

Northport-East Northport Union Free School District

**ELEMENTARY SCHOOLS**

**CURRENT PRACTICES AND**

**PROCEDURES**

OFFICE OF INSTRUCTION AND ADMINISTRATION SEPTEMBER 2010

## ELEMENTARY DISCIPLINE POLICY HANDBOOK

The Northport-East Northport Union Free School District sets as district policy the discipline code set forth in the Elementary Discipline Handbook. This policy and handbook are part of the district's response to the new mandates contained in the SAVE legislation. This handbook has been developed with input from school personnel, parents and students, and has as its goal the promotion of responsible student behavior necessary for learning. To insure a proper learning atmosphere, the Board of Education holds school personnel and students responsible. For additional information, you may consult the newly revised District Policy#5131 entitled "Code of Conduct" available through the District Clerk's Office.

### NONDISCRIMINATORY NOTICE

The Northport-East Northport Union Free School District, in compliance with federal and state statutes, does not unlawfully discriminate on the basis of sex, race, color, creed, national origin, disability, marital status, veteran status, age or sexual orientation. Compliance insures that discrimination does not occur in any policies or practices of admission, program, activity, placement, vocational opportunity, or employment. Questions or grievances concerning these matters should be directed to the Section 504 District Compliance Officer, Mr. John Lynch, (631)262-6616, or, the Title IX District Compliance Officer, Dr. Terry Bouton, (631) 262-6627. Questions or grievances may also be made in writing to those named above at P.O. Box 210, Northport, New York, 11768.

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## CONTENTS

ASSEMBLY PROGRAMS .....	1
ASSEMBLY POSTURE .....	1
ATTENDANCE OF PUPILS .....	2
BICYCLES .....	3
BUDGET .....	4
CARD OF SCHOOL PROPERTY AND CLASSROOMS .....	4
CHALKBOARD ERASERS .....	5
CHILD PROTECTION .....	6
CODE OF ETHICS FOR ALL OFFICERS AND EMPLOYEES .....	6
CUMULATIVE FOLDERS .....	6
DELAYED SCHOOL OPENING .....	8
DISCIPLINE .....	8
EMERGENCY BUS DRILLS .....	9
EMERGENCY SCHOOL CLOSING .....	9
ENTRANCE AND DISMISSAL PROCEDURES .....	9
FACULTY MEETINGS .....	9
FIELD TRIPS .....	9
FIRE DRILLS .....	10
FIRE EMERGENCY PROCEDURE .....	11
FIRE EXITS .....	12
FIRST DAY OF SCHOOL .....	12
FLAG SALUTE .....	13
HEALTH SERVICES .....	13
HOMEWORK POLICY .....	15
LESSON PLANNING .....	16
LUNCH .....	17
MAIL BOXES .....	17
NOTICES FOR HOME AND STAFF .....	17
PARENT AND TEACHER .....	18
PETTY CASH .....	18
PROMOTION AND RETENTION OF STUDENTS .....	18
REERRALS TO SUPPORTIVE SERVICES .....	19
RELATED SCHOOL ACTIVITIES .....	19
REGISTRATION AND TRANSFER OF STUDENTS .....	19
REQUISITIONS .....	20
SMOKE FREE SCHOOLS .....	20
STUDENT FUNDS .....	20
SUPERVISION OF CHILDREN .....	21

TEACHER ABSENCES ..... 21  
TEACHER AIDES ..... 21  
TELEPHONEES ..... 21  
TEXTS ..... 22

**APPENDICES**

CHILD PROTECTION ..... APPENDIX A  
CODE OF ETHICS FOR ALL OFFICERS AND EMPLOYEES ..... APPENDIX B  
SECUAL HARASSMENT OF STAFF AND STUDENTS ..... APPENDIX C  
PROCEDURE FOR COMMUNICATING WITH STAFF RE: FIFTH DISEASE ..... APPENDIX D  
DRUG FREE SCHOOLS & COMMUNITIES ACT FOR A DRUG FREE WORKPLACE ..... APPENDIX 3  
HARASSMENT OF STUDENTS ..... APPENDIX F  
CODE OF CONDUCT (EXCERPTS) ..... APPENDIX G

ELEMENTARY SCHOOLS  
CURRENT PRACTICES AND PROCEDURES

Consistency in basic operations is our goal. Too many interpretations can cause concern and confusion. When in doubt please ask.

1. ASSEMBLY PROGRAMS

Assembly programs by staff and pupils should be an integral part of the total program. Each class or grade level, music department and other special areas are encouraged to be involved in at least one program during the year.

At the beginning of every assembly involving people who are not normally in the school, there should be an announcement made about the location of the fire exits. The principal or his/her designee should begin the meeting with words to the effect, "State Education Law requires that every assembly like this begin with an identification of the fire exits in case of an emergency. Permit me to point out each of the fire exits from this room."

2. ASSEMBLY POSTURE

A. Each teacher should sit with his/her class.

B. Each teacher is responsible for the conduct of pupils in their class. Assembly courtesies should include:

- 1) No talking during performance
- 2) Consideration for possible stage fright or errors
- 3) Respectful attitude

C. If pupils in your grade find it difficult to follow instructions as to conduct in the performing area, please request them to leave the area and report to the office.

3. ATTENDANCE OF PUPILS

Signed excuses from home are required for student absences. To keep close observation of children who have a high absentee rate, teachers will send, each day, the attendance sheet, with names of the children who are absent, to the Health Office or Main Office. Chronic tardiness should also be reported to the Health Office or Main Office for follow-up.

Should a parent/guardian absent a child from school for a vacation other than those set forth by the Board of Education, this is considered an illegal absence. Classroom teachers are not required to provide school work for unexcused absences. A request for "school work" during this absence is suggested to be handled in this manner:

- A child could maintain a writing journal of the trip
- A child could prepare a slide presentation
- A child could compile a scrapbook
- A child could read a library book

These projects should be shared with the class upon return.

#### A. Procedures for Student Attendance Scan Forms

The classroom teacher will record the basic attendance data for each individual pupil. The scan forms will be forwarded to the Management Information Center at the end of each month for scanning into the Sun Valley Computer System. These are filled in by the nurse, individual teacher or office. Check your school for the specific procedure.

-- Entering Data on Individual Student Attendance Scan Forms:

All entries should be in pencil. Ink should not be used.

--Corrections or Changes on Individual Student Attendance Scan Forms:

The classroom teacher, nurse or main office, should read the printed data on each child's scan form when it is received. Corrections are made by processing a Student Enrollment Maintenance form with the Management Information Center. These forms should be attached to the student's scan form.

--Transfers:

Send student's attendance scan form along with the Student Enrollment Maintenance form to the Management Information Center for those students who have been transferred to other schools out of district. **DO NOT DESTROY OR TRANSFER** the scan form with the student. Indicate date left and if information is available, where transferred. (This also applies to transfers within the district.)

Pupils Entering School: New entrants should be reported on the Student Enrollment Information form to the Management Information Center. A scan form will be generated by the Management Information Center and forwarded to the appropriate school for attendance purposes.

#### B. Recording Absences and Tardiness

- 1) The attendance register is intended to show any unusual or irregular circumstance connected with a pupil's attendance in school. All absences and tardiness should be recorded and explained with the proper symbol.
- 2) A pupil is not to be counted present and immediately excused. No pupil is to be counted present who is not present for at least one hour of instruction. A pupil not in their assigned place at the time required is absent or tardy and is to be so marked.
- 3) The letters shown on the Student Attendance Scan Form should be used to explain all time lost from school due to absences and tardiness.

#### 4. BICYCLES

Teachers should acquaint the class with the proper use of bicycles around the school. Locks should be provided by students and bicycles should be placed in racks or other designated areas. Children should walk their bicycles on the school grounds. Borrowing bicycles should be discouraged. A unit on bicycle safety is required. This unit may be delivered by classroom teacher, physical education teacher, or health teacher.

#### 5. BUDGET

A preliminary budget for each school year is developed by the principal with the building staff. Books, supplies and instructional equipment and materials needed for effective teaching are to be checked in the commercial catalogs on file in the office. Quantity, catalog number, description, unit cost and totals are to be entered on the worksheets. Budget details and procedural changes will be given to all staff in mid-fall prior to each budget work session.

#### 6. CARE OF SCHOOL PROPERTY AND CLASSROOMS

- A. Specific cleaning assignments have been given to the custodial staff. Questions concerning the conditions of your room should be directed to the Head Custodian or Principal.
- B. Complete cooperation between the teaching and custodial staff will make for pleasant relationships, more accommodations, cleanliness, and orderliness.

C. Before teachers go home each day, it would help facilitate cleaning if:

- 1) The tops of student desks were cleared
- 2) Unnecessary equipment or apparel was removed from the floor
- 3) Excess paper was picked up
- 4) Spilled paint, paste, etc., was cleaned up
- 5) The blackboard cleaned
- 6) The shelves, tables, projects in progress or on display were neatly arranged
- 7) The pupils' chairs placed upside down on desks or tables
- 8) The lights turned off
- 9) The windows closed and the blinds drawn.

Check your school for the specific procedure.

- D. Any materials containing water or other substance that might discolor or damage varnish or paint should not be left on such finished surfaces. All flower pots and projects requiring moisture and displayed on window sills should have a protective saucer underneath.
- E. Pupils who or maliciously damage or destroy school property, including desks, textbooks, etc., are to be referred to the office. They or their parents will be expected to make restitution. Where the teacher discovers the damage, but is unable to place the blame where due, the teacher should report it to the principal.
- F. Students shall cover all books which they frequently use.
- G. Each teacher at each grade level should teach lessons on care of and respect for school and public property, either as a separate unit or as part of one connected with conservation of natural resources.
- H. Scotch tape should not be used on painted surfaces. Alternative choices are masking tape or cork strips.
- I. Teachers are responsible for the care and accounting of scissors, rulers, crayons, staplers, paint brushes, etc. that are district property.
- J. The more we demonstrate interest in the condition and care of our building and facilities, the more respect will be shown by the children to school property.
- K. Work request forms should be completed, and forwarded to the appropriate department (such as custodian, maintenance, or district personnel), for all repair items necessary in the classroom or for equipment repair.

## 7. CHALKBOARD ERASERS

The custodian will clean your erasers. The custodian has an eraser cleaner and an individual student may be sent to him for this purpose. In cases ceases of pupils cleaning erasers, do not permit them to clean them by pounding them on the outside of the school building.

## 8. CHILD PROTECTION

All school personnel are required by law to immediately make both an oral and written report to the building Principal when it is determined or suspected that a student in the building is the subject of child abuse, maltreatment or neglect. (NY State Child Protection Act)

Upon said report to the building Principal, an immediate determination must be made as to whether or not the facts or observations provide reasonable cause to believe or suspect that the student is an abused, maltreated or neglected child and if it is so determined, a written report will immediately be made to the appropriate Law Enforcement Agency (i.e., Suffolk County Police, District Attorney) or to the Child Protective Services

regarding the alleged child abuse, maltreatment or neglect.

All such reports will remain confidential. Copies will be retained by the building Principal's office and by the Central Office.

Please familiarize yourself with the responsibilities of public employees in the reporting of suspected child abuse or maltreatment. (Please see Appendix A)

9. CODE OF ETHICS FOR ALL OFFICERS AND EMPLOYEES

All staff are required to follow the Board Adopted Code of Ethics (Please see Appendix 13)

10. CUMULATIVE FOLDERS

The elementary school cumulative folder consists of the Basic Folder with three components:

- A. Academic and Test Record
- B. Special Services and Activities
- C. Pupils writing folder with samples of children's writing

The Basic Folder:

The front page with general information will be filled in by the school secretary from information gained at the time of registration. Secretaries are also responsible for Entrance-Withdrawal Record.

A. Academic and Test Record

At the conclusion of the school year the classroom teacher will enter the teacher's name, school year, and any comments (optional) etc.

Test Record -The classroom teacher should enter the test results. TerraNova test results for grades 1-5 (except grade 4) will come in strips which are to be entered under Achievement Tests. Readiness test results, such as the Phelps and the Metropolitan should be entered. State tests should be entered under New York State Exams.

B. Special Services and Programs

- 1) Special Services: Toward the end of each school year, the personnel in the special areas will collect the inserts of the children they have worked with and make proper notations. C.L.S. reading and speech services should enter or include pertinent information. Comments should be brief and indicate type of service given. Entry must be signed. Teachers should assume the responsibility at the beginning of the year to get more complete information on the child from the various pupil personnel services and/or principal.

Summer School information should be brief and should be included by summer school personnel. A report from the summer school for the following year's classroom teacher should be placed in the folder and disposed of at the conclusion of the school year.

- 2) Special Programs: Any program that is not being used on a district-wide basis should be listed. Regular school programs other than those listed under Special Services in which only certain children participate also should be listed, (e.g., Adaptive P.E.).
- C. Writing Folders: A diagnostic writing folder must be maintained for students in grades 1-5. Representative samples of writing and any information regarding student assistance or instructional needs will be kept in this folder and passed along each year.



II. DELAYED SCHOOL OPENING

In the event of a delayed opening of school due to snow or emergency, **all staff** shall work their normal hours. Special consideration shall be given to the weather conditions and the distance to be traveled by the employee. As always, the health and safety of students and staff is our primary concern.

12. DISCIPLINE

Teachers should administer such discipline within the schools as would be exercised by a kind, firm, judicious parent in the home. In no event may teachers inflict corporal punishment. Cases in which severe punishment seems called for shall be referred to the principal.

Board of Education Policy #4116.24 states: "All members of the District staff are prohibited from administering corporal punishment in the conduct of their responsibilities as employees or the School District."

This prohibition does not apply to physical force which may be necessary for the purpose of self defense, or to the physical restraint which may be necessary to prevent injury to a person or damage to property. Further discipline of children must not involve denial of participation in gym, music, art, and library or any other special area or event unless discussed with principal. Self-discipline on the part of the pupils should be one of our objectives. Give them responsibility within their ability to understand and perform.

K-S Discipline Policy Book should be reviewed once each year with the K-5 student body. The handbook can be used as a resource for establishing classroom rules and procedures. Parents should receive a copy of the K-S Discipline Policy Book each September for home review.

Teacher aides will report serious discipline problems to the child's classroom teacher. The teacher will take corrective action according to building procedure. Repeated problems should be brought to the attention of the principal.

Information regarding discipline can be found in the district's Code of Conduct Policy, #5131 .

13. DRUG FREE SCHOOLS & COMMUNITIES ACT FOR A DRUG FREE WORKPLACE

(Please see Appendix E)

14. EMERGENCY BUS DRILLS

Emergency drills on school buses will be held three times during each school year.

Instructions shall be given by qualified staff regarding the location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows. Such instruction shall include emergency situations which might result from both fire and accidents.

15. EMERGENCY SCHOOL CLOSING

Please announce to your class that WMJC 94.3 17M, WALK 97.5 FM, WBAB 102.3 FM on your radio dial and Channel 12 News will broadcast special announcements between 7:00 a.m. and 8:30 a.m. weekday mornings when it is necessary to delay opening or close school due to emergencies or bad weather.

16. ENTRANCE AND DISMISSAL PROCEDURES

Follow individual building procedure.

17. FACULTY MEETINGS

Staff meetings will be held in accordance with Article 10 of the District-U.T.N. Agreement.

The weekly or morning staff notices were instituted so that information could be given to teachers without meeting in a large group. It is essential that it be read.

18. FIELD TRIPS

Excellent results can be obtained from the judicious use of field trips. Plans should be projected on a long term basis so that adequate preparation can be made i.e., transportation, funding for fees and supervision. Plans for any field trip should include the following:

- A. Trips may be taken on foot; in school bus; train; plane, etc. Teachers should advise office, cafeteria and special teachers in advance of trip; all necessary field trip forms/reports must be completed for each field trip experience. Intra-district field trips still require permission slips.
- B. Only pupils who have presented to the teacher written permission of the parent or guardian on forms to be provided by the school are to accompany the class on the trip. Pupils and parents should understand fully any cost to them and the money collected prior to the trip. No child is ever deprived of participation on a field trip due to inability to pay. (See building principal for procedure)
- C. Adequate adult supervision of all trips; should be assured, depending upon the distance traveled, the project underway, the responsibility of and the age of the children.

All field trips should be completed by the second week of June; picnics prior to the last week of June; exceptions to be discussed with the principal.

19. PROCEDURE FOR COMMUNICATING WITH STAFF RE FIFTH DISEASE

(Please see Appendix D)

20. FIRE DRILLS

Fire drills are held frequently throughout the school year. They have a serious purpose and the children should be helped to realize this purpose. They should be taught to walk briskly, neither run nor saunter, in a single file. Noise should be kept to a minimum. Every child in the class should know the signal for the drill and the procedure followed upon hearing the signal. Be sure that your class knows exactly what is expected of them.

The following regulations are to be followed without exception:

Children should exit the building at the fire signal.

- A. The signal for a fire drill is a constant ring of bells. The signal to return in the building will be on series of bells and wait outside for the return signal.
- B. Pupils are to walk rapidly, but not run, with lines; in good order.
- C. There is to be no conversation or noise by pupils during the fire drill.
- D. First pupils to reach the door should open the door and hold it open while others pass.
- E. The first pupils going out the various entrances should walk far enough to leave room for the pupils following.
- F. Fire drills will sometimes be held when pupils are not in their regular rooms. Teachers should then lead their pupils to the proper exit and out as rapidly as possible.

- G. Teachers are accountable for the whereabouts of the students in their class.
- H. Children should know what will be expected from them in such emergencies. This will minimize confusion and delay.
- I. Doors should be closed and lights turned off by the last person leaving the room.

## 21. FIRE EMERGENCY PROCEDURE

In light of new State recommendations, we are reviewing and updating our procedure for fire emergency. Please familiarize yourselves with the following steps, as swift and appropriate action is essential in order to assure the personal safety of each of the building occupants. These guidelines are intended to assure that all school staff and students will be prepared to act, without confusion or delay, during a fire emergency.

- (1) Any person discovering a fire or smoke condition must immediately pull the nearest fire alarm, There can be no hesitation for making such a decision; there should be no time lost in reporting to or seeking further direction about what to do.
- (2) Once the alarm is sounded, the evacuation procedure automatically goes into effect, without the need for official confirmation or direction.
- (3) Evacuate the building as per the diagram in each classroom. If you do not have an emergency route identified, please inform the main office immediately and a new diagram will be given.
- (4) Proceed to the location away from the building indicated in the diagram, the normal location used for fire drills and the one with which the students and staff are familiar.
- (5) In the event of a fire emergency, the building principal will be in a designated location where he or she will await fire officials. Should you need to locate the principal for any reason, look for him/her at that location.
- (6) Once classes have been assembled in the outside waiting area, teachers should take attendance.

We need to know that all students are accounted for. If any student is missing at this point, the teacher must inform the building principal of this, so that a building search may be undertaken. Students must be instructed to report directly to their regular outside waiting area if the fire alarm sounds during a time when a student is out of his/her classroom.

- (7) In the event of a real emergency the building principal will contact Central Office to inform them of the situation. It may be necessary to relocate the entire student body and staff to another school for their safety and protection. Upon relocation at the new school, the building principal will initiate an emergency contact chain through the PTA. This phone chain will not be activated until we are relocated.

## 22. FIRE EXITS

Each building has fire exits unique to its design. Follow individual building procedure.

## 23. FIRST DAY OF SCHOOL

The first day of school is particularly important because it may well be the index of the entire years work. The teacher should make careful preparations each day. The following is a list of suggestions for making a good start:

- A. Have your classroom completely organized and made attractive, cheerful, and stimulating before the school year commences, if possible.
- B. Have tentative plans for the first days in readiness. Be sure to have plenty planned for the pupils to do, but have it flexible enough so that you may change your plans to fit the children's suggestions and interests and needs, if you find it advantageous to do so.

- C. Keep in mind that the children have returned from a long respite, most of which has been spent outdoors and probably in an atmosphere of considerable freedom. They may find it difficult to adjust to their changed environment.
- D. A classroom should have the atmosphere of friendliness and be conducive to learning.

24. FLAG SALUTE

The Flag Salute must be exercised each school day.

25. HEALTH SERVICES

The school district is responsible to train all school district staff about infection control procedures, universal precautions and related issues as defined in the New York Infection Control Guidelines.

Injuries

A child, who is injured (minor) on the playground, in P.E. or elsewhere on school property, is to be sent to the Health Office, accompanied by another child or a teacher.

In the case of serious injury, send for the nurse or principal. Reassure the child and give immediate and temporary first aid care. After the injured person has been taken care of, all the information available on what happened should be noted, who was involved, names of witnesses, etc.

Illness

In the event a child becomes ill during school hours, send the child to the Health Office. The nurse will check the child's temperature and make a decision to send the child home or have the child rest and return to class. The teacher will be notified of the action taken.

Injuries Sustained at Home

Dressings applied by the parents are not to be changed by the school personnel. Care of such injuries is the responsibility of the parents.

Morning Inspections

It is expected that each teacher will give a cursory check of each child every morning, referring children with questionable conditions to the nurse.

Exposure to Communicable Disease in the Classroom

When the nurse learns that a child is absent with a diagnosed case of measles, mumps, chicken pox, etc., notices will be sent to the classroom teacher for distribution to each child at dismissal time notifying parent of such exposure.

Re-Admission of Children After Illness

The classroom teacher will use discretion in re-admitting children returning to class after illness. Children who have had a lengthy illness or appear to still have symptoms should be sent to the Health Office. The nurse will decide if the child is well enough to return to class, or if child should be sent home because of questionable condition of health. NOTE: If a child is well enough to return to school, the child should participate in all activities, unless physically unable to do so.

Heights and Weights -Vision and Hearing -Scoliosis Screening

Heights and weights will be done yearly. Vision, hearing and scoliosis screening will be done routinely or as requested.

Physical Examinations

All physical examination forms are to be sent to the Health Office when received by the classroom teacher. If a medical report is not handed in by September 30th, and no indication is made for private physical examination, the child will be examined by the school doctor.

Since the school doctor's time is limited, it is asked that each teacher send children to the Health Office as quickly as possible when sent for.

### Emergency Contact Forms

All returned emergency contact forms are to be sent to the Health Office. This information is of vital importance when a child is sick or injured and it is necessary to reach a relative, neighbor or friend in the parent's absence.

### Teacher-Nurse Conference

Whenever there is thought to be a health or social problem, the teacher is invited to discuss it with the nurse. If the nurse learns of a problem she will consult with the teacher before contacting the parent.

**Serious Health Issues** This entry refers to a serious health condition that will have a long term influence upon the child's health, development and/or progress such as "diabetic," "heart condition," "hearing defect," "wears glasses," seizure, asthma, severe allergies (insect bites) etc. When information of this nature is known it will be given to the classroom teacher. All health-related information is confidential and should be filed in a secure place.

### Medication to Students

School nurses and the school personnel are constantly being asked to dispense internal medications, such as aspirin tablets, to school children and to school personnel. Compliance with such requests, in addition to being contrary to good health practices, is contrary to statutory regulations as outlined in the Nurse Practice Act and provisions of State Education Law.

Under certain unusual circumstances, when it is necessary for the child to take internal medication during school hours, the nurse may cooperate with the family physician and the parents. If the parent submits a written request to the school authorities and it is accompanied by a written request from the family physician in which he indicates the frequency and the dosage of a prescribed medication, tell the school nurse may administer this medication during the school hours.

Difficulties may ensue when these requirements are not followed. Inasmuch as the question of negligence could arise if any personal illness or injury follows. Should any staff member become aware of a child taking medication regularly, either in school or at home, please advise the Health Office. (Under ordinary circumstances, children may not keep any type of medication on their person; see above for exceptions.)

### BLOODBORNE PATHOGENS

Selected teachers have been identified to receive Hepatitis B vaccines as a protection against certain blood borne pathogens. Information pertaining to these vaccines and staff training is available through the Office of Personnel.

## 26. HOMEWORK POLICY

Daily homework is encouraged -both written and reading.

- A. Assignments should involve only material on which the child can work independently.
- B. Assignments should involve only the use of processes with which the child is familiar.
- C. Homework should not require teaching by the parents.
- D. There should be sufficient preparation for each assignment so that its requirements are clearly understood by all pupils.
- E. Home assignments should never be used as a means of punishment.
- F. Since all homework is an integral part of the total school program, it is to be checked and/or discussed by the teacher with the individual or group.
- G. It is suggested that daily or weekly class work be sent home with each child. This gives parents a good understanding and picture of what is being done in the classroom. It also keeps each parent/child up to date with his/her progress.
- H. The assignment and accepting of homework will take into consideration reasonable student concerns.

## 27. LESSON PLANNING

Planning is the foundation for success in any endeavor and is particularly true in teaching. A written plan is required of both special and classroom teachers. It is not intended that a standardized form be required. These written plans should be set up in a manner best meeting the individual teacher's needs. It will be considered his/her work sheet. It must be set up in a form that will be both intelligible and helpful to a substitute or to the principal.

Deviations from these plans cannot be avoided. No one can accurately anticipate the needs or reactions of a group of youngsters to the degree that a plan be devised that will serve the purpose and not require modification.

It will be the teacher's responsibility to have plans available at any time of absence. Specific overall objectives are most helpful. Daily plans or subfolders should be left in a convenient location in the event a substitute is necessary. It is suggested that the following information be provided for a substitute teacher:

- short-range plans
- day-by-day assignments
- schedules instructions for attendance
- fire drill procedures
- classroom helpers
- children requiring special help

## 28. LUNCH

### Free Lunch

The nurse will notify cafeteria of students who are to receive free or reduced lunch. Cafeteria will issue a meal ticket to the child.

Number of Meals Teachers fill out a daily lunch slip giving the total number of lunches needed for the day, (this includes paid lunches, free lunches, plus teacher's lunches) and send it to the office as soon as possible each morning.

As much time as necessary should be spent in the classroom discussing good nutrition and proper behavior in the lunchroom.

## 29. MAIL BOXES

Staff are expected to check their mail boxes, when arriving in the morning, at noon and before leaving for the day. Every effort will be made to put notices and telephone messages in the boxes to decrease interruptions. Any emergency messages will be dispatched upon receipt.

All staff members and authorized school district organizations will have access to mailboxes for distributing information. However, the principal must receive a copy of the notice prior to distribution. Materials must indicate the individual and/or groups originating and/or distributing the material.

NOTE: Children must not pick up the mail.

## 30. NOTICES FOR HOME AND STAFF

Teachers are to be certain that notices from the office, that pertain to school programs, parent information, etc. are sent home with the children the same day they are received.

In addition to notices that must be sent home, staff members should read notices pertaining to them on the Faculty Room bulletin board, weekly or daily bulletins, etc. Adhering to this routine practice will eliminate unnecessary meetings and continue the communication process.

31. PARENT AND TEACHER

It is the philosophy of our school district that a close working relationship between parents and teacher results in better meeting the needs of the children. Frequent meetings of class parents with teachers for the purposes of explaining school objectives, curriculum, teaching techniques, school policies, texts, etc. have been very beneficial to the parents and teachers. It is especially important to confer early in the year with parents in cases of retention, referral, special program placement, etc.

32. PETTY CASH

The School Office does have available petty cash for local purchases of materials. A purchase must not exceed **fifteen dollars** and **MUST** be approved by the principal **PRIOR** to purchase. Teachers must secure a bill to be reimbursed by the office. Amount of sales tax cannot be reimbursed. The tax exempt number can be obtained for school related purchases.

33. PROMOTION AND RETENTION OF STUDENTS

The philosophy to guide you as a teacher in a decision on promotion or retention will be decided in answer to the question: "What is best for the child?" In cases of possible retention, the teacher, the Learning Support Team, other special staff and the parent/guardian should be involved in making the decision.

The following guidelines should be considered:

- A. If the child has the mental capacity to learn the necessary skills and knowledge necessary in later school experiences and for life itself, and has not progressed to the satisfaction of the professional personnel, the child would be retained.
- B. If a child does not have the mental ability to master the minimal standards of the grade and yet is well adjusted and appears to be emotionally secure, the child would be advanced to the next grade.
- C. In rare cases or circumstances will a child be retained more than once.
- D. In some cases, the social factors will outweigh the academic achievement in determining promotion.
- E. If a child is to be retained, the parent should be continually informed as to the child's progress. Notification of the possible retention should commence prior to or during the early part of the spring conference period. An L.S.T. evaluation must take place before finalization.

34. REFERRALS TO SUPPORTIVE SERVICES

The initial referral can be made by any member of the professional staff and/or parent. Professional staff members will fill out a single copy of referral form, available from the office, and forward it to the principal. Parent must fill out a parent consent form before any evaluation can be made. Conference between principal and teacher will decide resource staff to be involved and priority of referral. At conclusion of evaluations, a case conference will be held and prescription for a plan of action developed.

NOTE: In cases where there has been a full case conference or psychological testing, the School Psychologist and/or other LST staff will review the data and recommendations with the child's parents. (This review need not take place, if the parent(s) is an integral participant in the L.S.T. case conference.)

35. RELATED SCHOOL ACTIVITIES

There are many opportunities for students to be involved in extracurricular activities. Staff are urged to encourage youngsters to participate in them, so that they will take pride in their school and to develop a sense of spirit.

36. REGISTRATION AND TRANSFER OF STUDENTS

The office staff will handle all registration and transfer of students, incoming students will be screened for proper placement, handicapping conditions and/or giftedness. When a child transfers, the teacher will send along the cumulative record to the office, along with possible evaluative comments. Transfer cards will be issued by the office. The parents of a child transferring to another District need to register the child at the new school.



37. REQUISITIONS

Requisitions for general supplies are to be placed in the Head Custodian's mail box and will be delivered to your room. Try to make your orders as complete as possible and sufficient to care for your needs for the following week.

Every effort will be made to provide you and the pupils with supplies needed. Please do not allow them to be wasted.

Requisition forms for art supplies should be placed in the Art Teacher's mail box in the office. Requisitions should be in the office before the beginning of the school day or the order will not be filled until the following day. No supplies will be given out unless requisitioned in this way. Your cooperation is requested.

38. SEXUAL HARASSMENT POLICY

(Please see Appendix C)

39. SMOKE FREE SCHOOLS

As per Board Policy 1205/4005/5005 adopted 1/31/94 all buildings and other district facilities and premises, including district-owned vehicles, shall be smoke free environments effective no later than April 1<sup>st</sup>, 1994.

40. STUDENT FUNDS

Money that has been collected for various fund raisers, trips, etc. should not be left in the classroom or in any other part of the building. It is recommended that the money be deposited in a bank, safe or other secure depository until needed.

NOTE: In the way of security, all classroom doors should be locked by the teacher whenever the room is not being used, regardless of the time away.

41. SUPERVISION OF CHILDREN

No children are to be left unsupervised in a classroom, in the cafeteria, on the playground or area of work at any time. This is of major concern when teacher aides return classes from the playground. Teacher aides must leave the class for other duties. Teachers who are delayed returning from lunch will be responsible for their class. If you must leave a class for some reason, be certain that another teacher or aide covers for you.

42. TEACHER ABSENCES

The school district uses the AESOP computerized substitute system for obtaining substitutes. As soon as you know you are going to be absent, you should log onto to AESOP's computerized system.

To log onto AESOP computerized substitute system.

1. Point your browser to [www.aesoponline.com](http://www.aesoponline.com)
2. Enter your ID and PIN number that has been supplied to you by the district
3. Click on "Create an Absence"
4. Complete the information requested

If you do not have access to a computer you can access the AESOP Phone System:

1. Dial 800-942-3767
2. Enter your ID number followed by the # sign
3. Enter your PIN number followed by the # sign

The Office of Human Resources has distributed a packet, "AESOP" Quick Start Guide for Employees." Please refer to this guide for information regarding logging on to the system, entering your absence, viewing your schedule, changing your PIN/Profile, and instructions for itinerant employees.

If you need further assistance, call the Office of Human Resources at 262-6630.



43. TEACHER AIDES

Teacher aides will be assigned tasks which will meet contract requirements and most effectively assist staff in meeting the needs of children. Please do not request special unscheduled assistance from aides without clearing such requests with the principal.

44. TELEPHONES

The school telephones are reserved exclusively for business calls. Please inform the pupils in your class that they are not to use the school telephones unless in an emergency. If a child must use the telephone, he/she must have a signed note from the teacher giving permission.

Each building has telephone service for staff professional use. Staff can make long distance, business related calls by contacting the district operator.

45. TEXTS

Each textbook should have a number listed where it is stamped as the property of Northport Schools. It is requested that each teacher list the book(s) loaned. This will help us to return found books or make proper charges to pupils for lost or damaged books. Books will last longer and remain more attractive if they are covered.

\*\*\*\*\* \* \*\*\*\*\* \*

The above policies and procedures will only be as effective as we make them. Your cooperation will be greatly appreciated. In reviewing the areas, you may find a better way for us to operate. Please don't hesitate to let us know. A better school is up to you.

Updated: July, 2005

# APPENDICES

APPENDIX A

NORTHPORT-EAST NORTHPORT BOARD OF EDUCATION POLICY 5150 UNION FREE SCHOOL  
DISTRICT PAGE 1 OF 1

CHILD PROTECTION

All school personnel are required to immediately make both an oral and written report to the building Principal when it is determined or suspected that a student in the building is the subject of child abuse, maltreatment or neglect.

Upon said report to the building Principal, an immediate determination must be made as to whether or not the facts or observations provide reasonable cause to believe or suspect that the student is an abused, maltreated or neglected child and if it is so determined, a written report will immediately be made to the appropriate Law Enforcement Agency (Le. Suffolk County Police, District Attorney) or to the Children's Protective Services regarding the alleged child abuse, maltreatment or neglect.

All such reports will remain confidential. Copies will be retained by the building Principal's office and by the Central Office.

Adopted 6/2/86

This policy will automatically become null and void in the event that State or Federal legislation is passed which makes this policy inoperative. Northport-East Northport Union Free School District

## APPENDIX B

### NORTHPORT-EAST NORTHPORT BOARD OF EDUCATION POLICY 4001 UNION FREE SCHOOL DISTRICT PAGE 1 OF 4

#### CODE OF ETHICS FOR ALL OFFICERS AND EMPLOYEES

##### I. GENERAL

Pursuant to the provisions of Section eight hundred six of the General Municipal Law, the Board of Education of Northport-East Northport Union Free School District recognizes that there are rules of ethical conduct for public officers and the employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this local law to promulgate these rules of ethical conduct for all officers and employees of Northport-East Northport Union Free School District. These rules shall serve as a guide for official conduct of officers and employees of this District. The rules of ethical conduct 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 municipal officers and employees.

##### II. DEFINITION

- A. "Municipal Officer or Employee" means an officer or employee of Northport-East Northport Union Free School District whether paid or unpaid, including members of the Board of Education, administrative board, commission, or any other agency thereof.
- B. "Interest" means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

##### III. STANDARDS OF CONDUCT

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

- A. GIFTS -He/she shall not accept any gratuity of money or goods having a substantial value from any pupil, the parent or guardian of any such pupil, or from any concern doing business with the school and in no event shall the value of the gift be in excess of \$74.00.
- B. CONFIDENTIAL INFORMATION -He/she shall not disclose confidential information acquired in the course of official duties or use such information to further personal interests.
- C. 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 municipal agency of which he/she is an officer, member or employee or of any municipal agency over which he/she has jurisdiction or the power to appoint any member, officer or employee.
- D. REPRESENTATION BEFORE ANY 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 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 at any time of fees based upon the reasonable value of the services rendered.
- E. DISCLOSURE OF INTEREST IN LEGISLATION -To the extent that he/she knows thereof, a member of any municipality which would have a direct bearing on school district affairs and any officer or employee of said municipality, whether paid or unpaid, who participates in the discussion or gives official opinion to the District on any legislation before said municipality shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest in such legislation.
- F. INVESTMENTS IN CONFLICT WITH OFFICIAL DUTIES -He/she shall not invest or hold any investment directly or indirectly in any way financial, business, commercial or other private transaction, which creates a conflict with official duties.

- G. 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 official duties.
- H. FUTURE EMPLOYMENT -He/she shall not for a period of one year after the termination of service or employment with the school district appear before any board or agency of the District in relation to any case, proceeding or application in which he/she personally participated during the period of service or employment or w hich was under his/her active consideration.
- I. USE OF DISTRICT SUPPLIES, MATERIALS, EQUIPMENT AND OTHER PROPERTY No officer or employee shall remove or cause to be removed from premises owned, used or controlled by the District any supplies, materials, equipment or other property which is owned, leased or otherwise under the dominion and control of the District, except as is authorized, in writing, by an officer or administrator of the district. as designated by the Superintendent of Schools.
- J. PROMOTION OF RELIGIOUS BELIEFS -Pursuant to the first amendment of the United States Constitution's mandate of separation of Church and State, an employee of the School District shall not use his or her position to promote religious beliefs.
- K. CORPORAL PUNISHMENT -All officers and employees of the District shall comply with Section 19.4 of the Rules of the Board of Regents with respect to corporal punishment.

That Section states:

"Prohibition of corporal punishment" (a) No teacher, administrator, officer, employee or agent of a school district in this State, or of a board of cooperative educational services in this State, shall use corporal punishment against a pupil.

(b) As used in this section, corporal punishment means any act of physical force upon a pupil for the purpose of punishing that pupil, except as otherwise provided in subdivision 0 of this section.

(c) In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:

1. to protect oneself from physical injury;
2. to protect another pupil or teacher or any person from physical injury;
3. to protect the property of the school or others; or
4. to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts."

Any officer or employee of the District who has knowledge of any acts of a fellow officer or employee which are in violation of the foregoing Section shall immediately notify his/her immediate supervisor of said act.

#### IV. PERSONAL INJURY · PROPERTY DAMAGE

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the District or any 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.

#### V. DISTRIBUTION OF CODE OF ETHICS

The Superintendent of Schools shall cause a copy of this code of ethics to be distributed to every officer and employee of the District within thirty days after the effective date of this policy. Each officer and employee elected or appointed thereafter shall be furnished a copy upon entering the duties of office or employment. One copy of this policy shall be posted on each employee bulletin board within the District.

#### VI. 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 or employment as the case may be, in the manner provided by law.

Nothing in this policy shall be construed as supplanting reasonable and prudent judgment in making a determination as to actions which may constitute a violation within the intent of this policy.

VII. This local law shall take effect twenty days after it is filed as provided in section twenty-seven of the municipal home rule law.

Adopted

*1/04/71*

Revised

*1/03/73*

*2/24/84*

*2/06/90*

*9/13/95*

*11/17/97*

This policy will automatically become null and void in the event that State or Federal legislation is passed which makes this policy inoperative.

Northport-East Northport Union Free School District

## APPENDIX C

NORTHPORT-EAST NORTHPORT BOARD OF EDUCATION POLICY 4116.13/4216.13 UNION FREE  
SCHOOL DISTRICT PAGE 1 OF 2

### SEXUAL HARASSMENT OF EMPLOYEES

The Board of Education is committed to safeguarding the right of all employees within the school district to work in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the recipient perceives the behavior as unwelcome. It is irrelevant that the harasser had no intention to sexually harass the person.

The Equal Employment Opportunity Commission's (EEOC) definition of sexual harassment will be applied, by the Board, to the educational environment as follows:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made whether explicitly or implicitly a term or condition of an employee's employment,
2. submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee, or
3. such conduct has the purpose or effect of unreasonably interfering with an employee's performance or creating an intimidating, hostile, or offensive working environment.

The Board recognizes that sexual harassment of employees can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as administrators, board members, students, or any individual who might come into contact with employees on school grounds. When it is alleged that a sexual harassment incident has occurred, an investigation shall be undertaken of that incident. If the investigation determines that the incident was sexual harassment, appropriate corrective action shall be taken.

The Board condemns all unwelcome behavior of a sexual nature which may impose a requirement of sexual cooperation, or which may have the purpose or effect of creating an intimidating, hostile, or offensive learning environment. The Board also condemns any retaliatory behavior against complainants or any witnesses. The Board also condemns false accusations.

NORTHPORT-EAST NORTHPORT BOARD OF EDUCATION POLICY 41 16.13/4216.13 UNION FREE  
SCHOOL DISTRICT PAGE 2 OF 2

SEXUAL HARASSMENT OF EMPLOYEES (continued)

Any employee who believes that he or she has been subjected to sexual harassment is encouraged to report the alleged misconduct, so that appropriate action may be taken. In the absence of a complaint, the Board, its designee, or staff member, upon learning of, or having reason to suspect, the occurrence of sexual harassment, will report the incident to a compliance officer who will ensure that an investigation is promptly commenced.

The Superintendent of Schools shall implement specific procedures on reporting, investigating and remedying allegations of sexual harassment. Such procedures are to be consistent with federal and state laws and any applicable provisions contained in the district's collective bargaining agreements. Activities will be established for employees and students to raise awareness of the issues surrounding sexual harassment to help reduce incidents of sexual harassment.

A copy of this policy and its accompanying regulation are to be distributed to all staff, and posted in each building.

Policy 4116.13/4216.13/5145.5 adopted 3/20/92 Renumbered to 4116.  
13/4216.13 and Revised: 8/28/95

This policy will automatically become null and void in the event that State and Federal legislation is passed which makes this policy inoperative.

Northport-East Northport Union Free School District



APPENDIX D

NORTHPORT-EAST NORTHPORT  
UNION FREE SCHOOL DISTRICT

ADMINISTRATIVE REGULATION 4154/4243  
Page 1 of 1

PROCEDURE FOR COMMUNICATING WITH STAFF RE FIFTH DISEASE

- I. If a staff member knows she is pregnant, she should communicate the fact that she works in a school to her physician.
- II. She should communicate with the school administrator or his/her designee, e.g., school nurse, to determine if there are any known cases of Fifth Disease in the building.
- III. She should advise her physician of this information and, after consultation, make a decision as to whether or not she should continue to work. In all probability she will be advised by her doctors that there is a test available to establish immunity status either through Suffolk County Health Department or through private laboratories. Private laboratories normally provide this information within a 48 hour period.
- IV. In all cases, the district will request a letter from the employee's physician stating his/her recommendation concerning the workplace.
- V. The district will then forward this information to the school physicians who in turn will review and advise as to whether or not they concur with the recommendation of the employee's physician.
- VI. Based upon the recommendation of the school physician, the district will issue a decision concerning the employee's request to continue working or to utilize sick days.

The aforementioned procedure has been based upon information provided by our school physicians and Dr. David Harris, Commissioner, Suffolk County Department of Health Services. A copy of his letter on this topic is attached for your review.

The principal is to share this regulation with each and every female staff member in their respective buildings on an annual basis.

Effective Date: 12/10/92

APPENDIX E

NORTHPORT-EAST NORTHPORT UNION FREE  
SCHOOL DISTRICT

THE SAFE AND DRUG FREE SCHOOLS & COMMUNITIES  
ACT FORA DRUG FREE WORKPLACE

Employee Assistance Program

Code of Ethics

Drug Free Environment

Standards of Conduct

Drug Information

Referral Service



1999/2000

# NORTHPORT-EAST NORTHPORT UNION FREE SCHOOL DISTRICT DRUG FREE WORKPLACE ACT

Dear Staff Member:

The Safe and Drug Free Schools and Community Act of 1989 amended the Act of 1986. It applies to the entire school premises and affects both employees and students of the school district. These regulations require that Northport-East Northport School District certify that we maintain a drug-free workplace. Failure to comply could lead to the suspension of all federal funds.

In part, the District must:

- prohibit the possession and/or use of drugs on its premises;
- provide drug information regarding the danger of drugs in the workplace;
- make available to employees drug counseling, rehabilitation, and an
- employee assistance program;
- notify employees about the penalties that may be imposed for drug abuse
- violations;
- make a good faith effort to maintain a drug-free workplace.

Please read the entire contents of this booklet carefully and save with your other resource materials. In order to comply with the new regulations, this booklet includes:

- Employee Assistance Program Information
- Code of Ethics for all Officers and Employees
- Drug Free School Environment Policy
- Standards of Conduct for Employees and Students in a Drug and Alcohol Free School Environment
- Drug Information
- Referral Sources

If you have any questions or comments, please call me at Ext. 627, or Jane Halligan, Employee Assistance Counselor, at Ext. 735.

Very truly yours,

Terry Bouton, Ed.D.  
Executive Director for Personnel

## THE EMPLOYEE ASSISTANCE PROGRAM

**What is the EAP?** The Employee Assistance program (EAP) is a service to help employees, retired employees, and their families who are facing a problem in their lives. It might be a marital problem, alcoholism, drug abuse, financial strain or perhaps a legal problem. EAP is designed to help the employee handle the problem before it affects his or her job.

**Why is EAP important?** Most people experience some personal or emotional problems at one time or another. Usually people can handle these problems on their own. But sometimes, in spite of the person's best efforts to handle the situation, it continues or gets worse. When this happens, the problem can affect job performance. There might be time and attendance problems, low productivity, or trouble getting along with co-workers and supervisors. Eventually, there can be disciplinary actions and threats to job security. But, if an employee gets in touch with EAP in the early stages, chances are that help can be arranged before the problem gets out of hand.

**What service is provided?** EAP is a crisis intervention, assessment and referral service. Depending on the nature of the problem, and the best available help, an employee is referred to a service, or private practitioner prescreened by the EAP Counselor.

**How does it work? *EAP is free, confidential and voluntary.*** This means that there is no charge for your meeting with an EAP Counselor. It means that your problems are not discussed with supervisors, personnel officers or union leaders. And the voluntary nature of the program means that the decision to participate in EAP is strictly up to you. A supervisor may recommend that an employee seek help from EAP, but the employee is not required to do so.

**Who makes referrals to EAP?** An employee can go to the EAP on his/her own by just picking up the phone and making an appointment to see the EAP Counselor. The service is confidential, and the counselor will arrange an appointment at a convenient time.

Someone else may also refer and employee with a problem to EAP. For example, a union leader may suggest EAP to a fellow union member in order to head off future job difficulties. Supervisors, upon detecting a serious drop in job performance, are encouraged to refer an employee to EAP if a personal or family problem seems to be the cause. The supervisor can also call the counselor for assistance in making the referral. Such referrals are voluntary and confidential.

**Who operates EAP?** EAP is a cooperative program of unions and administration. Your program is operated by BOCES which encourages the formation of Local EAP Committees that are comprised of members of both union and administration.

The EAP Local Committee provides direct input into the types of workshops and services that are provided for district and agency employees.

### Offices:

Medford Ph: 631-289-0480 Fax: 631-289-0499 Laura Grossman Dominick Locicero Mary Ellen Romano	Commack Office Ph: 631-858-9177 Fax: 631-858-9175 Neva Hacker	Westhampton Beach Office Ph: 631-288-8865 Fax: 631-288-3109 Jean Moloney	Barry Rosen Administrative Coordinator Visit the website: <a href="http://www.esboces.org/EAP">www.esboces.org/EAP</a>
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## DRUG-FREE SCHOOL ENVIRONMENT

- I. Definition: In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, it shall be the policy of the Board of Education to prohibit the manufacture, distribution, dispensation, possession and or illegal use of controlled substances and alcohol by employees and students on the school premises. "School Premises" shall mean any site on school grounds or any school sponsored activity. The term "alcohol and other controlled substance use/abuse" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, L.S.D., p.e.p, amphetamines, heroine, steroids, look-alikes, and any other substances commonly referred to as "designer drugs". Additionally, the term "alcohol and other substance use/abuse" shall also include the inappropriate use of prescription and over-the counter drugs.
- II. Philosophy: The Board of Education believes that the illegal use of alcohol and other controlled substances represents a serious threat to the welfare of our students and staff. The District believes in the following principles and uses them as guidelines for developing disciplinary measures related to alcohol and other substance abuse:
  - The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
  - Alcohol and other substance use/abuse are preventable and treatable.
  - Alcohol and other substance use/abuse inhibit the District from achieving its central mission to educate all students.
  - The Board of Education, administration, and all school staff should serve as a model for student behavior.
  - The District can and must assume a leadership role in alcohol and other substance use/abuse prevention. This goal will be accomplished only through coordinated, collaborative efforts with parents, students, staff, and the community.
- III. Possession. Sale. Purchase or Use: The manufacture, distribution, dispensation, possession, purchase, sale, or use of alcohol and other substances in school buildings, on schools grounds or during school district sponsored activities shall be treated as a very serious violation of school district rules and regulations. Should such an act be unlawful, the law enforcement agencies shall be involved. In addition, any person who has consumed or used any of the above mentioned substances is prohibited from entering school grounds or school sponsored events.

NORTHPORT-EAST NORTHPORT BOARD OF EDUCATION POLICY 400215002 UNION  
FREE SCHOOL DISTRICT PAGE 2 OF 5

- IV. Education and Prevention: The Board of Education supports a strong Alcohol and Other Substances education program which includes the following goals:
  - A. The establishment of a "drug-free awareness and prevention program" designed to inform employees about (a) the dangers of drug abuse in the school environment; (b) the policy of maintaining a drug-free workplace; (e) drug counseling or rehabilitation and employee assistance programs available to the employee through the District.
  - B. The establishment of a "drug -free awareness and prevention program" for students in all grade levels which will convey to students that the use of illegal controlled substances and the unlawful possession and use of alcohol is wrong and harmful; and which will address the legal, social, and health consequences of drug and alcohol use; and which will provide information about effective techniques for resisting peer pressure to use illegal drugs or alcohol.
- V. Disciplinary Measures for Students: Disciplinary measures for students violating this policy and/or "The Standards of Conduct" are outlined in the District's Student Handbook.

Students who are disciplined for any of these infractions will be referred to the District's intervention services.

The Superintendent of Schools may seek to impose a long term suspension for students who repeatedly violate the Drug Free School Environment Policy. A condition to readmission to school may be submittal of proof that the student has sought and received extensive assistance from appropriate outside agencies, and it is clear that such assistance has proven effective.

Staff members who become aware of a violation of this policy are required to report any information to the building principal, or designee. The principal is required to act on this information in an appropriate manner, and to report the action taken to the Superintendent of Schools.

- VII. Disciplinary Measures and Mandated Notification for Staff : "Standards of Conduct" applicable to employees clearly prohibit, at a minimum, the unlawful manufacture, distribution, dispensation, possession or use of controlled substances and alcohol in the school environment or as part of any of its activities; "Standards of Conduct" will include a statement that imposes sanctions, consistent with local, state and federal law, including possible termination of employment, and referral for prosecution, on employees who violate the "Standards of Conduct". All employees are required to abide by the terms of this policy and the "Standards of Conduct" as a condition of their employment.

Each employee shall be required to notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days of the conviction; and the establishment of provisions for the notification of such criminal drug statute conviction to the Board of Education and the federal agency making the grant within ten (10) days after receiving notice of the conviction; and the establishment and implementation of appropriate disciplinary action to be taken within thirty (30) days of receiving notice of such conviction for criminal drug statute violations, up to and possibly including termination, and/or requiring the satisfactory participation in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

- VIII. Implementation. Dissemination and Monitoring: The Superintendent of Schools or his designee shall implement the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, and which provide for:
1. The preparation and publication of a statement certifying to Federal agencies to which the District applies for direct grant assistance that the District has adopted a drug-free program, taken steps and will continue to take steps to maintain a drug-free school environment.
  2. The dissemination of a copy of the "Standards of Conduct" to employees, students and parents; and notification to employees, students and parents that compliance with the "Standards of Conduct" and the drug-free school environment policy is mandatory.
  3. The issuance of statements providing information about any available drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees and students.
  4. The District's continued good faith efforts for maintaining a drug-free workplace through the implementation of the regulations to be adopted.
  5. A biennial review by the District of its program to determine its effectiveness and implement changes to the program if they are needed; and to ensure that the applicable sanctions are enforced if there is a violation of the Drug-Free School Environment Policy and/or "Standards of Conduct".
- IX. Distribution of Drug Free School Environment: The Superintendent of Schools shall cause a copy of Drug-Free School Environment to be distributed to every officer and employee of the District within thirty days after the effective date of this policy. Each officer and employee elected or appointed thereafter shall be furnished a copy upon entering the duties of office or employment. One copy of this policy shall be posted on each employee bulletin board within the District.

STANDARDS OF CONDUCT FOR EMPLOYEES, STUDENTS AND VISITORS IN A DRUG  
AND ALCOHOL-FREE SCHOOL ENVIRONMENT

The District is committed to make every effort to have a drug and alcohol-free school environment. In furtherance of this commitment, the District has adopted, in conjunction with its drug-free school environment policy, "Standards of Conduct" for employees, students and visitors as follows:

- I. The manufacture, distribution, dispensation, possession and/or illegal use of controlled substances and alcohol by employees, students and visitors on the school premises and/or school sponsored events is prohibited.
- II. No employee or student shall consume by any means any alcoholic beverages or controlled substances during his/her period of duty or immediately preceding his/her period of duty or at any time while upon premises owned, used or controlled by the District.
- III. No employee, student or visitor shall be permitted on school grounds or school sponsored events if they exhibit behavior, conduct, or personal or physical characteristics indicative of having consumed or used alcohol and/or controlled substances.
- IV. Employees who feel that their work performance may be affected by prescribed medication are encouraged to report potential side effects to their supervisor.
- V. Employees and students requesting aid and guidance in alcohol and drug abuse resolution will be dealt with on a confidential basis. Help for employees shall be made available by means of referrals to the Employee Assistance Program (EAP). Help for students will be provided through school support systems and referral to appropriate drug and alcohol rehabilitation programs.
- VI. Compliance with the "Standards of Conduct" is mandatory.
- VII. Sanctions, consistent with local, state and federal law, including possible referral for prosecution, termination of employment and expulsion from school, may be imposed on employees, students and visitors who violate the "Standards of Conduct."

Adopted 11 /17/97

This policy will automatically become null and void in the event that State or Federal legislation is passed which makes this policy inoperative.

Northport-East Northport Union Free School District



CODE OF ETHICS FOR ALL OFFICERS AND EMPLOYEES

I. GENERAL

Pursuant to the provisions of Section eight hundred six of the General Municipal Law, the Board of Education of Northport-East Northport Union Free School District recognizes that there are rules of ethical conduct for public officers and the employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this local law to promulgate these rules of ethical conduct for all officers and employees of Northport-East Northport Union Free School District. These rules shall serve as a guide for official conduct of officers and employees of this District. The rules of ethical conduct 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 municipal officers and employees.

II. DEFINITION

- A. "Municipal Officer or Employee" means an officer or employee of Northport-East Northport Union Free School District whether paid or unpaid, including members of the Board of Education, administrative board, commission, or any other agency thereof.
- B. "Interest" means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

III. STANDARDS OF CONDUCT

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

- A. GIFTS -He/she shall not accept any gratuity of money or goods having a substantial value from any pupil, the parent or guardian of any such pupil, or from any concern doing business with the school and in no event shall the value of the gift be in excess of \$74.00.
- B. CONFIDENTIAL INFORMATION -He/she shall not disclose confidential information acquired in the course of official duties or use such information to further personal interests.

- C. 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 municipal agency of which he/she is an officer, member or employee or of any municipal agency over which he/she has jurisdiction or the power to appoint any member, officer or employee.
- D. REPRESENTATION BEFORE ANY 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 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 at any time of fees based upon the reasonable value of the services rendered.
- E. DISCLOSURE OF INTEREST IN LEGISLATION -To the extent that he/she knows thereof, a member of any municipality which would have a direct bearing on school district affairs and any officer or employee of said municipality, whether paid or unpaid, who participates in the discussion or gives official opinion to the District on any legislation before said municipality shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest in such legislation.
- F. INVESTMENTS IN CONFLICT WITH OFFICIAL DUTIES -He/she shall not invest or hold any investment directly or indirectly in any way financial, business, commercial, or other private transaction, which creates a conflict with official duties.
- G. 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 official duties.
- H. FUTURE EMPLOYMENT -He/she shall not for a period of one year after the termination of service or employment with the school district appear before any board or agency of the District in relation to any case, proceeding or application in which he/she personally participated during the period of service or employment or which was under his/her active consideration.
- I. USE OF DISTRICT SUPPLIES, MATERIALS, EQUIPMENT AND OTHER PROPERTY No officer or employee shall remove or cause to be removed from premises owned, used or controlled by the District any supplies, materials, equipment or other property which is owned, leased or otherwise under the dominion and control of the District, except as is authorized, in writing, by an officer or administrator of the district as designated by the Superintendent of Schools.

- J. PROMOTION OF RELIGIOUS BELIEFS -Pursuant to the first amendment of the United States Constitution's mandate of separation of Church and State, an employee of the School District shall not use his or her position to promote religious beliefs.
- K. CORPORAL PUNISHMENT -All officers and employees of the District shall comply with Section 19.4 of the Rules of the Board of Regents with respect to corporal punishment.

That Section states:

"Prohibition of corporal punishment" (a) No teacher, administrator, officer, employee or agent of a school district in this State, or of a board of cooperative educational services in this State, shall use corporal punishment against a pupil.

(b) As used in this section, corporal punishment means any act of physical force upon a pupil for the purpose of punishing that pupil, except as otherwise provided in subdivision (c) of this section.

(c) In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:

- 1) to protect oneself from physical injury;
- 2) to protect another pupil or teacher or any person from physical injury;
- 3) to protect the property of the school or others; or
- 4) to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts."

Any officer or employee of the District who has knowledge of any acts of a fellow officer or employee which are in violation of the foregoing Section shall immediately notify his/her immediate supervisor of said act.

IV. PERSONAL INJURY -PROPERTY DAMAGE

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the District or any 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.

V. DISTRIBUTION OF CODE OF ETHICS

The Superintendent of Schools shall cause a copy of this code of ethics to be distributed to every officer and employee of the District within thirty days after the effective date of this policy. Each officer and employee elected or appointed thereafter shall be furnished a copy upon entering the duties of office or employment. One copy of this policy shall be posted on each employee bulletin board within the District.

VI. 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 or employment, as the case may be, in the manner provided by law.

Nothing in this policy shall be construed as supplanting reasonable and prudent judgment in making a determination as to actions which may constitute a violation within the intent of this policy.

VIII. This local law shall take effect twenty days after it is filed as provided in section twenty-seven of the municipal home rule law.

Adopted 1/04/71 Revised 1/03/73 2/24/84 2/06/90 9/13/95 11 /17/97

This policy will automatically become null and void in the event that State or Federal legislation is passed which makes this policy inoperative.

Northport-East Northport Union Free School District

APPENDIX F

NORTHPORT-EAST NORTHPORT  
UNION FREE SCHOOL

BOARD OF EDUCATION POLICY 5145\_6  
PAGE 1 OF 1

HARASSMENT OF STUDENTS

The Board of Education is committed to having students feel safe at school· safe from violence, safe from humiliation, and safe from bullying.

The Board of Education is committed to safeguarding the rights of all students within the school district and fostering a learning environment that is free from all forms of harassment.

- Verbal abuse by students against students consisting of threats, insults against family and any foul language.
- Purposely bumping, pushing, tripping, or shoving another student.
- Sexual, racial, religious or ethnic graffiti on desks, walls and in written notes.

The Superintendent of Schools shall research and implement curriculum activities which will raise awareness of the issues surrounding all forms of harassment.

Adopted 6/17/96

This policy will automatically become null and void in the event that State or Federal legislation is passed which makes this policy inoperative.

Northport-East Northport Union Free School District

## APPENDIX G

### Northport-East Northport Board of Education Policy 5131

## EXCERPTS FROM CODE OF CONDUCT

### I. INTRODUCTION

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality education services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board of Education recognizes the need to clearly define these expectations [or acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board or Education adopts this code of conduct ("code").

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.