employee discipline, up to and including termination.

The types of conduct prohibited by this policy include, but are not limited to, actions by any administrator, supervisor, or employee which directly or indirectly threaten unwelcome physical contact towards another employee, threaten or adversely affect an employee's safety, employment,

wages or other working conditions, or verbal abuse (such as offensive racial, and ethnic or sexual “jokes”.)

Any form of offensive workplace behavior should be reported to the immediate supervisor. It is the responsibility of every employee to report offensive workplace behavior. Each concern will be investigated immediately. Prompt and appropriate corrective action, which may include termination, will be taken. Every employee is expected to cooperate fully during an investigation of any type of offensive behavior and to provide the investigator with honest and complete responses.

Offensive workplace behavior prohibited by this policy also includes any request to engage in illegal, immoral, unethical conduct, or retaliation for the making of a complaint. Retaliation against any employee who reports an incident of alleged offensive workplace behavior or participates in an investigation will not be tolerated.

This policy prohibits any form of harassment in the workplace, as well as violent behavior, or threats of violence in the workplace, during a work-related function, or otherwise between one employee and another.

For purposes of this policy, workplace violence includes, but is not limited to, any action, word, or object that is intended to, or has the effect of, hurt or intimidation towards another person:

1. Hang-up telephone calls.
2. Threats of a physical act.
3. Verbal abuse.
4. Stalking in the workplace, or to or from work.
5. Blocking a path for purposes of intimidation.
6. Any act of physical contact that is intended to or does result in injury.
7. Bringing any type of weapon, i.e. Guns, knives, or any type of explosives or toxic substance into the workplace.

The Lackawanna Board of Education believes all employees deserve to be treated with courtesy and respect; hence, each employee is expected to treat coworkers, supervisors, managers, and administrators in this fashion, and to receive the same treatment in return.

Any violation of this policy will be investigated as grounds for disciplinary action, dismissal notwithstanding.

ORIENTATION OF NEW EMPLOYEES

At the time of the initial job interview, pertinent information is explained, and questions answered by the Personnel Department and others who interview. Also, after each employee is hired permanently, he/she is to receive the following:

1. A copy of the collective bargaining agreement from the respective bargaining unit.
2. Information related to insurance benefits and claim procedures.
3. Pension forms and benefits explained.

4. From his/her supervisor, each new employee receives specific work assignments, time schedule, location, procedures for use of supplies and equipment, and other information considered helpful in understanding job expectations to help assure the greatest opportunity for success.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Employees must wear supplied protective eyeglasses and/or face shields when required. Only supplied safety glasses are allowed. Each employee is responsible for his/her own pair of glasses. If broken, the employee will return, and a new pair will be issued.

Only NIOSH approved respirators shall be used. The device should be frequently wiped clean throughout the day. Per manufacturer's instructions, thorough cleaning by the user will be required on a weekly basis. When the device is not in use, it should be stored in a plastic bag in a clean area. All employees wearing respiratory protective equipment shall be fit tested and be provided training in proper use, care, and storage on a yearly basis.

Eye Safety Devices

Every employee, student, and visitor are required to wear industrial quality eye protective devices whenever he/she is participating in or observing a work-related task including an instructional or experimental program in a shop or laboratory involving:

1. Hot solids, liquids, or molten metals.
2. Milling, sawing, turning, shaping, cutting, or stamping any solid materials.
3. Heat treatment, tempering, or kiln firing of any metal or other materials.
4. Gas or electric arc welding.
5. Repair or servicing of any vehicle.
6. Caustic or explosive chemicals or materials.

Eye safety devices within the meaning of this regulation shall include face shields, goggles, safety glasses, welding helmets, hoods and other specialized equipment meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection. Z87.1-1968, promulgated by the American National Standards Institute, Inc.

All safety devices are to be properly repaired, cleaned, and stored. Also, said devices must be sterilized or otherwise treated to prevent the spread of germs or diseases when the user changes.

Regulations for Specific Instructional Areas

Technology

An eye protective device as supplied by the school shall always be worn over the eyes by students, teachers, and visitors except for the following situations:

1. During chalkboard lessons.

2. While student is drawing or planning at an approved planning station.
3. While welding, brazing, or torch cutting at which times other special eye and face protection is mandated.

Elementary Schools

Teacher and students must wear an eye protective device during lessons and demonstrations involving any situation coming under those listed in the general regulations.

Science Department

1. The eye protective device will always be worn by students in chemistry labs.
2. The eye protective device will be worn by all students in all other laboratory situations where:
 - a) The heating of solutions is part of the lab.
 - b) The handling of acids or caustic solutions is part of the lab.
 - c) Cutting, bending, or breaking of glass tubing or plate is part of the lab.
3. All teachers will wear eye protective devices in any situation where:
 - a) Any of the above situations are being demonstrated by a teacher in class.
 - b) A teacher is supervising a class participating in any of the above activities.

RETIREMENT

Retirement requirements and benefits are covered by law. For additional information, contact the President of your bargaining unit, the Personnel Office, Business Office and NYS Teachers Retirement System at (518) 557-2914 or the NYS Employee’s Retirement System at (518) 474-7736.

Once retirements (and resignations) are approved by Board action, they will not be rescinded except for good cause.

SAFETY

The Board of Education of the Lackawanna City School District hereby declares that it is the policy of this School District to provide a safe and secure environment to all those persons, students, staff and visitors, who lawfully enter upon District property or who travel in District vehicles for the purposes of the District. As required by law, a District-Wide Safety Plan has been developed and is available for review in the District Office.

For further information or concerns about school safety, contact your building administrator or supervisor.

Staff should report any unsafe situations found in their building or grounds, to the main office. In the event of an intruder (individual unlawfully on school property or at a school function) the following procedures will be provided:

Response Action	Person(s) Responsible	Necessary
Identify Intruder	First person on scene	

Notify Building Admin and Security (if available)	First person on scene	
Confront intruder if prudent and wise	Building Administrator	
Escort intruder out of building; Record make, color, and license plate number of vehicle	Building Administrator	Additional Staff
If intruder refuses to leave, maintain surveillance or if the intruder does leave but circumstances lead you to expect trouble, summon the local police	Building Administrator	Crisis Response Plan/Staff
Advise police of situation and follow their instructions	Building Administrator	
Notify Superintendent	Building Administrator	
Notify staff and students of incident	Building Administrator	
Termination of Contingency	Police, Building Administrator	

SCHOOL FACILITIES AND PROPERTY

Use of Lackawanna City School District property and/or facilities, including buildings, grounds or equipment shall be granted in accordance with Federal and NYS Law and this Policy.

District property and/or facilities are used primarily for daytime instruction. In addition, they may be utilized to meet some of the needs of the community as meeting places and recreation centers at times when school is not in session. That notwithstanding, no individual, association or organization is entitled as a matter of right to use District property and/or facilities without the express permission of the Board of Education or its designee, the Superintendent of Schools. The District has absolute discretion in granting or refusing use of its property and/or facilities and prescribing terms for their use.

Types of organizations and priority for scheduling use of District property/facilities:

1. School organizations and school-sponsored activities (student, employee, parent).
2. Municipal, county and state agencies whose work affects the welfare of the children of the District.
3. Resident individuals or groups of not for profit organizations.

(Non-resident or “for profit groups or organizations,” to the extent permitted by law).

General Conditions

Organizations utilizing school facilities must have open membership and must not be secret or fraternal societies. Political meetings may not be held in public school facilities without prior approval by vote of the eligible voters of the District.

The request for use of District property and/or facilities shall be made by filling out a "Use of School Facilities" form by an adult representative. The adult representative shall be responsible to the District on behalf of the organization.

All organizations using the District's property and/or facilities must always furnish proper supervision to ensure good conduct of participants, safety of the parties and proper care and maintenance of District property and facilities.

The District may require personnel to supervise specific activities and the proper use of equipment. If required, a charge for personnel will be assessed to the organization.

The use of alcoholic beverage and drugs is prohibited on District premises.

Smoking and/or the use of tobacco is prohibited on school grounds and is not permitted in any facility owned by the District. Such use is a violation of District Policy, NYS Public Health Law and the Federal Pro-Children Act of 1994.

All groups using the District's property and/or facilities will be held responsible for the full cost of repair or replacement of items damaged, lost, or destroyed. The District reserves the exclusive right to determine whether an item will be repaired or replaced. Restitution for vandalism may be sought to the extent permitted by law.

Parking is limited to designated areas. All vehicles, with the exception of emergency type vehicles during an actual emergency shall be restricted to the parking areas and in the interconnecting paved roads servicing them.

Loitering in or around the District's buildings and premises is prohibited. Any person who is present in or around District buildings and premises without express authorization, may be charged with "loitering" or "criminal trespass" pursuant to the NYS Penal Law, including the possible imposition of a fine or imprisonment or both.

School equipment may be loaned to community groups or employees, on premises, at the discretion of the Superintendent of Schools, his/her designee, or the Building Principal.

The Board of Education reserves the right to alter or change any or all provisions of this Policy or to cancel it in its entirety at any time, provided that notice of such action be given in writing to organizations which have already applied or received approval for use of District property and/or facilities. Failure to comply with the requirements in this Policy shall automatically result in the revocation of the organization's permission to use District property and/or facilities for a period of one year.

Application and Approval

Organizations or individuals in the community may request permission by filling out a **Use of School Facilities Form** available at each school. School District property and facilities may be used where there is no conflict with any District program and the requested property/facilities have not been reserved by another group.

1. After the Building Request Form has been approved by the Building Principal and Supervisor of Buildings and Grounds, it will be forwarded to the Superintendent for fee calculations and approval.
2. The Superintendent is responsible for approving or disapproving requests for use of District property/facilities. If an Organization charges admission, the Board must give approval to use the property/facilities. Admission fees may be charged only where permitted by applicable law and the proceeds of which are to be used for educational or charitable purposes within the District. EDUCATION LAW – Title 1, SCHOOL BUILDINGS AND SITES – Article 9 states: “...or meetings, entertainments and occasions where fees are charged with the proceeds thereof are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firefighters or volunteer ambulance workers.”
3. When areas of a District building are requested for athletic practices and/or events on Saturdays or vacation days, by outside organizations, a custodian will be provided by the Supervisor of Buildings and Grounds to examine the state of such areas after the practices have concluded.
4. A calendar showing a schedule for use of District property/facilities will be distributed to Board Members for informational purposes, at their request.

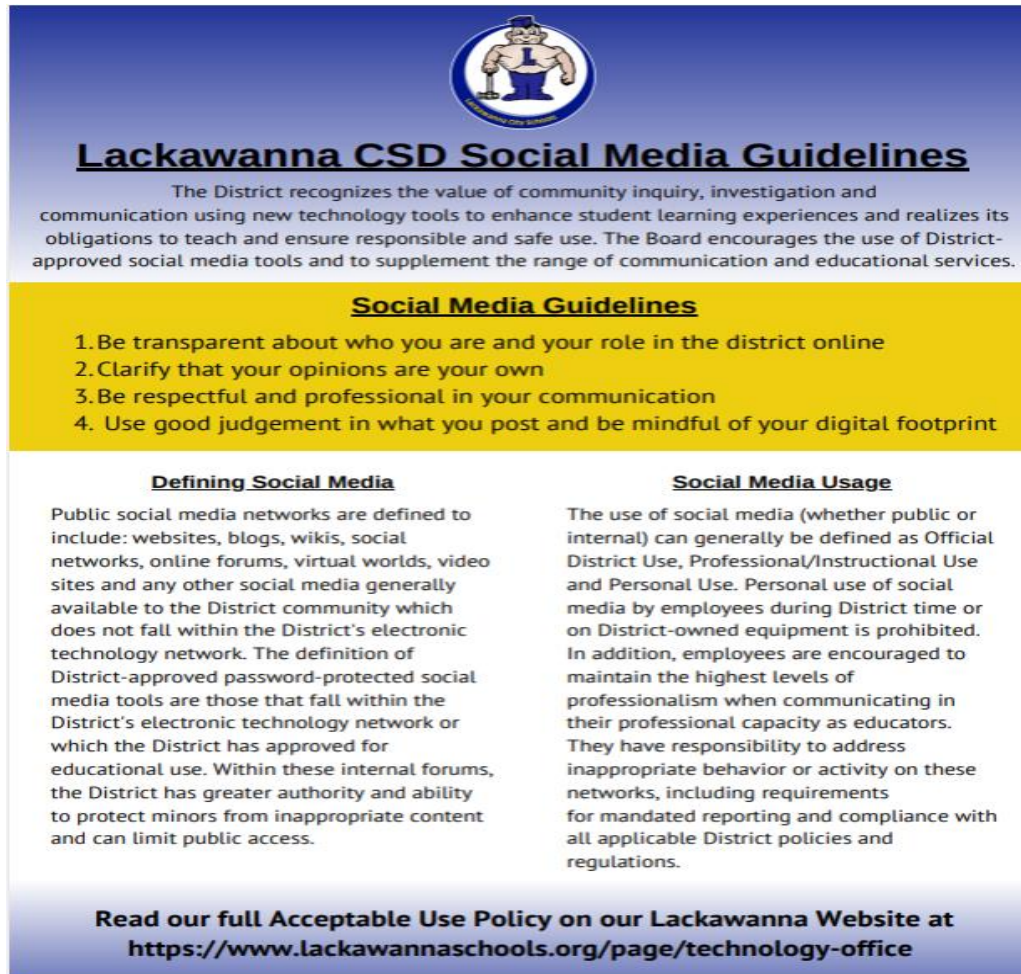
SENSITIVITY

All school personnel should present themselves as positive role models for the students of our district. Through their actions and by the selection of speakers for events, presentations, etc., they have an obligation to be sensitive to the reasonable and foreseeable effects such actions or selections may have within the school community. The District complies and has implemented all aspects of the Dignity for All Students Act.

SMOKING/TOBACCO USE/VAPING – A “SMOKE-FREE ENVIRONMENT”

The use of tobacco products is prohibited on school grounds. Smoking and vaping are prohibited on school grounds and within 100 feet of the entrances, exits, or outdoor areas of any of the District's schools. In addition, the use of tobacco products, smoking, and vaping are prohibited at any school-sponsored event or activity that occurs off school grounds, including those taking place in another state (see Policy #5640).

SOCIAL MEDIA GUIDELINES



The graphic features a blue header with a circular logo of a muscular man holding a scale. Below the logo, the title "Lackawanna CSD Social Media Guidelines" is written in bold. A paragraph follows, stating the district's recognition of social media's value. A yellow box contains four numbered guidelines. Below this, two columns define "Social Media" and "Social Media Usage". At the bottom, a blue box provides a link to the full policy.

Lackawanna CSD Social Media Guidelines

The District recognizes the value of community inquiry, investigation and communication using new technology tools to enhance student learning experiences and realizes its obligations to teach and ensure responsible and safe use. The Board encourages the use of District-approved social media tools and to supplement the range of communication and educational services.

Social Media Guidelines

1. Be transparent about who you are and your role in the district online
2. Clarify that your opinions are your own
3. Be respectful and professional in your communication
4. Use good judgement in what you post and be mindful of your digital footprint

Defining Social Media

Public social media networks are defined to include: websites, blogs, wikis, social networks, online forums, virtual worlds, video sites and any other social media generally available to the District community which does not fall within the District's electronic technology network. The definition of District-approved password-protected social media tools are those that fall within the District's electronic technology network or which the District has approved for educational use. Within these internal forums, the District has greater authority and ability to protect minors from inappropriate content and can limit public access.

Social Media Usage

The use of social media (whether public or internal) can generally be defined as Official District Use, Professional/Instructional Use and Personal Use. Personal use of social media by employees during District time or on District-owned equipment is prohibited. In addition, employees are encouraged to maintain the highest levels of professionalism when communicating in their professional capacity as educators. They have responsibility to address inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable District policies and regulations.

Read our full Acceptable Use Policy on our Lackawanna Website at <https://www.lackawannaschools.org/page/technology-office>

SOLICITATION OF FUNDS AND SELLING BY STAFF PERSONNEL

No solicitation or collections shall be made through the Lackawanna City School District for any personal, private, or charitable purposes except as authorized by the Superintendent of Schools and/or designee.

STAFF USE OF SOCIAL MEDIA (POLICY #6480A)

School Based

School-based professional social media sites and School District employees' communications with students through such sites must be designed to address reasonable instructional, educational, or extra-curricular program matter.

School District employees must treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in School District professional settings are expected on professional social media sites. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site.

School District employees who decide to engage in professional social media activities must maintain separate professional and personal e-mail addresses. As such, employees must not use their personal e-mail address for professional social media activities – rather, employees must use a professional e-mail address that is completely separate from any personal social media they maintain.

When establishing professional social media sites, employees should consider the intended audience for the site and consider the level of privacy assigned to the site. It is recommended practice for professional social media sites to be private networks, unless there is a specific educational need for the site to be a public network.

Professional social media sites should include language identifying the sites as professional social media School District sites to differentiate from personal sites. For example, the professional sites can identify the school, department, or particular grade that is utilizing the site.

Professional social media communication must be in compliance with existing School District policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language. It is not recommended that employees post photos of other employees or students on professional social media sites.

School District supervisors (e.g., principal, superintendent) reserve the right to remove postings and/or disable a page of professional social media sites that do not adhere to the law or this or School District policy. Employees using professional social media have no expectation of privacy with regard to their use of such media. School District supervisors may regularly monitor professional social media sites to protect the school community.

Personal Based Social Media

Employee misuse of social media, whether on or off school grounds, when it creates a hostile, disruptive, or unsafe working environment, is prohibited.

Employee access or use of personal social media on School District-owned networks or equipment, or on School District working time is prohibited.

In order to maintain a professional and appropriate relationship with students, School District employees should not communicate with students who are currently enrolled in a District school on personal social media sites.

The posting or disclosure of personally identifiable student information or confidential information via personal social media sites, in violation of School District policy, is prohibited.

School District employees may not make representations that their personal social media sites speak in an official School District capacity.

STUDENT DISCIPLINE AND CONDUCT: MAINTAINING

All personnel employed by the District are responsible for maintaining student discipline and appropriate conduct during school hours or at extracurricular events.

TITLE IX AND SEX DISCRIMINATION

The District is committed to creating and maintaining education programs and activities which are free from discrimination and harassment. This policy addresses complaints of sex discrimination, including sexual harassment, made under Title IX of the Education Amendments Act of 1972 and its implementing regulations (Title IX). It is just one component of the District's overall commitment to maintaining a discrimination and harassment-free educational and work environment.

Title IX prohibits discrimination on the basis of sex in any education program or activity operated by a district that receives federal financial assistance. As required by Title IX, the District does not discriminate on the basis of sex in its education programs and activities or when making employment decisions.

The District adopts this policy as part of its effort to provide for the prompt and equitable resolution of complaints of sex discrimination, including sexual harassment. The District will promptly respond to reports of sex discrimination, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections to complainants and respondents, and impose sanctions and implement remedies when warranted.

Inquiries about this policy or the application of Title IX may be directed to the District's Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Scope and Application of Policy

This policy is limited to addressing complaints of sex discrimination, including sexual harassment, that fall within the scope of Title IX which, among other things, has a specific definition of sexual harassment and applies only to sex discrimination occurring against a person in the United States. This policy applies to any individual participating in or attempting to participate in the District's education programs or activities including students and employees.

Other District policies and documents address sex-based misconduct and may have different definitions, standards of review, and grievance procedures. These documents must be read in conjunction with this policy as they may cover incidents of sex-based misconduct not addressed by Title IX.

If the allegations forming the basis of a formal complaint of sexual harassment, if proven, would constitute prohibited conduct under Title IX, then the grievance process outlined in this policy would be applied to the investigation and adjudication of all the allegations. Depending on the allegations, additional grievance procedures may apply.

The dismissal of a formal complaint of sexual harassment under Title IX does not preclude action under another related District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

What Constitutes Sex Discrimination Including Sexual Harassment

Title IX prohibits various types of sex discrimination including, but not limited to: sexual harassment; the failure to provide equal athletic opportunity; sex-based discrimination in a District's science, technology, engineering, and math (STEM) courses and programs; and discrimination based on pregnancy.

Under Title IX, sexual harassment includes conduct on the basis of sex that satisfies one or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- C. Sexual assault, meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
- D. Dating violence, meaning violence committed by a person:
 - 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - 2) Where the existence of such a relationship will be determined based on a consideration of the following factors:
 1. The length of the relationship;
 2. The type of relationship;
 3. The frequency of interaction between the persons involved in the relationship;
- E. Domestic violence, meaning felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
- F. Stalking, meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - a. Fear for his or her safety or the safety of others; or
 - b. Suffer substantial emotional distress.

Title IX Coordinator

The District has designated and authorized the following District employee(s) to serve as its Title IX Coordinator(s):

School Attorney

245 South Shore Blvd.

Lackawanna, NY 14218

716-821-5610 for contact information

Assistant Superintendent 245 South Shore Blvd.

Lackawanna, NY 14218

716-821-5610

The Title IX Coordinator(s), who must be referred to as such, will coordinate the District's efforts to comply with its responsibilities under Title IX. However, the responsibilities of the Title IX Coordinator(s) may be delegated to other personnel.

Where appropriate, the Title IX Coordinator(s) may seek the assistance of the District's Civil Rights Compliance Officer(s) (CRCO(s)) and/or Dignity Act Coordinator(s) (DAC(s)) in investigating, responding to, and remedying complaints of sex discrimination, including sexual harassment.

Reporting Allegations of Sex Discrimination

Any person may report sex discrimination, including sexual harassment, regardless of whether they are the alleged victim or not. Reports may be made in person, by using the contact information for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. This report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

Reports of sex discrimination may also be made to any other District employee including a supervisor, building principal, or the District's CRCO. All reports of sex discrimination, including sexual harassment, will be forwarded to the District's Title IX Coordinator. Reports may also be forwarded to other District employees depending on the allegations.

All District employees who witness or receive an oral or written report of sex discrimination must immediately inform the Title IX Coordinator. Failure to immediately inform the Title IX Coordinator may subject the employee to discipline up to and including termination.

Making a report of sexual harassment is not the same as filing a formal complaint of sexual harassment. A formal complaint is a document either filed by a complainant or a parent or legal guardian who has a right to act on behalf of the complainant or signed by the Title IX Coordinator which alleges sexual harassment against a respondent and requests that the District investigate the allegations. While the District must respond to all reports it receives of sexual harassment, the Title IX grievance process is only initiated with the filing of a formal complaint.

In addition to complying with this policy, District employees must comply with any other applicable District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*. This includes, but is not limited to, Policy #7550 -- Dignity for All Students (DASA) which requires District employees to make an oral report promptly to the Superintendent or principal, their designee, or the DAC not later than one school day after witnessing or receiving an oral or written report of harassment, bullying, and/or discrimination of a student. Two days after making the oral report, DASA further requires that the District employee file a written report with the Superintendent or principal, their designee, or the DAC.

If the Title IX Coordinator is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another Title IX Coordinator, if the District has designated another individual to serve in that capacity. If the District has not designated another Title IX Coordinator, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the Title IX Coordinator.

Grievance Process for Complaints of Sex Discrimination Other than Sexual Harassment

The District will provide for the prompt and equitable resolution of reports of sex discrimination other than sexual harassment. In responding to these reports, the Title IX Coordinator will utilize, as applicable, the grievance process set forth in Policy #3420 -- Non-Discrimination and Anti-Harassment in the District and any other applicable District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Grievance Process for Formal Complaints of Sexual Harassment

The District will respond to allegations of sexual harassment in a manner that is not deliberately indifferent whenever it has actual knowledge of sexual harassment in an education program or activity of the District. The District is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For purposes of reports and formal complaints of sexual harassment under Title IX, education program or activity includes locations, events, or circumstances over which the District exercised substantial control over both the respondent(s) and the context in which the sexual harassment occurred.

The District will follow a grievance process that complies with law and regulation before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

The District will conduct the grievance process in a timely manner designed to provide all parties with a prompt and equitable resolution. It is anticipated that, in most cases, the grievance process will be conducted within a reasonably prompt manner and follow the time frames established in this policy.

Definitions

- a. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to a District's Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in this policy.
- b. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- c. "Days" means business days, but excludes any weekday during which the school is closed.
- d. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the

District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by the District. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by email or through an online portal provided for this purpose by the District) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party, and must comply with the requirements of law and regulation.

- e. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- f. "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. These measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

General Requirements for the Investigative and Grievance Process

During the investigation of a formal complaint and throughout the grievance process, the District will ensure that:

- a. Complainants and respondents are treated equitably. This includes applying any provisions, rules, or practices incorporated into the District's grievance process, other than those required by law or regulation, equally to both parties.
- b. All relevant evidence is objectively evaluated, including both inculpatory and exculpatory evidence. Inculpatory evidence implicates or tends to implicate an individual in a crime or wrongdoing. Exculpatory evidence frees or tends to free an individual from blame or accusation.
- c. The Title IX Coordinator, investigator, decision-maker involved in the grievance process, or any person designated by the District to facilitate any informal resolution process does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

- d. Respondents are presumed not to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
 - e. The grievance process, including any appeals or informal resolutions, is concluded within a reasonably prompt time frame and that the process is only temporarily delayed or extended for good cause. Good cause includes, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Whenever the time frame is temporarily delayed or extended, written notice will be provided to all complainants and respondents of the delay or extension and the reasons for the action.
 - f. The range of possible disciplinary sanctions and remedies that may be implemented by the District following any determination regarding responsibility are described to any known party.
 - g. The same standard of evidence is used to determine responsibility in all formal complaints.
 - h. The procedures and permissible bases for an appeal are known to all complainants and respondents.
 - i. The range of supportive measures available are known to all complainants and respondents.
 - j. There is no requirement, allowance of, reliance on, or otherwise use of questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived the privilege.
 - k. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on the parties.
- g. The Title IX Coordinator, the investigator, any decision-maker, or any other person participating on behalf the District does not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so for the grievance process. If the party is not an eligible student, as defined in FERPA as a student who has reached 18 years of age or is attending a post-secondary institution, the District will obtain the voluntary, written consent of a parent.
- a. The parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

- b. Credibility determinations are not be based on a person's status as a complainant, respondent, or witness.
- c. The ability of either party to discuss the allegations under investigation or to gather and present relevant evidence is not restricted.
- d. The parties are provided with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for any complainant or respondent in any meeting or grievance proceeding. However, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- e. Written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, is provided to any party whose participation is invited or expected with sufficient time for the party to prepare to participate.
- f. The parties are provided with equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely on in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- g. Any document sent to a minor or legally incompetent person is also sent to the party's parent or legal guardian.
- h. Any document sent to a party is also sent to the party's advisor, if known. After a

Report of Sexual Harassment Has Been Made

After receiving a report of sexual harassment, the Title IX Coordinator will:

- a. Promptly contact the complainant to discuss and offer supportive measures;
- b. Inform the complainant both of the range of supportive measures available and that these measures are available regardless of whether a formal complaint is filed;
- c. Consider the complainant's wishes with respect to supportive measures; and
- d. Explain to the complainant the process for filing a formal complaint.

The Title IX Coordinator may also contact the respondent to discuss and/or impose supportive measures.

Requests for confidentiality or use of anonymous reporting may limit how the District is able to respond to a report of sexual harassment.

Emergency Removal and Administrative Leave

At any point after receiving a report or formal complaint of sexual harassment, the District may immediately remove a respondent from the District's education program or activity on an emergency basis, provided that the District:

- a. Undertakes an individualized safety and risk analysis;
- b. Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal; and
- c. Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

The District should coordinate their Title IX compliance efforts with special education staff when initiating an emergency removal of a student with a disability from an education program or activity as the removal could constitute a change of placement under the IDEA or Section 504.

The District may place a non-student employee respondent on administrative leave with or without pay during the pendency of the grievance process in accordance with law and regulation and any applicable District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Filing a Formal Complaint

A complainant may file a formal complaint with the Title IX Coordinator in person or by mail, email, or other method made available by the District. The complainant must be participating in or attempting to participate in the education program or activity of the District at the time of filing the complaint. The filing of a formal complaint initiates the grievance process.

A formal complaint must be signed by the complainant, the complainant's parent or legal guardian as appropriate, or the Title IX Coordinator. Where a parent or legal guardian signs the complaint, the parent or legal guardian does not become the complainant; rather the parent or legal guardian acts on behalf of the complainant. The Title IX Coordinator may sign the formal complaint, but his or her signature does not make him or her a complainant or a party to the complaint. If the formal complaint is signed by the Title IX Coordinator, the Title IX Coordinator is still obligated to comply with the grievance process outlined in this policy.

The complainant, or the complainant's parent or legal guardian, must physically or digitally sign the formal complaint, or otherwise indicate that the complainant is the person filing the formal complaint. When a formal complaint is filed, the Title IX Coordinator must send a written notice of allegations to all parties which includes the identities of all known parties.

The District will not discriminate on the basis of sex in its treatment of a complainant or a respondent in responding to a formal complaint of sexual harassment.

The formal complaint form may be obtained from the District's Title IX Coordinator or found on the District's website.

Consolidation of Formal Complaints

The District may consolidate formal complaints of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Written Notice of Allegations

Upon receipt of a formal complaint, the District will send all known parties written notice of:

- a. The District's grievance process, including any informal resolution process; and
- b. The allegations of sexual harassment which will:
 1. Provide sufficient details known at the time and sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 2. State that the respondent is presumed not to be responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
 3. Inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney;
 4. Inform the parties that they may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint; and
 5. Include notice of any provision in any applicable District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct* that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about any complainant or respondent that were not included in the initial notice, the District will provide another notice of the additional allegations to the parties whose identities are known.

Investigation of a Formal Complaint

The Title IX Coordinator will oversee the District's investigation of all formal complaints. During the investigation of a formal complaint, the Title IX Coordinator or another District employee may serve as the District's investigator. The District may also outsource all or part of an investigation to appropriate third parties. The outsourcing of all or part of an investigation does not relieve the District from its obligation to comply with law and regulation.

It is anticipated that most investigations will be completed within 10 days after receiving a formal complaint.

During the investigation of a formal complaint, the investigator will, as appropriate:

- a. Collect, review, and preserve all evidence including, but not limited to, any relevant documents, videos, electronic communications, and phone records.
- b. Interview all relevant persons including, but not limited to, any complainants, respondents, and witnesses. Interviews of complainants and respondents will be conducted separately. If a student is involved, the District will follow any applicable District policy, procedure, or other document such as the District's *Code of Conduct* regarding the questioning of students.

- c. Create written documentation of the investigation (such as a letter, memo, or email), which contains the following:
 1. A list of all documents reviewed, along with a detailed summary of relevant documents;
 2. A list of names of those interviewed, along with a detailed summary of their statements;
 3. A timeline of events; and
 4. A summary of prior relevant incidents, reported or unreported.
- d. Keep any written documentation and associated documents in a secure and confidential location.

Prior to completion of the investigative report, the District will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties will have at least ten days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the end of the investigation, an investigative report will be created that fairly summarizes all relevant evidence.

At least ten days prior to a hearing or other determination regarding responsibility, the investigative report will be sent to each party and the party's advisor, if any, in an electronic format or a hard copy, for their review and written response.

Dismissal of a Formal Complaint

The District must investigate the allegations in a formal complaint. The District must dismiss a formal complaint under Title IX if the conduct alleged:

- a. Would not constitute sexual harassment even if proven;
- b. Did not occur in the District's education program or activity; or
- c. Did not occur against a person in the United States.

Further, the District may dismiss a formal complaint or any of its allegations under Title IX, if at any time during the investigation or hearing:

- a. A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any of its allegations;
- b. The respondent is no longer enrolled or employed by the District; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or any of its allegations.

Upon a dismissal of a formal complaint, the District must promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The dismissal of a formal complaint under Title IX does not preclude action under another related District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Informal Resolutions

Before reaching a determination regarding responsibility, but only after a formal complaint is filed, the District may offer and facilitate the use of an informal resolution process, such as mediation, that does not involve a full investigation and adjudication of the formal complaint.

It is anticipated that most informal resolutions will be completed within 15 days.

The District will not require that parties participate in an informal resolution process. The District will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. Further, the District will not require the waiver of the right to an investigation and adjudication of formal complaints of sexual harassment as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right.

If the District offers and facilitates the use of an informal resolution process, it will:

- a. Provide written notice to all known parties which details:
 1. The allegations in the formal complaint;
 2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
 3. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and
- b. Obtain the parties' voluntary, written consent to the informal resolution process.

Hearings and Determination Regarding Responsibility

The District will designate an individual decision-maker or a panel of decision-makers to issue a written determination regarding responsibility. A decision-maker can either be a District employee or, where appropriate, a third-party. They cannot be the same individual as either the Title IX Coordinator or the investigator(s).

The District's grievance process may, but is not required to, provide for a hearing. The determination as to whether a hearing will be provided will be made on a case-by-case basis. If a hearing is provided, the District will make all evidence subject to the parties' inspection and review available to give each party equal opportunity to refer to this evidence during the hearing, including for purposes of cross-examination.

With or without a hearing, before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to:

- a. Submit written, relevant questions that a party wants asked of any party or witness within 3 days after the parties have received the investigative report;
- b. Provide each party with the answers given by any party or witness within 5 days of receiving the questions; and
- c. Allow for additional, limited follow-up questions and responses from each party to occur within 3 days after the parties have received responses to their initial questions.

Questions and evidence about a complainant's sexual predisposition or prior sexual behavior will not be considered, unless the questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

The decision-maker(s) will issue a written determination regarding responsibility to the Title IX Coordinator, the Superintendent, and all parties simultaneously within 10 days after all follow-up questions have been responded to or after the hearing, if one has been provided.

To reach this determination, the decision-maker(s) will use the clear and convincing evidence standard which is the standard of evidence that will be applied in all formal complaints of sexual harassment. This standard is understood to mean concluding that a fact is highly probable to be true.

The written notice of the determination regarding responsibility will include:

- a. Identification of the allegations potentially constituting sexual harassment;
- b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of any applicable District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct* to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District is imposing on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and

- f. The District's procedures and permissible bases for the complainant and respondent to appeal.

Finality of Determination Regarding Responsibility

The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where a determination regarding responsibility for sexual harassment has been made against the respondent, remedies will be provided to a complainant and disciplinary sanctions may be imposed on a respondent. Remedies will be designed to restore or preserve equal access to the District's education program or activity. Remedies and disciplinary sanctions will be implemented in accordance with applicable laws and regulations, as well as any District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

The Title IX Coordinator is responsible for the effective implementation of any remedies and/or disciplinary sanctions. The Title IX Coordinator will work with other individuals as necessary to effectively implement remedies and/or disciplinary sanctions.

Appeals

Either party may file an appeal from a determination regarding responsibility or from the District's dismissal of a formal complaint or any of its allegations. Appeals must be submitted in writing to the Title IX Coordinator within 10 days of the written notice of the determination regarding responsibility or dismissal of the formal complaint or any of its allegations.

An appeal may only be based upon one or more of the following bases:

- a. Procedural irregularity that affected the outcome of the matter;
- b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- c. The Title IX Coordinator, investigator, or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The bases on which a party is seeking an appeal should be specifically stated in the party's written appeal.

Upon receipt of an appeal, the District will:

- a. Notify the other party in writing that an appeal has been filed and implement appeal procedures equally for both parties;
- b. Ensure that any decision-maker for the appeal:
 1. Is not the same person as any decision-maker that reached the initial determination regarding responsibility or dismissal, investigator, or Title IX Coordinator;
 2. Does not have any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;

- c. Give all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. Parties will have to submit these written statements within 10 days after the parties have been notified of the appeal;
- d. Issue a written decision describing the result of the appeal and the rationale for the result; and
- e. Provide the written decision simultaneously to the Title IX Coordinator, the Superintendent, and all parties within 10 days after receiving the parties written statements in support of, or challenging, the outcome.

The District prohibits retaliation against any individual for the purpose of interfering with his or her Title IX rights or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing under Title IX.

Charging an individual with *Code of Conduct* or other applicable violations that do not involve sex discrimination, including sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Charging an individual with a *Code of Conduct* or other applicable violation for making a materially false statement in bad faith during a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

All complaints alleging retaliation will be handled in a manner consistent with the District's policies and procedures regarding the investigation of discrimination and harassment complaints, including Policy #3420 -- Non-Discrimination and Anti-Harassment in the District.

If the Title IX Coordinator is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another Title IX Coordinator, if the District has designated another individual to serve in that capacity. If the District has not designated another Title IX Coordinator, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the Title IX Coordinator.

Confidentiality

Except where disclosure may be permitted or required by law or regulation, the District will keep confidential the identity of any:

- a. Individual who has made a report or complaint of sex discrimination;
- b. Individual who has made a report or filed a formal complaint of sexual harassment;
- c. Complainant;
- d. Individual who has been reported to be the perpetrator of sex discrimination;
- e. Respondent; and
- f. Witness.

The District will ensure that:

- a. All Title IX Coordinators, investigators, decision-makers, or persons who facilitate an informal resolution process receive training on:
 1. The definition of sexual harassment as defined in Title IX;
 2. The scope of the District's education program or activity;
 3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- b. All decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.
- c. All investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
- d. All District employees receive training on mandatory reporting obligations and any other responsibilities that they may have relative to Title IX.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment. Training materials will be made publicly available on the District's website.

Notification

The District will notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District of this policy.

Further, the District will prominently publish this policy and the contact information for the Title IX Coordinator(s) on its website and in other publications, including in each handbook or catalog that it makes available to the individuals and entities referenced above.

Recordkeeping

For a period of seven years, the District will retain the following:

- a. Records of each sexual harassment investigation including any:
 1. Determination regarding responsibility;
 2. Audio or audiovisual recording or transcript required under law or regulation;
 3. Disciplinary sanctions imposed on the respondent; and
 4. Remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.

- b. Any appeal and its result.
- c. Any informal resolution and its result.
- d. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

For each response to sexual harassment where the District had actual knowledge of sexual harassment in its education program or activity against a person in the United States, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If a District does not provide a complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

VANDALISM/THEFT: REPORTING OF

When it is discovered that an act of vandalism has occurred at one of our buildings, the following rules will be followed:

1. Depending upon the nature and severity of the vandalism, the building principal, and the Business Administrator will make a determination as to whether or not the police shall be notified. Whenever vandalism includes the theft of school equipment, the police must be notified.
2. The building principal will prepare a written report which will be forwarded to the Superintendent, with a copy to the Business Official. This report will include the following:
 - a. Date of the vandalism.
 - b. Name of person who discovered the vandalism.
 - c. Estimated time of vandalism.
 - d. A copy of the police report. (Only applicable if police are notified).
 - e. A description of the vandalism which will include the description of items vandalized or stolen and a cost estimate of necessary repairs and replacement.
 - f. The names and addresses of any person responsible for vandalism.

VISITORS TO THE SCHOOL

All visitors shall be required to report to the elementary/secondary office upon arrival at school and state their business. Visitations to classrooms for any purpose require permission in advance from the building principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by that administration regarding school visits.

VOLUNTEERS: SCHOOL

A school volunteer is defined as a non-paid person who assists the instructional staff in curricular, co-curricular, or extra-curricular programs. A volunteer is a person who offers to aid or service of his/her own free will without legal obligation.

1. Volunteers are expected to support the District's instructional program and extra-curricular activities.
2. Volunteers may assist on an occasional or regularly scheduled basis.
3. The need for volunteers will be determined by the building principal or athletic director in cooperation with the faculty. Final decision concerning selection, placement and replacement is made by the principal. Occasional volunteers will be screened by the principal in a manner of his/her choosing. Regularly scheduled volunteers will, at a minimum, complete an Application Form. By approving volunteers, the District accepts the liability for their actions within the scope of their authority.
4. Orientation and in-service training will be provided by appropriate staff as determined by the principal.
5. Volunteers will work under the supervision and direction of appropriate staff and are expected to comply with all rules and regulations set forth by the District.
6. So that appropriate recognition may be made from time to time, an accurate list of volunteers shall be kept by each principal or supervisor and forwarded to the Superintendent.
7. The District does not carry health/accident insurance or Workers' Compensation on volunteers. They are covered for their actions within the scope of their approved authority under the liability section of the District's umbrella policy. This is not the case for visitors.
8. Volunteers must sign in and out in the school office or alternate area designated for this purpose, unless determined otherwise by the building principal.
9. By wearing appropriate identification, volunteers will be immediately recognized as persons whose specific purpose is helping students and staff. Appropriate identification will be determined by the Superintendent. Building Principal, supervisor, or an individual designated by them.

WORKERS' COMPENSATION (see Accidents Page 7)

Employees injured in the performance of their duties are covered by Workers' Compensation Insurance. Benefits will be in accordance with respective negotiated agreements and state law.

PLEASE REVIEW ACCIDENTS INCURRED BY STAFF (page 7). ALL WORKERS COMPENSATION DAYS MUST ACCOMPANY A DOCTOR'S NOTE.

Reporting Work-Related Injuries and Illnesses

When a work-related injury or illness occurs, we must be prepared to react promptly and effectively. The faster that an injury or illness is addressed, the greater the chance for full recovery. It is essential that all employees report all incidents immediately to their supervisor, while prioritizing treatment. There have been cases where a minor injury has not been treated promptly and has turned into a much more serious case.

The Lackawanna City School District has developed and distributed an *Injury and Illness Incident Report*, which is available through building administrators and supervisors. Employees, who are injured or become ill due to work related activities, shall notify their administrator/supervisor as soon as reasonably possible and complete the *Injury and Illness Incident Report*. Designated administrative staff will prepare all C-2 forms, but only when the incident satisfies the specific “reportable” requirements of NYS Workers’ Compensation Law.

What to do if a work-related injury occurs:

1. The first priority is always to treat the injured worker.
2. Seek first aid, if appropriate (Use *universal precautions* against exposure to bodily fluids).
3. For serious injuries, summon professional medical assistance as well as first aid.
4. Ensure administrator/supervisor is made aware of incident.
5. If necessary and whenever feasible, the injured worker should be sent to a preferred medical provider.
6. Complete *Injury and Illness Incident Report* and submit to your administrator/supervisor as soon as reasonably possible

Follow up with your administrator/supervisor to ensure all necessary steps have been taken and proper documentation completed. Workplace injuries and illnesses are very serious, and the Lackawanna City School District strives to safeguard its most precious commodity, its students, and staff. By following proper procedures, employees can play an important role in keeping the workplace safe for all. When an incident occurs, the specific details surrounding the event will be reviewed in an effort to prevent further incidents. Employees are encouraged to help identify workplace hazards and bring them to the attention of their building administrator/supervisor as well as their building representative to the District-Wide Safety Committee.

PERSONNEL

BARGAINING UNITS

The following Bargaining Units represent The Lackawanna City School District employees for purposes of collective bargaining under New York State’s Taylor Law and Civil Service Law.

- I. Lackawanna Administrative Council
- II. The Lackawanna Teachers Federation
- III. Civil Service Employees Association, Inc. Lackawanna Unit 6747
- IV. The Lackawanna Competitive Educational Secretaries Association
- V. New York State Nurses Association

For matters regarding payroll and employee benefits, refer to the unit contract for specific allocations and deductions.

For Non-Unit employees, refer to your individual contract, Supervisor, Board policy, or the Office of Personnel.

CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

General Provisions

Pursuant to the provisions of Section 806 of the General Municipal Law, the Board of Education of the Lackawanna City School District (Policy #6110) recognizes that there are rules of ethical conduct for officers of the Board and employees of the District that must be observed if a high degree of moral conduct is to be obtained in our unit of local government. It is the purpose of this local law to promulgate these rules of ethical conduct for the officers and employees of the District. The rules of ethical conduct of this local law as adopted, shall not conflict with, but shall be in addition to any prohibition of Article Eighteen of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of officers and employees.

Definitions – When used in this resolution and unless otherwise expressly stated or unless the on text otherwise requires:

“Officer or employee” means an officer or employee of this School District whether paid or unpaid, elected or appointed, including members of any administrative Board or committee created by law, or appointed by the Board of Education.

“Interest” means a direct or indirect pecuniary or material benefit accruing to an officer or employee and shall be deemed to include a material or pecuniary benefit accruing to the officer’s or employee’s (1) spouse, minor children and dependents, (2) a firm, partnership or association of which such officer or employee is a member or employee, (3) a corporation of which such officer or employee is an officer, director of employee and (4) a corporation of which any stock is owned or controlled directly or indirectly by such officer or employee.

Standards of Conduct

Every officer or employee of the School District shall be subject to abide by the following standards of conduct:

1. **Gifts.** He/she shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value of twenty-five dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence him/her in the performance of official duties or was intended as a reward for any official action on his/her part.
2. **Confidential Information.** He/she shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.
3. **Representation before one’s own agency.** He/she shall not receive, or enter into any agreement express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he/she is an officer, member or employee or of any matter before any municipal agency over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer or employee.

4. **Representation before an agency for a contingent fee.** He/she shall not receive, or enter into any agreement express or implied, for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing of any time of fees based upon the reasonable value of services rendered.
5. **Disclose of interest in resolution.** To the extent that he/she knows thereof, a member of the Board of Education and any officer or employee of the Lackawanna City School District, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Education on any resolution before the Board of Education shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such resolution.
6. **Investments in conflict with official duties.** He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his/her duties.
7. **Private employment.** He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.
8. **Future employment.** He/she shall not, after the termination of service or employment with the School District, appear before an Board or agency of the Lackawanna City School District in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

Legal Remedies

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former official or employee of any claim, account, demand or suit against the Lackawanna City School District, or an agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Distribution/Posting of Code of Ethics

The Superintendent of the Lackawanna City School District shall cause a copy of this code of ethics to be distributed to every officer and employee of the School District within thirty (30) days after the effective date of this resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment. The Superintendent shall also cause a copy of Article 18 of the General Municipal Law to be posted in each building in the District in a place conspicuous to its officers and employees. Failure to distribute any such copy of this code of ethics or failure of any officer or employee to receive such copy, as well as failure to post any such copy of General Municipal Law, Article 18, shall have no effect on the duty of compliance with such code or Article 18, nor with the enforcement of provisions thereof.

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office employment, as the case may be, in the manner provided by law.

COMPLAINTS AND GRIEVANCES

In accordance with Article 15-C of the General Municipal Law, all District employees will have the opportunity to present grievances free from interference, coercion, restraint, discrimination, or reprisal. The District will provide at least two procedural stages and an appellate stage for the settlement of any employee grievance.

Grievance procedures are covered in Collective Bargaining Agreements for all Unions. General Municipal Law §§ 681-685

COMPUTER INFORMATION RESOURCES, STAFF USE OF

The Lackawanna City School District Board of Education, pursuant to Regulation #6475R, will provide staff with access to various computerized information resources through the District's communication system (DCS hereafter) consisting of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may also include the opportunity for some staff to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use of school premises, shall be subject to District policies and regulations governing the behavior of school staff. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees.

Staff members who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the laws and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously, or unlawfully uses, damages, or destroys property of the district.

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The information Manager may access all such files and communications to ensure system integrity and that users are complying with requirements of this policy and ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that information stored on the DCS will be private. All Lackawanna City School Staff with access to computerized resources are required to sign and return a Staff Computer Use Agreement form.

EMPLOYEE DATA

Employees are requested to report the following information to the Personnel Department and the Business Office:

1. Change of address
2. Change of telephone number
3. Change in marital status

4. Additions of new dependent, by birth, adoption and/or marriage
5. A dependent child losing dependent status
6. Employee or spouse attaining age 65
7. Employee or spouse becomes eligible for Medicare by reason of disability
8. Loss of other Health Insurance Coverage. Must notify within 30 days after your other coverage ends. You may be eligible for enrollment under the special enrollment rules
9. Change of Name. Teacher/Administrator must notify SED of name change.

EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION

Each employee has a personnel file maintained by the School District. To ensure the individual's privacy, directory or confidential information is not shared with a third party except in the following situations:

1. When members of the Board of Education need information from the employee's personnel record to aid them in performing their legal responsibilities in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies.
2. When the employee grants permission for the release of information.
3. When the third party needs to contact a particular staff member in case of an emergency during non-school hours.

The District does not release information concerning the employment records, personnel file or past performance of a former employee, unless such information is required to be disclosed by law. Only the initial and final dates of employment and the position held are provided through a written response to written request, unless otherwise authorized by the former employee.

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 acting in the discharge of his/her duties within the scope of his/her employment at the time of the incident.

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 copy of the claim to the Clerk of the District.

EMPLOYMENT OF RELATIVES OF BOARD OF EDUCATION MEMBERS

A probationary or tenure appointment of a certified individual who is related by blood or marriage to any member of the Board of Education shall be subject to the consent of two-thirds of the members of the Board of Education to be determined at a Board Meeting and to be entered upon the proceedings of the Board.

The Board shall take the same stance in the hiring of professional staff other than teachers.

FAMILY AND MEDICAL LEAVE ACT

The Board of Education, in accordance with the Family and Medical Leave Act of 1993 (FMLA), gives “eligible” employees of the District the right to take unpaid leave for a period of up to 12 work weeks in a 12-month period as determined by the District. The District will compute the 12-month period according to the following time frame: a “rolling” 12-month period will be used that is measured backward from the date an employee uses any FMLA leave.

Employees are “eligible” if they have been employed by the District for at least 12 months and for at least 1,250 hours of service during the previous 12-month period. Full-time teachers are deemed to meet the 1,250 hour test. The law covers both full-time and part-time employees.

Qualified employees may be granted leave for one or more of the following reasons:

1. The birth of a child and care for the infant.
2. Adoption of a child and care for the infant.
3. The placement with the employee of a child in foster care.
4. To care for a spouse, child, or parent who has a serious health condition as defined by the FMLA.
5. A serious health condition of the employee, as defined by the FMLA, which prevents the employee from performing one or more of the essential functions of his or her job.

Any sick leave available to the employee shall be taken concurrently with FMLA leave.

An employee on FMLA leave is also entitled to have health benefits maintained while on leave. If any employee was paying all or part of the premium payments prior to leave, the employee will continue to pay his/her share during the leave period.

In most instances, an employee has a right to return to the same position or an equivalent pay, benefits and working conditions at the conclusion of the leave.

The Board of Education has a right to 30 days advance notice of the need for leave from the employee where practicable. In addition, the Board may require an employee to submit certification from a health care provider to substantiate the leave is due to the serious health condition of the employee or the employee’s immediate family member. Failure to comply with these requirements may result in the delay of FMLA leave. The Board may also require that an employee present a certificate of fitness to return to work when the absence was caused by the employee’s serious health condition. The Board of Education has the right to deny restoration to employment if the employee does not furnish the certificate of fitness.

A notice which explains the FMLA’s provisions and provides information concerning the procedures for filing complaints of violations of the FMLA shall be posted in each school building.

For more information about the Family Medical leave Act (FMLA) contact the Personnel Office at 821-5610 ext 7744.

HEALTH INSURANCE

Health insurance for certified and support staff shall be according to their contract.

Continuation of Medical Insurance Coverage at Termination of Employment

Under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and their dependents are eligible to continue their insurance coverage for up to eighteen (18) months when termination of their insurance is due to a reduction in their hours worked, or upon termination of their employment.

Dependents of employees are eligible to continue their insurance for up to thirty-six (36) months upon occurrence of one of the following events:

1. Death of the covered employee; or
2. Divorce or legal separation from the covered employee; or
3. An employee becomes eligible for Medicare and ceases to participate in the employer-sponsored plan; or
4. The dependents of a covered employee reach the maximum age for dependent coverage.

Those who are eligible to continue coverage have up to sixty (60) days to complete the Continuation of Coverage Election Form. They must pay the full cost of their premium plus administrative costs incurred by the District.

Ex-Spouse's cannot remain on the Trust Health Plan after the Divorce Decree is signed. Individuals found to have kept their spouse on the Trust Health Plan after the Divorce Decree was signed will be responsible for 100% of the ex-spouse's premium for each day after the signed decree had taken place.

Any resignation submitted from July 1st through August 30th will require the employee to pay their portion of health insurance directly to the District. Failure to remit payment timely would be subject to termination of benefits effective July 1st.

All unpaid days will lead to additional employee benefit cost (FMLA Excluded).

JOB DESCRIPTION

The duties and responsibilities of each certified position or of each class of positions shall be set forth in job descriptions to be developed by the Superintendent in cooperation with members of the staff.

Classified staff job descriptions will be on file in the Personnel Office.

JURY DUTY

A School District employee called for jury duty shall receive his/her full day's pay from the School District. No employee shall be entitled to receive the per diem jury duty 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.

LEAVING SCHOOL DURING WORK HOURS

In order to allow staff to leave the building during normal work hours for non-work-related matters, it is necessary to clearly define this area. Following are the circumstances, which will guide this area:

1. Staff may leave the building at any time during normal work hours for non-work-related matters as long as this practice does not interfere with the instructional program or the duties of the staff member.
2. However, prior permission from the principal or his/her designee must be obtained if the staff member is leaving the building other than lunchtime.

PAYROLL DEDUCTIONS

Payroll deductions may be made when authorized by employees or when required by law or negotiated agreements. Questions concerning deductions should be made to the Business Office.

All Unpaid days will lead to additional employee benefit cost (FMLA Excluded)

RETIREMENT

Retirement requirements and benefits are covered by law. For additional information, contact the President of your bargaining unit, Business Office and NYS Teachers Retirement System at (518) 557-2914 or the NYS Employee's Retirement System at (518) 474-7736.

Once retirements (and resignations) are approved by Board action, they will not be rescinded except for good cause.

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 and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors, which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

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

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances should be evaluated. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from co-workers as well as supervisors, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee who believes he/she has been a victim of sexual harassment in the work environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment to the District's designated complaint officer (s) through informal and/or formal writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender, the employee should report his/her complaint to the next level of supervisory authority.

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

To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis.

Based upon the results of the investigation, if the District determines that an employee has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken, as warranted, up to and including termination of the offender's employment in accordance with legal guidelines, district policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

Regulations will be developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable complaint officer(s).

Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees, express the District's condemnation of such conduct, and explain the sanctions for harassment. Training programs will be established for employees to help ensure awareness of the issues pertaining to sexual harassment in the workplace, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks.

Title VII of the Civil Rights Act of 1964,
42 United States Code (USC) Section 2000e et seq.
The Civil Rights Act of 1991
42 United States Code (USC) Section 1981(a)
29 Code of Federal Regulations (CFR)
Section 1604.11(a)
Executive Law Sections 296 and 297

TELEPHONES

School phones may be used for school matters and urgent personal business.

Permission from the principal is necessary if the school business call is to be a toll call. Toll calls must be reported to the Main Office where a record of such calls will be kept.

Incoming calls to teachers during the school day will be reported by message in the mailbox unless the call is of an emergency nature. In such a case, the teacher shall be notified immediately.

THEFT OF SERVICES

The theft of services or property from the District by an employee will result in immediate disciplinary action that can lead to dismissal or other penalty and shall not preclude the filing of criminal or civil charges by the District. Theft of service shall include the misuse of paid work time for personal benefit or gain or misuse of District property/services such as copy machines, postage, telephones, etc.

Instructional Calendar



Lackawanna City School District 2024-2025 Instructional Calendar

Approved
6/13/24

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

07/04	Independence Day
08/27	New Teacher's Orientation , All Teacher Aides: Prof. Dev.
08/28 - 08/29	Superintendents Conference Days
09/02	Labor Day
09/03	First Day for Students
10/04	15 Min. Early Release Emergency Drill
10/14	Indigenous Peoples Day/Italian American Heritage Day
11/11	Veterans Day
11/27 - 11/29	Thanksgiving Recess
12/05	PK-12 Half Day/Parent Teacher Conferences
12/06	Full Day Parent Teacher Conferences
12/23 - 01/01	Winter Recess
01/02	School Resumes
01/20	Martin Luther King Day
01/21 - 01/24	January Regents Exams
01/29	Lunar New Year
02/17 - 02/21	Mid-Winter Recess
03/31	EID al FITR - exact date tbd
04/01	Superintendent's Conference Day
04/14 - 04/21	Spring Recess
05/23 - 05/26	Memorial Day Weekend
06/04	Regents Exams
06/06	EID al ADHA - exact date tbd
06/10	Regents Exams
06/17 - 06/18	Regents Exams
06/19	Juneteenth
06/20 - 06/25	Regents Exams
06/25	Half Day - PK-8 Students Only
06/26	Half Day Students Last Day -Rating Day
06/27	Teachers Last Day -Rating Day

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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	

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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					

Teacher and Student Days					
	Teacher	Student		Teacher	Student
Jul			Jan	20	20
Aug	2	0	Feb	15	15
Sep	20	20	Mar	20	20
Oct	22	22	Apr	16	15
Nov	17	17	May	20	20
Dec	15	14	Jun	18	17
	76	73		109	107
	Staff Days: 185			Student Days: 180	

Key	
	No Student Attendance
	Regents Exam
	Event
	Staff Development
	Early Release
	to be determined

Should Student Attendance days be affected by school closings and fall below minimum New York State regulations, student attendance days will be made up during spring recess.

Payroll Schedule

LACKAWANNA CITY SCHOOL DISTRICT 2024-2025 Payroll Schedule

PLEASE NOTE THAT ATTENDANCE DATES FOR PAY PURPOSES, ONLY APPLIES TO SUBSTITUTES, HOURLY EMPLOYEES, AND THE PAYMENT OF VOUCHERS.
ALL CONTRACTUAL EMPLOYEES ARE PAID EQUAL, BI-WEEKLY PAYS. ATTENDANCE DATES DO NOT APPLY TO YOUR PAY (DOCKED DAYS EXCLUDED).
SUBSTITUTES AND HOURLY EMPLOYEES WHO WORK BETWEEN THE DATES OF 6/14/24 - 6/27/24, WILL BE PAID ON 7/12/24. (VOUCHERS INCLUDED).

ATTENDANCE DATES	PAY DATE	
06/28 - 07/04	JULY 12	
07/05 - 07/18	JULY 26	
07/19 - 08/01	AUGUST 9	
08/02 - 08/15	AUGUST 23	
	AUGUST 30	*SPECIAL PAY FOR TEACHERS AND NURSES ONLY*
08/16 - 08/29	SEPTEMBER 6	
08/30 - 09/12	SEPTEMBER 20	*FIRST FULL PAY FOR ALL TEACHERS, NURSES, AND 10-MONTH EMPLOYEES*
09/13 - 09/26	OCTOBER 4	
09/27 - 10/10	OCTOBER 18	
10/11 - 10/24	NOVEMBER 1	
10/25 - 11/07	NOVEMBER 15	
11/08 - 11/21	NOVEMBER 29	
11/22 - 12/05	DECEMBER 13	
12/06 - 12/19	DECEMBER 27	
12/20 - 01/02	JANUARY 10	
01/03 - 01/16	JANUARY 24	
01/17 - 01/30	FEBRUARY 7	
01/31 - 02/13	FEBRUARY 21	
02/14 - 02/27	MARCH 7	
02/28 - 03/13	MARCH 21	
03/14 - 03/27	APRIL 4	
03/28 - 04/10	APRIL 18	
04/11 - 04/24	MAY 2	
04/25 - 05/08	MAY 16	
05/09 - 05/22	MAY 30	
05/23 - 06/05	JUNE 13	
06/06 - 06/19	JUNE 27	*MULTIPLES WILL BE DISTRIBUTED WITH THIS PAY*

TEACHERS AND NURSES WILL RECEIVE A SPECIAL PAY ON AUGUST 30th

ALL 12 MONTH EMPLOYEES WILL RECEIVE 26 EQUAL, BI-WEEKLY PAYS

ALL 10 MONTH EMPLOYEES WILL RECEIVE 21 EQUAL BI-WEEKLY PAYS

*10 MONTH EMPLOYEES WHO OPT FOR THE 26 PAY BASIS, WILL BE PAID 26 EQUAL, BI-WEEKLY PAYS INCLUDING 5 MULTIPLE CHECKS

1. ANY CHANGE IN THE ABOVE SCHEDULE WILL BE AFFECTED ONLY BY WRITTEN NOTICE FROM THE OFFICE OF THE SUPERINTENDENT OF SCHOOLS.
2. MULTIPLE CHECKS WILL BE DISTRIBUTED WITH THE JUNE 27, 2025 PAY.
3. UNPAID DAYS WILL LEAD TO ADDITIONAL EMPLOYEE BENEFIT COSTS (FMLA EXCLUDED).

AESOP

Interacting with Frontline via the Phone

You can call Frontline toll free at **1-800-942-3767**. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts. You will need the ID and PIN Number that were provided to you. *When entering an absence, please wait until you receive a confirmation number before you terminate the phone call. **Your transaction is not complete until you receive a confirmation number.**

Interacting with Frontline via the Website

You will receive a personal invitation email with the subject line: **E1B-Lackawanna City SD invites you to Absence Management**. If you have an existing Frontline ID Account, then click “Sign in with your Frontline ID.” Otherwise, click “Create a Frontline ID.” Enter a Username, Password, email address, and click the “I accept the terms and conditions” box. Click “Create Frontline ID” and you are in! For more information regarding creating your Frontline ID click [here](#).

To access the Frontline website, you will go to <https://app.frontlineeducation.com>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.



Mobile App

Districts that purchase the Frontline Insights Platform also gain access to the new Frontline Education mobile app! The app provides increased accessibility to features such as absence creation, Leave Balance recognition, and multiple absence tracking tools.

REQUIREMENTS

You must have the following qualifications to access the app:

- Your district must utilize the Frontline Insight's Platform.
- You must utilize employee-based functionality.
- You must receive a 4-digit invitation code from your district to gain initial in-app access.

The Frontline mobile app is not available to substitutes and does not replace or conflict with the Jobulator app. Substitutes who subscribe to Jobulator will continue to accept and view future assignments through that application.



GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app.

Once the download is complete, you will need to enter a unique 4-digit invitation code prior to signing in. (Your district will send this mobile code to you.)

The welcome page displays a confirmation message if you make a correct entry, and you can click Get Started to proceed to a sign in page.

From there, enter your Frontline ID account and click Sign In.

*Please note that once signed in, you may be prompted to select an organization.

HOMEPAGE

The homepage displays information applicable to your permission setup. Potential in-app features include current absence or leave balance details (if enabled), clock-in/out functionality, timesheet details, and the option to schedule an absence.

MENU/SIDE NAVIGATION

The "Menu" option opens a side navigation bar where you can access current tools and settings.

- Click **People** to view your contact list and reference email and/or personal phone options.
- Select **Absences** to view available Paid Time Off (if leave balances are enabled) and any approved absences. The page also includes upcoming, past, or denied absences and the option to schedule an absence.
- Choose **Time Clock** to clock in and out.
- Reference **Timesheets** to view, edit, and submit your timesheets on the go.
- Click **Calendar** to view upcoming scheduled absences and any Professional Development events you have registered for through Professional Learning Management. (Note, you can also use the mobile app to electronically check in prior to attending the event.)
- Select **Inbox** to review any received messages.
- Choose **Settings** to review your current district details or to log out of the app.

