



# Wilson Central School

374 LAKE STREET  
P.O. BOX 648  
WILSON, NY 14172-0648  
PHONE: 716-751-9341 FAX: 716-751-6556  
WWW.WILSONCSD.ORG

## WILSON CENTRAL SCHOOL DISTRICT WILSON, NEW YORK

### District Shared Decision Making Team

December 20, 2023

### Agenda

1. Welcome/Introductions/Sign-In
2. Review of Minutes of 11/29/23
3. Educational Study Council Grants-Update
4. New Club Proposals- Origami Club
5. District Goals-Update
  - a. Building Level SDMT Update
  - b. 2023-2024 Goals
  - c. CDEP Action Plans
6. Review and Comment on Policy 7316- Student Use of Technology
7. Review and Comment on Policy 1330- Appointments and Designations by The Board of Education
8. Review and Comment on Policy 1530- Minutes
9. Review and Comment on Policy 6213- Probation and Tenure
10. Review and Comment on Policy 4212- Organizational Chart
11. Review and Comment on Policy 6216- Registration and Professional Learning
12. Review and Comment on Policy 5681- School Safety Plans
13. Review and Comment on Policy 1270- Absentee Ballots



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## **14. Curriculum Committee Report**

## **15. Round Table-**

## Shared Decision Making Team

### Meeting Minutes

November 29, 2023

**Attendance:** T. Carter, S. Harvey (virtual), J. Hardy (virtual), C. McCarthy, B. Simpson  
P. Galgovich, A. Seeley, J. Woolson, S. Benton, J. Wilkie (virtual), J. Wagner (virtual)

Mr. Carter brought the meeting to order at 3:35 pm in person and Google Meet.

October Meeting Minutes- Approved

#### **New Business:**

- **Educational Study Council Grants Update**
  - \* no new grants submitted
- **New Club Proposal**
  - \* none.
- **District Goals**
  - Building Level SDMT Update
    - HS- CDEP focus on communication and culture, 9th grade mentor program discussed
    - MS- CDEP- communication goal, next meeting before Christmas
    - WES- set CDEP goals, improve Dojo communication and school safety are considered
- **Review and comment on Policy 1511- Agenda Format for Deletion**
  - Moving on to BOE for deletion- more procedural not needed for policy
- **Review and comment on Policy 1710- Quorum for Deletion**
  - Approved- language already found in policy 1510
- **Review and comment on Policy 4212- Organizational Chart for Deletion**
  - Did not approve- use this for our chain of command, we will continue to update often as needed
- **Review and comment on Policy 2110- Orienting and Training New Board Members**
  - Make typo changes
- **Review and comment on Policy 7670- Due Process Claims**
  - no concerns
- **Review and comment on Policy 7316- Student Use of Personal Technology**
  - Teachers and principals will be able to make the decision. What about coaches sending sports messages? Confusion about language in one of the paragraphs, possible language change? Going back to the committee for clarification.
- **Review and comment on Policy 8280- Instruction for ELL Learners**
  - No changes- Move to BOE for approval

- **Curriculum Committee Report-**

- New courses need to be board approved, the timeline for submission will be November 1 each year.
- Courses will be moved to the BOE
- 4 new courses this year:
  - Animation
  - Culinary Arts 1 and 2
  - Health Through Film
  - Public Speaking

(See attached document for additional information)

- **Round Table- Nothing**

Meeting adjourned @4:15 pm

Next Meeting: December 20, 2023 @ 3:30

Submitted by Jackie Hardy

**23-24 New HS Elective Course Submissions:**

**Animation**

This is an introductory level course on 2D animation. Students will be taught the basic principles of effective 2D animation and learn to apply them. Most of the drawing will be done using computers and drawing tablets. Some traditional drawing will also be done as students develop characters for animation, and also for sketchbook assignments. Students will learn the full gamut of animation from character development, to storyboarding, to animation process (using Adobe Animate), to final details using Adobe After Effects

**Culinary Arts I & II (Replacing Eat Smart)**

This course will be for HS students who have an interest in the world of Culinary Arts. Advanced baking and cooking techniques will be taught along with the basic science behind the baking and cooking process. This course will have theory involved along with lots of hands-on lab work.

**Health Through Film**

Throughout this course, we will learn more about various health topics by watching and discussing various video clips, short films and movies that have health topics embedded into them. Would cover required mental health requirements for students who aren't scheduled for health.

**Public Speaking**

This course is designed as a basic public speaking skills course for developing effective organization, delivery, invention, style, and memory in presentations. Projects and topics include communication ethics, listening skills, group work, demonstration, persuasion and research. The course will also introduce using technology to enhance and support evidence in presentations.

Approval Process:

Curriculum Facilitator	✓
Guidance Department	✓
HS Principal	✓
Curriculum Committee	✓
District SDMT	✓
Board of Education	—





## EXTRA-CURRICULAR CLUB PROPOSAL FORM

RECEIVED

DEC 13 2023

Wilson Central  
School District

Congratulations on your decision to propose a student club! By taking an active role in the Wilson Middle/High School community, you are helping to improve students' educational experiences. Below you will find the necessary information needed for consideration of a club proposal. Please be sure to fill in all the required information along with any additional pertinent documentation for consideration and return the form to your Building Principal. Once your proposal has been received by the Building Principal it will be sent to the Superintendent. If approved by the Superintendent, the Board of Education makes final approval of new clubs. New club advisors will receive a letter of approval.

Applicants are advised that new clubs will operate the first year at a compensation of 2% as referenced in 20.4.2 of this Collective Bargaining Agreement. Upon successful completion of one year and review of the club by the District Level Shared Decision Making Team, recommendations for any adjustments to the stipend will be put forth to the Superintendent.

Name of Proposed Club: Origami Club

Name of Faculty Member Proposing Club: Chad LaFever

Faculty Member's Signature: Chad LaFever

Contact for Club Officer (Email and Phone):

clafever@wilsoncsd.org 716-751-9341

Club Mission/Brief Description of Proposed Club:

Spreading joy by making and sharing  
origami with others.

Number of Anticipated Club Participants

10-12



Anticipated number of meetings/sessions/events (per school year):

35-40

Frequency of club meetings: weekly

Number of Advisor(s) expected: one

Please provide an overview of your experience/proficiency/background pertaining to proposed club:

art teacher

Meeting Location: Room 240

Events/Trips Planned: ~~None~~ Frog Jumping Contest,

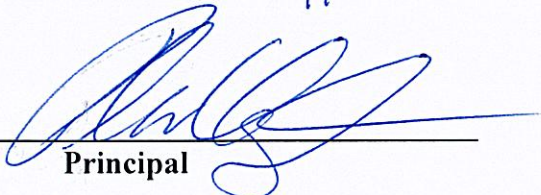
Paper Airplane Contest, gifts for SCB, gifts for teachers, encouraging word pieces.

Are there any anticipated additional considerations related to this club? (i.e., travel/bus, special equipment, etc.):

None currently

Will there be any funding requirements/fundraising associated with this club? If yes, please provide an explanation.

We are working on fundraising ideas to help with cost of supplies.

  
Principal

\_\_\_\_\_  
Superintendent

Board of Education Approval

Board Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

## Bylaws

**SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD OF EDUCATION****Appointments**

The Board is authorized to appoint individuals to positions which will facilitate the meeting of its responsibilities to the state, the School System, and the community. These appointments usually take place at the Annual Organizational Meeting.

The following shall be appointed annually:

- a) District Clerk;
- b) District Treasurer;
- c) Tax Collector;
- d) External (Independent) Auditor;
- e) Central Treasurer, Extraclassroom Activities Account;
- f) Audit Committee.

The following must be appointed but need not be reappointed annually:

- a) School District Health Officers (District Physician/Nurse Practitioner);
- b) School District Attendance Officers;
- c) Committee on Special Education and Committee on Preschool Special Education;
- d) Records Access Officer;
- e) Records Management Officer;
- f) Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency (LEA) designee;
- g) ~~Title IX/Section 504/ADA Compliance Officer issues~~ Civil Rights Compliance Officer(s) (coordinates the District's efforts to comply with civil rights laws such as Title VI, Section 504, the Americans with Disabilities Act, and the Age Discrimination Act);
- h) Title IX Coordinator(s) (coordinates the District's efforts to comply with Title IX; when appointing, District must "designate and authorize" the Title IX Coordinator(s));

(Continued)



**SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD OF EDUCATION  
(Cont'd.)**

- ~~h~~i Liaison for Homeless Children and Youth;
- ~~i~~j Chemical Hygiene Officer;
- ~~j~~k Dignity Act Coordinator (one in each building);
- ~~k~~l Chief Emergency Officer.

The following may also be appointed:

- a) School District Attorney;
- b) Claims Auditor/Deputy Claims Auditor;
- c) Internal Auditor;
- d) Insurance Advisor;
- e) Copyright Officer.

**Designations**

The following designations shall be made by the Board of Education at the Annual Organizational Meeting in July:

- a) Petty Cash Fund(s);
- b) Official Newspaper(s);
- c) Official Bank Depositories;
- d) Official Bank Signatories;
- e) Purchasing Agent;
- f) Certifier of Payrolls;
- g) Designated Educational Official (DEO) to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings;
- h) School Pesticide Representative;

(Continued)

## Bylaws

**SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD OF EDUCATION  
(Cont'd.)**

- i) Reviewing Official, Hearing Official and Verification Official for participation in the federal Child Nutrition Program (the Hearing Official may not be the same person as the Reviewing and/or Verification Official).

**Authorizations**

- a) Approval of attendance at conferences, conventions, workshops, and the like;
- b) Superintendent to approve budget transfers within limits prescribed by Commissioner's Regulation Section 170.2 and Board guidelines;
- c) Superintendent to apply for Grants in Aid (state and federal) as appropriate;
- d) Establish mileage reimbursement rate;
- e) Other(s) as deemed appropriate/necessary.

McKinney-Vento Homeless Education Assistance Act, Section 722, as reauthorized by the Every Student Succeeds Act (ESSA) of 2015  
Education Law Sections 305(31), 1709 and 2503  
29 CFR 1910.1450

Adopted: 2/9/99

Revised: 12/10/02; 9/14/04; 10/11/05; 1/9/07; 7/14/09; 1/11/11; 5/13/14; 9/9/14; 1/9/18;

## Bylaws

**SUBJECT: MINUTES**

Board minutes are a legal record of the activities of the Board as a public corporation having the specified legal purpose of maintaining public schools. The minutes of all meetings will be kept by the District Clerk or, in their absence, by the Superintendent or designee. The minutes will be complete, accurate, and maintained in accordance with law. All minutes must be signed by the District Clerk when approved. Unless otherwise provided by law, minutes will be available to the public and posted on the District website within two weeks from the date of a meeting; draft copies, so marked, are acceptable, subject to correction.

Minutes of executive sessions need not include any matter which is not required to be made public by the Freedom of Information Law (FOIL).

The minutes of each meeting of the Board will state:

- a) The type of meeting;
- b) The date, time of convening, and adjournment;
- c) Board members present and absent;
- d) Board members' arrival and departure time, if different from opening or adjournment times;
- e) All action taken by the Board, including a record or summary of all motions, proposals, resolutions, and other matters formally voted upon, with evidence of those voting in the affirmative and the negative, and those abstaining.

**Minutes of Executive Sessions**

Minutes will be taken at executive sessions of any action that is taken by formal vote. The minutes will consist of a record or summary of the final determination of the action, the date, and the vote. However, this summary need not include any matter which is not required to be made public by the FOIL.

If action is taken by a formal vote in executive session, minutes will be available to the public and posted on the District website within one week of the date of the executive session.

Education Law Sections 1721, 2121, and 3020-a  
Public Officers Law Sections 87, 103, 103-a, and 106

NOTE: Refer also to Policy #1510 -- Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)

Adoption Date



## Personnel

**SUBJECT: PROBATION AND TENURE**

The Board will comply with all applicable laws and regulations regarding probation and tenure. Any updates to applicable laws and regulations, whether temporary or permanent, will supersede any conflicting language in this policy. As a result, different probationary and tenure rules may apply for teachers or building principals in certain circumstances.

**Probation**

Generally, teachers, all other members of the teaching staff, principals, administrators, supervisors, and all other members of the supervising staff will be appointed by the Board upon the recommendation of the Superintendent for a probationary period of four years.

The probationary period will not exceed three years for teachers previously appointed to tenure in any district or BOCES within the state, provided that the teacher was not dismissed from that district or BOCES as a result of charges brought pursuant to Education Law Section 3020-a or 3020-b and met the required annual professional performance review (APPR) rating in his or her final year of service there.

Additionally, up to two years of service as a regular substitute teacher may be applied toward probationary service. (This is sometimes referred to as Jarema Credit.)

The probationary period will not exceed three years for principals, administrators, supervisors, or other members of the supervising staff appointed on or after June 1, 2020 who were previously appointed to tenure as an administrator within an authorized administrative tenure area in any district or BOCES within the state provided that the individual was not dismissed from that district or BOCES as a result of charges brought pursuant to Education Law Section 3020-a or 3020-b.

During the probationary period, a staff member will be given assistance in adjusting to the new position, but the essential qualifications for acceptable performance will be assumed because the staff member attained the required certification or license.

A staff member's appointment may be discontinued at any time during ~~his or her~~ **their** probationary period upon the recommendation of the Superintendent and by majority vote of the Board.

Any staff member not recommended for tenure appointment will be notified in writing by the Superintendent no later than 60 days before ~~his or her~~ **their** probationary period expires.

**Tenure**

~~The Board will comply with all applicable laws and regulations regarding tenure.~~

At the expiration of the probationary period or within six months prior, the Superintendent will make a written report to the Board recommending for appointment to tenure those who have been found competent, efficient, and satisfactory and, in the case of teachers and building principals, those who have received APPR ratings of effective or highly effective in three of the preceding four years, exclusive of any breaks in service.

(Continued)

## Personnel

**SUBJECT: PROBATION AND TENURE (Cont'd.)**

If a teacher or building principal receives an APPR rating of ineffective in their final probationary year after receiving APPR ratings of effective or highly effective in the preceding probationary years, they will not be eligible for tenure. However, the Board may extend that teacher's or building principal's probationary time by an additional year. The teacher or building principal may be eligible for immediate tenure if ~~he or she~~ ~~they~~ successfully appeals the ineffective rating.

The Board may then—by a majority vote—appoint to tenure any or all of the persons recommended by the Superintendent.

A teacher or building principal will remain on probationary status until the end of the school year in which ~~he or she~~ ~~has~~ ~~they~~ ~~have~~ received APPR ratings of effective or highly effective for at least three of the four preceding school years, exclusive of any breaks in service. During this time, the Board may grant tenure contingent upon a teacher's or building principal's receipt of a minimum APPR rating in the final year of ~~his or her~~ ~~their~~ probationary period. If the contingency is not met after all appeals are exhausted, the grant of tenure will be void and unenforceable and the teacher's or building principal's probationary period may be extended for an additional year in accordance with law.

**Resolutions Making Appointments**

Each Board resolution making a probationary appointment or an appointment on tenure will specify:

- a) The name of the appointee;
- b) The tenure area or areas in which the professional will devote a substantial portion of ~~his or her~~ ~~their~~ time;
- c) The date probationary service or service on tenure commences in each area;
- d) The expiration date of the appointment, if made on a probationary basis. For appointments of classroom teachers and building principals, the resolution must state that:
  1. To receive tenure, the individual must receive composite or overall APPR ratings of effective or highly effective in at least three of the four preceding years; and
  2. If the teacher or building principal receives an ineffective composite or overall APPR rating in ~~his or her~~ ~~their~~ final year of probation, ~~he or she~~ ~~they~~ will not be eligible for tenure at that time; and
- e) The certification status of the appointee in reference to the position to which the individual is appointed.

(Continued)

**SUBJECT: PROBATION AND TENURE (Cont'd.)**

Education Law Sections 2509, 2573, 3012, 3012-d, 3014, and 3031  
8 NYCRR Section 30-1.3

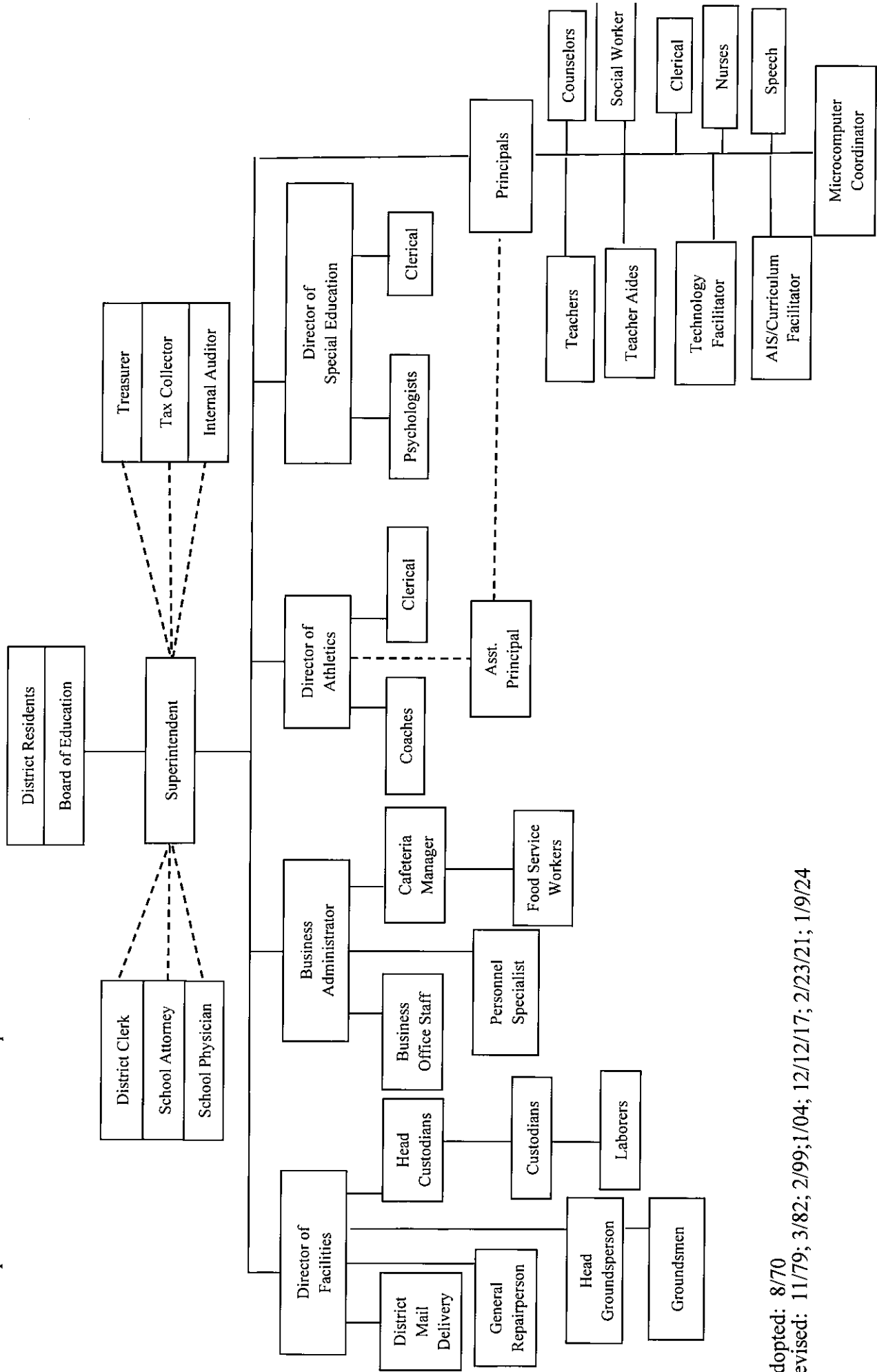
NOTE: Refer also to Policy #6214 -- Separation from Service

Adopted: 2/9/99  
Revised: 7/11/00; 7/14/09; 10/11/16; 12/8/20;



# WILSON CENTRAL SCHOOL DISTRICT ORGANIZATIONAL CHART

\_\_\_\_\_ Direct Responsibility  
 ----- Cooperation/Staff Relationship



Adopted: 8/70  
 Revised: 11/79; 3/82; 2/99; 1/04; 12/12/17; 2/23/21; 1/9/24

## Personnel

**SUBJECT: REGISTRATION AND PROFESSIONAL ~~DEVELOPMENT~~LEARNING****Registration**

All employees who are certificate holders must register with the State Education Department (SED) every five years through the TEACH system. An employee is a certificate holder if ~~he or she~~ **they** holds a permanent or professional certificate in the classroom teaching service, a permanent or professional certificate in the educational leadership service (i.e., school building leader, school district leader, or school district business leader), or a Level III Teaching Assistant certificate. Only registered employees may teach or supervise in the District.

Employees who were certificate holders prior to July 1, 2016 had to apply for initial registration during the 2016-2017 school year and each subsequent five-year period thereafter.

Any individual who is issued a new certificate is automatically registered with SED. These certificate holders must renew their registration every five years during their birth month.

Any certificate holder who fails to register by the beginning of the appropriate registration period may be subject to late filing penalties.

Certificate holders must notify SED of any change of name or mailing address within 30 days of such change through the TEACH system. Any certificate holder who willfully fails to inform SED of changes to ~~his or her~~ **their** name and/or address within 180 days of such change may be subject to moral character review.

**Continuing Teacher and Leader Education (CTLE) Credit Hours**

All continuing teacher and leader education certificate holders (CTLE certificate holders) must successfully complete a minimum of 100 hours of acceptable CTLE hours during each five-year registration period to maintain a valid certificate. An employee is a CTLE certificate holder if ~~he or she~~ **they** holds a professional certificate in the classroom teaching service, a professional certificate in educational leadership service, or a Level III Teaching Assistant certificate. This requirement may be completed at any time over the course of a five-year period. Credit hours cannot carry over to subsequent registration periods.

SED sets high standards for courses, programs, and activities that qualify for CTLE credit, and it must approve all CTLE sponsors. Generally, acceptable CTLE will be in the content area of any certificate title held by an individual or in pedagogy. ~~Further, the CTLE will be aligned with professional development standards created by the New York Professional Standards and Practices Board for Teaching.~~

(Continued)



## Personnel

**SUBJECT: REGISTRATION AND PROFESSIONAL ~~DEVELOPMENT~~LEARNING  
(Cont'd.)**

The District will describe opportunities for teachers and administrators to engage in CTLE in its ~~P~~professional ~~Development-learning~~ ~~P~~plan. The District will annually certify, in a format and on a timetable prescribed by the Commissioner of Education, that the requirements to have a professional ~~development-learning~~ plan for the succeeding school year have been met and that it has complied with the professional ~~development-learning~~ plan for the current school year.

The District will provide CTLE opportunities that are designed to improve the teacher or leader's pedagogical and/or leadership skills and are targeted at improving student performance, among other things. A peer-review teacher or principal acting as an independent trained evaluator who conducts a classroom observation as part of a teacher evaluation under relevant sections of the Education Law may apply the observation time to fulfilling CTLE requirements. Time spent mentoring may also be counted toward required CTLE credit hours.

**Language Acquisition CTLE and Exemption**

Employees holding an English to speakers of other languages (all grades) certificate or a bilingual extension are required to complete a minimum of 50% of the required CTLE hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English Language Learner (ELL) students. All other certificate holders must complete a minimum of 15% of the required ~~CTLE~~ hours dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ELLs. A minimum of 15% of the required CTLE hours for employees holding a Level III Teaching Assistant certificate will be dedicated to language acquisition addressing the needs of ELLs and integrating language and content instruction for ELLs.

Employees holding school district business leader certificates are exempt from the language acquisition CTLE requirements for each year that they are employed in the District. Instead, they must complete a minimum of 15% of the required CTLE hours dedicated to the needs of ELLs and federal, state, and local mandates for ELLs.

Employees may be eligible for a waiver of language acquisition CTLE requirements. Each school year when there are fewer than 30 ELLs ~~students~~ enrolled in the District or ELLs make up less than 5% of the total student population, the District may obtain an exemption. If the District obtains this exemption, employees would be exempt from the language acquisition CTLE requirement for each year that they are employed in the District.

**CTLE Adjustments**

The Commissioner may adjust an employee's number of CTLE hours and/or time to complete them due to poor health, as certified by a health-care provider; extended active duty in the Armed Forces; or other acceptable good cause.

(Continued)



## Personnel

**SUBJECT: REGISTRATION AND PROFESSIONAL ~~DEVELOPMENT~~LEARNING  
(Cont'd.)**

Any employee holding a certificate in the classroom teaching service who obtains certification from the National Board for Professional Teaching Standards will be considered CTLE-compliant for the registration period in which ~~he or she~~they obtains this certification. However, ~~T~~the employee must still meet any language acquisition requirements, however, ~~however~~.

**Recordkeeping and Reporting Requirements**

Employees must maintain a record of completed CTLE hours for at least three years from the end of the applicable registration period. The record must include the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of ELLs, the sponsor's name, any identifying number, attendance verification, and the date and location of the program.

The District will maintain a record of any professional ~~development~~ learning it conducts or provides for educators for at least seven years from the date of completion. These records will be available for review by SED. ~~The District will submit to SED, in a form and timetable prescribed by SED, information concerning the completion of professional development for regularly employed certificate holders.~~

Education Law Sections 3006, 3006-a, and 3012-d  
8 NYCRR Subpart 80-6  
8 NYCRR Sections 100.2(dd) and 154-2.3(k)

NOTE: Refer also to Policy #6160 -- Professional Growth/Staff Development

Adopted: 7/14/09  
Revised: 1/11/11; 1/9/18; 7/14/20;

**SUBJECT: SCHOOL SAFETY PLANS**

The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate emergency response planning. The District-wide school safety plan and the building-level emergency response plan(s) will be designed to prevent or minimize the effects of violent incidents, [declared state disaster emergency involving a communicable disease or local public health emergency declaration](#) and other emergencies and to facilitate the coordination of schools and the District with local and county resources in the event of these incidents or emergencies. These plans will be reviewed and updated by the appropriate team on at least an annual basis and adopted by the Board by September 1 of each school year.

The Board will make the District-wide school safety plan available for public comment at least 30 days prior to its adoption. The District-wide school safety plan may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The District-wide school safety plan and any amendments must be submitted to the Commissioner, in a manner prescribed by the Commissioner, within 30 days of adoption, but no later than October 1 of each school year.

Building-level emergency response plan(s) and any amendments must be submitted to the appropriate local law enforcement agency and the state police within 30 days of adoption, but no later than October 1 of each school year. Building-level emergency response plan(s) will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

**District-Wide School Safety Plan**

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the District, addresses crisis intervention, emergency response and management, [and the provision of remote instruction during an emergency school closure](#), at the District level, and has the contents as prescribed in Education Law and Commissioner's regulations.

The District-wide school safety plan will be developed by the District-wide school safety team appointed by the Board. The District-wide school safety team will include, but not be limited to, representatives of the Board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel including bus drivers and monitors. [The District-wide school safety team will consider, as part of their review of the comprehensive District-wide school safety plan, the installation of a panic alarm system.](#)

The District-wide school safety plan will include, but not be limited to:

- a) Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which includes suicide;

(Continued)



**SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**

- b) Policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including consideration of zero-tolerance policies for school violence;
- c) Appropriate prevention and intervention strategies, such as:
  - 1. Collaborative arrangements with state and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;
  - 2. Nonviolent conflict resolution training programs;
  - 3. Peer mediation programs and youth courts; and
  - 4. Extended day and other school safety programs;
- d) Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident;
- e) A description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- f) Procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of Executive Law Article 2-B State and Local Natural and Man-Made Disaster Preparedness;
- g) The identification of District resources which may be available for use during an emergency;
- h) A description of procedures to coordinate the use of District resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- i) Policies and procedures for contacting parents, guardians, or persons in parental relation to District students in the event of a violent incident or an early dismissal or emergency school closure;
- j) Policies and procedures for contacting parents, guardians, or persons in parental relation to an individual District student in the event of an implied or direct threat of violence by the student against themselves, which includes suicide;

(Continued)



**SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**

- k) Policies and procedures relating to school building security, including, where appropriate: the use of school safety officers, school security officers, and/or school resource officers; and security devices or procedures;
- l) Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to, the identification of family, community, and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, parents and other persons in parental relation to students of the District or Board, students, and other persons deemed appropriate to receive the information;
- m) Policies and procedures for annual multi-hazard school safety training for staff and students, provided that the District must certify to the Commissioner that all staff have undergone annual training by September 15 on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year will receive training within 30 days of hire or as part of the District's existing new hire training program, whichever is sooner;
- n) Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- o) The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions, and kidnappings;
- p) Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing anonymous reporting mechanisms for school violence;
- q) A description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- r) A system for informing all educational agencies within the District of a disaster or emergency school closure; ~~and~~
- s) The designation of the Superintendent or designee, as the District Chief Emergency Officer whose duties will include, but not be limited to:
  - 1. Coordinating the communication between school staff, law enforcement, and other first responders;

(Continued)

**SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**

2. Leading the efforts of the District-wide school safety team in the completion and yearly update of the District-wide school safety plan and the coordination of the District-wide school safety plan with the building-level emergency response plan(s);
  3. Ensuring staff understanding of the District-wide school safety plan;
  4. Ensuring the completion and yearly update of building-level emergency response plans for each school building;
  5. Assisting in the selection of security related technology and development of procedures for the use of the technology;
  6. Coordinating appropriate safety, security, and emergency training for District and school staff, including required training in the emergency response plan;
  7. Ensuring the conduct of required evacuation and lock-down drills in all District buildings as required by law; and
  8. Ensuring the completion and yearly update of building-level emergency response plan(s) by the dates designated by the Commissioner;
- t) Protocols for responding to a declared state disaster emergency involving a communicable disease that are substantially consistent with the provisions in Labor Law Section 27-c; and
- u) An emergency remote instruction plan.

**Building-Level Emergency Response Plan**

Building-level emergency response plan means a building-specific school emergency response plan that addresses crisis intervention, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's regulations. As part of this plan, the District will define the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).

Building-level emergency response plan(s) will be developed by the building-level emergency response team. The building-level emergency response team is a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the Board. The building-level emergency response team will include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors, community members, local law enforcement officials, local ambulance, fire officials, or other emergency response agencies, and any other representatives the Board deems appropriate.

(Continued)



**SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**

Classroom door vision panels will not be covered except as outlined in the building-level emergency response plan.

Education Law Section 2801-a  
[Labor Law Section 27-c](#)  
8 NYCRR Section 155.17

Adopted: 12/10/02  
Revised: 3/10/09; 9/13/16; 12/12/17; 4/7/20; 12/8/20;



## Bylaws

**SUBJECT: ABSENTEE BALLOTS**

The Board of Education authorizes the District Clerk or a Board designee to provide absentee ballots to qualified District voters. Absentee ballots shall be used for the election of School Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A District voter must request in advance an application for an absentee ballot. The voter must complete the application and state the reason he or she will not be able to appear in person on the day of the District election/vote for which the absentee ballot is requested. The application must be received by the District Clerk or Board designee at least seven days before the election/vote if the ballot is to be mailed to the voter, or the day before the election/vote if the ballot is to be delivered personally to the voter.

~~Pursuant to the provisions of Education Law, a~~ A qualified District voter is eligible to vote by absentee ballot if he or she is unable to appear to vote in person on the day of the School District election/vote because:

- a) ~~He or she is~~ Is or will be a patient in a hospital, or is unable to appear personally at the polling place on the day of the election/vote because of illness or physical disability;
- b) ~~He or she has~~ Has duties, occupation or business responsibilities, or studies which require being outside of the county or city of residence on the day of the School District election/vote;
- c) ~~He or she will~~ Will be on vacation outside of the county or city of residence on the day of such District election/vote;
- d) ~~He or she will~~ Will be absent from the voting residence due to detention in jail awaiting action by a grand jury or awaiting trial, or is confined in prison after conviction for an offense other than a felony; or
- e) ~~He or she will~~ Will be absent from the School District on the day of the School District election/vote by reason of accompanying spouse, parent or child who is or would be, if he or she were a qualified voter, entitled to apply for the right to vote by absentee ballot.

Statements on the application for absentee ballot must be signed and dated by the voter.

An voter's absentee ballot must reach the Office of the District Clerk or Board designee not later than 5 p.m. on the day of the election/vote in order that his or her vote may be canvassed.

Qualified District voters who are unable to personally appear at the polling place because of a permanent illness or physical disability and whose registration record has been marked "permanently disabled" pursuant to law are entitled to receive an absentee ballot without application if they have previously applied for an absentee ballot.

(Continued)



## Bylaws

**SUBJECT: ABSENTEE BALLOTS (Cont'd.)**

A list of all persons to whom absentee ballots have been issued ~~shall~~ will be maintained in the Office of the District Clerk or Board designee and made available for public inspection during regular office hours until the day of the election/vote. Any qualified voter may, upon examination of ~~such~~ this list, file a written challenge of the qualifications as a voter of any person whose name appears on ~~such~~ this list, stating the reason for ~~such~~ the challenge. The written challenge ~~shall~~ will be transmitted by the District Clerk or Board designee to the election inspectors on the day of the District election/vote. ~~Additionally, such list of all persons to whom absentee ballots have been issued shall be posted in a conspicuous place or places during the District election/vote, and~~ In addition, any qualified voter may challenge the acceptance of the absentee voter's ballot of any person on ~~such~~ this list by making his or her reasons known to the election inspector before the close of the polls.

**Military Ballots**

The Board authorizes the District Clerk or a Board designee to provide military ballots to military voters to be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A military voter is:

- a) A qualified voter of New York State who:
  - 1. Is in actual military service and, by reason of that military service, is absent from the District on the day of registration or election; or
  - 2. Is discharged from that military service within 30 days of an election; or
- b) A spouse, parent, child, or dependent of the previously described voter, accompanying or being with that voter, if a qualified voter of New York State and a resident of the District.

A military voter may designate a preference to receive a military ballot application or a military ballot by mail, fax, or email. This designation will remain in effect until revoked or changed by the military voter. If a military voter does not designate a preference, a military ballot application or a military ballot will be provided to the military voter by mail.

Military ballots will be distributed as soon as practicable, but no later than 25 days before the election/vote.

Three days before the first day for distribution of military ballots, the names of all candidates duly nominated for public office and the amendments, referenda, propositions, and questions to be voted for on the ballots will be determined. If, at a later date, the nomination of any candidate named on a military ballot is found invalid, the ballot will still be valid, but no vote for the invalid candidate will be counted in the election/vote.

(Continued)

## Bylaws

**SUBJECT: ABSENTEE BALLOTS (Cont'd.)**

A voter's military ballot must be received by the Office of the District Clerk or Board designee not later than 5 p.m. on the day of the election/vote in order that his or her vote may be canvassed at which point the military ballot will be processed in the same manner as absentee ballots.

All military ballot applications and military ballots must be returned by mail or in person.

Education Law Sections ~~1501-e~~, 2014, 2018-a, 2018-b, 2018-d, and 2613  
8 NYCRR Part 122

Adopted: 2/9/99

Revised: 7/11/00; 10/11/05; 7/14/09;