

Regular meeting of the
Oneida City School District
Board of Education

May 19, 2020
6:00 PM at the Oneida Administrative Building
via VIRTUAL MEETING



District Mission: To Educate, inspire and empower.

District Vision: Students reaching their fullest potential.

Agenda

- I. Meeting Called to Order**
- II. Pledge of Allegiance**
- III. Public Forum (20 Minutes)**
- IV. Consent Agenda**
 - a. Meeting Minutes
 - i. April 21, 2020 Regular Meeting
 - ii. May 6, 2020 Budget Work Session
 - b. Special Education
 - i. Committee on Special Education
 - ii. 504 Committee
 - iii. Committee on Preschool Special Education
- V. Finance**
 - a. Financial Reports
 - b. Appropriation Transfers
 - c. Financial Reports - Quarterlies
- VI. Resolutions**
 - a. Personnel
 - b. 2020-2021 Budget Vote Election Inspectors
 - c. Type II Resolution Capital Outlay
 - d. Amended Oneida Company Ltd Tax Certiorari
 - e. Administrative Contract Addendum
 - f. Administrative Contract Addendum
 - g. Course for Review - Forensic Science
 - h. Policies for Review
- VII. Communications**
 - a. BOE President Report

- b. Discussions
 - i. Budget
 - ii. Recommendation for Elective Change
- c. Superintendent Report
- d. Assistant Superintendent for Finance Report

VIII. Executive Session

Discussions regarding the employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person;

IX. Adjournment

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: CONSENT ITEMS
DATE: May 19, 2020

The following consent items are being submitted for your approval:

- Meeting Minutes
 - i. April 21, 2020 Regular Meeting
 - ii. May 6, 2020 Budget Work Session
- Special Education
 - i. Committee on Special Education
 - ii. 504 Committee
 - iii. Committee on Preschool Special Education

RECOMMENDED ACTION

Motion to approve consent items as submitted for May 19, 2020.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

**SPECIAL MEETING OF THE
ONEIDA CITY SCHOOL DISTRICT'S
BOARD OF EDUCATION**

April 21, 2020
6:00 PM VIRTUAL MEETING

MEMBERS PRESENT:

Mr. Robert Group, President
Ms. Melinda Bowe, Vice President
Ms. Heather Denby – *late arrival at 6:05 PM*
Mr. John Elberson
Mr. Martin Kelly
Mr. James Maio
Ms. Jennifer Parker

MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

Ms. Mary-Margaret Zehr, Superintendent
Mr. James Rowley, Assistant Superintendent for
Finance and Clerk of the Board

SPECTATORS PRESENT:

Genevieve Brauner, Jessica Poyer, Laura Reff

The Pledge of Allegiance was said. The regular meeting of the Oneida City School District's Board of Education for April 21, 2020 was called to order by President Mr. Robert Group at 6:00 PM. President Group then referred to the prepared agenda.

CONSENT ITEMS

MOVED BY *Elberson*, SECONDED BY *Parker*, to approve the consent items for the April 21, 2020 Board of Education Meeting as submitted.

Consent Items
ACTION NO. 178

VOTE ON THE MOTION **AYES 6 NAYS 0**
MOTION CARRIED _____

FINANCE

MOVED BY *Maio*, SECONDED BY *Kelly*, to approve the financial reports for the April 21, 2020 Board of Education Meeting as submitted.

Finance
ACTION NO. 179

VOTE ON THE MOTION **AYES 6 NAYS 0**
MOTION CARRIED _____

FINANCE – APPROPRIATION TRANSFERS

MOVED BY *Bowe*, SECONDED BY *Elberson*, to approve the appropriation transfers for April 2020 as submitted.

**Finance –
Appropriation
Transfers**
ACTION NO. 180

VOTE ON THE MOTION **AYES 6 NAYS 0**
MOTION CARRIED _____

PERSONNEL

MOVED BY *Maio*, **SECONDED BY** *Kelly*, to approve the personnel items for the April 21, 2020 Board of Education meeting including approval of C.Bobo retirement, K. Infarinato one time salary adj., rescinding C.Meeker coaching appt., H.Grow yrly appt leave request, M.Quenneville yrly sub appt., and parent volunteer as submitted.

VOTE ON THE MOTION **AYES 7 NAYS 0**
MOTION CARRIED _____

EXECUTIVE PRINCIPAL APPOINTMENT – AGENDA ADDITION

MOVED BY *Kelly*, **SECONDED BY** *Maio*, to approve the appointment of Mr. Kevin Healy to the administrative tenure area of Executive Principal as submitted.

VOTE ON THE MOTION **AYES 7 NAYS 0**
MOTION CARRIED _____

2020-2021 SCHOOL YEAR CALENDAR

MOVED BY *Elberson*, **SECONDED BY** *Bowe*, to approve the 2020-2021 School Year Calendar submitted.

VOTE ON THE MOTION **AYES 7 NAYS 0**
MOTION CARRIED _____

BOCES ADMINISTRATIVE BUDGET

MOVED BY *Parker*, **SECONDED BY** *Denby*, to approve the tentative 2020-2021 BOCES Administrative Budget as submitted.

VOTE ON THE MOTION **AYES 6 NAYS 0 ABSTAINED 1**
MOTION CARRIED _____ **(M. Bowe)**

BALLOT FOR ELECTION TO BOCES BOARD

MOVED BY *Elberson*, **SECONDED BY** *Kelly*, to approve the Ballot for Election to BOCES Board in the name of Richard Engelbrecht of Madison Central School District as submitted.

VOTE ON THE MOTION **AYES 7 NAYS 0**
MOTION CARRIED _____

BALLOT FOR ELECTION TO BOCES BOARD

MOVED BY *Parker*, **SECONDED BY** *Bowe*, to approve the Ballot for Election to BOCES Board in the name of Donna Isbell of Morrisville-Eaton Central School District as submitted.

VOTE ON THE MOTION **AYES 7 NAYS 0**
MOTION CARRIED _____

Personnel
ACTION NO. 181

Cynthia Bobo-retirement;
Ken Infarinato-one time salary adj
Chris Meeker-rescind coaching;
Heather Grow-Yrly Duty leave;
Matt Quenneville-LTS Yrly Duty;
Parent Volunteer-OHS;

Exec Principal
Appointment- Agenda
Addition
ACTION NO. 182

Mr. Kevin Healy

2020-2021 School Year
Calendar
ACTION NO. 183

BOCES Admin Budget
ACTION NO. 184

Ballot for Election to
BOCES Board –
Madison CSD
ACTION NO. 185

Richard Engelbrecht

Ballot for Election to
BOCES Board –
Morrisville-Eaton CSD
ACTION NO. 186

Donna Isbell

BALLOT FOR ELECTION TO BOCES BOARD

MOVED BY *Maio*, SECONDED BY *Kelly*, to approve the Ballot for Election to BOCES Board in the name of Patrick Baron of VVS Central School District as submitted.

VOTE ON THE MOTION
MOTION CARRIED AYES 7 NAYS 0

POLICIES FOR APPROVAL

MOVED BY *Elberson*, SECONDED BY *Parker*, to approve the following policies: 4404 Duties of the Independent Auditor; 4801 Student Fundraising Projects; 4801.1 Student Fundraising Project Request Form; 5008 Safety Policy Statement; 7103 Management of Student Allergies; 7501 Parental Access to Instructional Materials, Third Party Surveys and Marketing Surveys; 7501.1 PPRA Opt-Out Letter; Policies recommended for deletion: 7302.1 Physical Update for Sports Participation; 7302.2 Parent/Student Consent Form; 2014 Annual Budget Hearing; 8055 Incidental Teaching as submitted.

VOTE ON THE MOTION
MOTION CARRIED AYES 7 NAYS 0

PROJECT ACCOUNT EXPENDITURES

MOVED BY *Maio*, SECONDED BY *Parker*, to approve the expenditure from the Oneida Castle Building Sale proceeds project account (H008) in the approximate amount of \$2,429.36 for two HALO IOT Smart Sensors as submitted.

VOTE ON THE MOTION
MOTION CARRIED AYES 7 NAYS 0

COOPERATIVE BIDDING RESOLUTION - TECHNOLOGY

MOVED BY *Bowe*, SECONDED BY *Elberson*, to approve the Cooperative Bidding Resolution for joint bidding of various types of computers and technology commodities for the 2020-2021 school year as submitted.

VOTE ON THE MOTION
MOTION CARRIED AYES 7 NAYS 0

STANDARD WORK DAY

MOVED BY *Parker*, SECONDED BY *Kelly*, to approve the Form RS 2418 establishing the standard day for certain employee groups as submitted.

VOTE ON THE MOTION
MOTION CARRIED AYES 7 NAYS 0

**Ballot for Election to
BOCES Board – VVS
CSD**
ACTION NO. 187

Patrick Baron

Policies for Approval
ACTION NO. 188

**Project Account
Expenditures**
ACTION NO. 189

**Cooperative Bidding
Resolution - Technology**
ACTION NO. 190

Standard Work Day
ACTION NO. 191

Food Service Cook
Food Service Senior Helper
Food Service Helper
Food Service Substitutes
Bld Maintenance Supervisor
Nurses
Social Worker
Occupational Therapist

QUESTAR III INTER-MUNICIPAL AGREEMENT

MOVED BY *Maio*, **SECONDED BY** *Elberson*, to approve the 2020-2021 Intermunicipal Agreement between the Oneida City School District and QUESTAR III as submitted.

VOTE ON THE MOTION **AYES 7 NAYS 0**
MOTION CARRIED _____

Questar III Inter-Municipal Agreement
ACTION NO. 192

COMMITTEE CHAIR REPORTS

The Committee Chair Audit, Curriculum, Instruction & Technology, Finance & Facility, and Governance Reports were presented.

FOR INFORMATION ONLY

Committee Chair Reports
NO ACTION

BOE PRESIDENT REPORT

Mr. Robert Group presented his BOE President Report.

FOR INFORMATION ONLY

BOE President Report
NO ACTION

BUDGET 2020-2021

Discussion regarding 2020-2021 Budget.

FOR DISCUSSION ONLY

Budget 2020-2021
NO ACTION

CLOSURE UPDATE

Discussion regarding update on closure.

FOR DISCUSSION ONLY

Closure Update
NO ACTION

SUPERINTENDENT REPORT

Ms. Mary-Margaret Zehr presented her Superintendent's Report.

FOR INFORMATION ONLY

Superintendent Report
NO ACTION

ASSISTANT SUPERINTENDENT FOR FINANCE REPORT

Mr. Jim Rowley presented his Assistant Superintendent for Finance Report.

FOR INFORMATION ONLY

Assist. Supt. Report
NO ACTION

EXECUTIVE SESSION

MOVED BY Denby, SECONDED BY Elbersen, that the board of education meeting of April 21, 2020 move to executive session at 7:07 PM for purposes of the employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person;

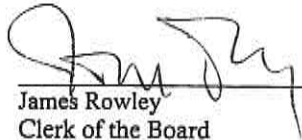
VOTE ON THE MOTION AYES 7 NAYS 0
MOTION CARRIED

The Board of Education returned to regular session at 7:50 PM

ADJOURNMENT

MOVED BY Denby, SECONDED BY Elbersen, that the Board of Education meeting of April 21, 2020 be adjourned at 7:51 PM.

VOTE ON THE MOTION AYES 7 NAYS 0
MOTION CARRIED


James Rowley
Clerk of the Board

Executive Session
ACTION NO. 193

Adjournment
ACTION NO. 194

**BUDGET WORK MEETING OF THE
ONEIDA CITY SCHOOL DISTRICT'S
BOARD OF EDUCATION**

May 6, 2020
6:00 PM at the Administrative Offices
VIA VIRTUAL MEETING

MEMBERS PRESENT:

Mr. Robert Group, President
Ms. Melinda Bowe, Vice President
Ms. Heather Denby
Mr. John Elberson
Mr. Martin Kelly
Mr. James Maio
Ms. Jennifer Parker

ADMINISTRATORS PRESENT:

Ms. Mary-Margaret Zehr, Superintendent
Mr. James Rowley, Assistant Superintendent for
Finance and Clerk of the Board

SPECTATORS PRESENT:

Genevieve Brauner, Jessica Poyer, David Wright

The budget work meeting of the Oneida City School District's Board of Education for May 6, 2020 was called to order by President Mr. Robert Group at 6:00 PM. The Pledge of Allegiance was said. President Group then referred to the prepared agenda.

MEMORANDUM OF AGREEMENT - OTA

MOVED BY *Maio*, **SECONDED BY** *Bowe*, to approve the Memorandum of Agreement between the OCSD and the OTA regarding stipends for athletic coaches and bus/lunch/breakfast supervisory positions as submitted.

MOA - OTA

ACTION NO. 195

Stipends for athletic coaches and
bus/lunch/breakfast supervisory
positions

VOTE ON THE MOTION

AYES 7 NAYS 0

MOTION CARRIED

MEMORANDUM OF AGREEMENT - OTA

MOVED BY *Parker*, **SECONDED BY** *Elberson*, to approve the Memorandum of Agreement between the OCSD and the OTA regarding The appointment process for bus/lunch/breakfast supervisory positions as amended to reflect in section 2 "to the most senior unit member"

MOA - OTA

ACTION NO. 196

Appt process for
bus/lunch/breakfast supervisory
positions

VOTE ON THE MOTION

AYES 7 NAYS 0

MOTION CARRIED

LEGAL NOTICE FOR BUDGET VOTE – Agenda Addition

MOVED BY *Maio*, **SECONDED BY** *Kelly*, to approve the Legal Notice for Budget Vote as submitted.

Legal Notice for

Budget Vote - Addition

ACTION NO. 197

VOTE ON THE MOTION

AYES 7 NAYS 0

MOTION CARRIED

2020-2021 BUS LEASE PROPOSITION – Agenda Addition

MOVED BY *Denby*, SECONDED BY *Elberson*, to approve the 2020-2021 Bus Lease Proposition as submitted.

VOTE ON THE MOTION AYES 7 NAYS 0
MOTION CARRIED _____

2020-21 Bus Lease
Proposition – Addition
ACTION NO. 198

2020-2021 BUDGET

Discussion regarding 2020-21 Budget.

FOR DISCUSSION ONLY

2020-2021 Budget
NO ACTION

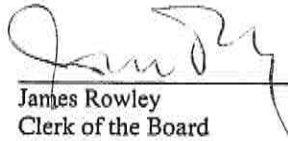
Discussion

ADJOURNMENT

MOVED BY *Elberson*, SECONDED BY *Parker*, that the board of education budget work session of May 6, 2020 adjourn at 6:42 PM.

VOTE ON THE MOTION AYES 7 NAYS 0
MOTION CARRIED _____

Adjournment
ACTION NO. 199



James Rowley
Clerk of the Board

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: FINANCIAL REPORTS
DATE: May 19, 2020

Financial reports for the month of March 2020:

General Fund Revenue Report
Treasurer's Report
OHS Classroom Activity Funds
OSMS Student Activity Accounts

RECOMMENDED ACTION

Motion to approve the financial reports as submitted.

MOTION MADE BY _____

SECONDED BY _____

A ___ N ___

ONEIDA CITY SCHOOL DISTRICT

TREASURER'S REPORT - GENERAL FUND

Cash Per Books:	March 1, 2020	\$	<u>9,337,866.56</u>	
Cash receipts - State/BOCES Aid			<u>9,167,653.73</u>	
- Other			<u>692,769.55</u>	
Receipts and Cash Balance			<u>19,198,289.84</u>	
Cash Disbursements		(<u>3,370,102.55</u>)
Cash Per Books:	March 31, 2020	\$		<u>15,828,187.29</u>

BANK RECONCILIATION

Balance as Per Statement:	Checking	\$	<u>65,938.20</u>	
	CD/Savings		<u>11,301,284.91</u>	
	Investment		<u>4,499,593.32</u>	
	subtotal		<u>15,866,816.43</u>	
Plus:				
Less:				
Outstanding Checks:		(<u>38,629.14</u>)
Reconciled Balance:	March 31, 2020	\$		<u>15,828,187.29</u>

TREASURER'S REPORT - SCHOOL LUNCH FUND

Cash Per Books:	March 1, 2020	\$	<u>115,463.25</u>	
Cash receipts:			<u>51,595.86</u>	
Receipts and Cash Balance			<u>167,059.11</u>	
Cash Disbursements		(<u>52,254.42</u>)
Cash Per Books:	March 31, 2020			\$ <u>114,804.69</u>

BANK RECONCILIATION

Balance as Per Statement:	Checking	\$	<u>114,791.19</u>	
Less:				
Outstanding Checks		(<u>0.00</u>)
Add:				
Lunch deposits			13.50	
MSB In-Transit			0.00	
Heartland In-Transit			<u>0.00</u>	
Reconciled Balance:	March 31, 2020			\$ <u>114,804.69</u>

TREASURER'S REPORT - SPECIAL AID FUND

Cash Per Books:	March 1, 2020	\$	<u>45,363.15</u>	
Cash receipts:			<u>295,902.33</u>	
Receipts and Cash Balance			<u>341,265.48</u>	
Cash Disbursements		(<u>117,688.43</u>)
Cash Per Books:	March 31, 2020			\$ <u>223,577.05</u>

BANK RECONCILIATION

Balance as Per Statement:	Checking	\$	<u>229,889.43</u>	
	subtotal		<u>229,889.43</u>	
Less:				
Outstanding Checks		(<u>6,312.38</u>)
Reconciled Balance:	March 31, 2020			\$ <u>223,577.05</u>

TREASURER'S REPORT - CAPITAL FUND

Cash Per Books: March 1, 2020		\$ <u>393,895.04</u>	
Cash receipts:		<u>6.31</u>	
Receipts and Cash Balance		\$ <u>393,901.35</u>	
Cash Disbursements		<u>(879.00)</u>	
Cash Per Books: March 31, 2020			\$ <u><u>393,022.35</u></u>

BANK RECONCILIATION

Balance as Per Statement:	Checking	\$ <u>199,996.26</u>	
	CD/Savings	<u>193,026.09</u>	
	Subtotal	\$ <u>393,022.35</u>	
Less:			
Outstanding Checks		<u>(0.00)</u>	
Reconciled Balance:	March 31, 2020		\$ <u><u>393,022.35</u></u>

TREASURER'S REPORT - TRUST AND AGENCY/SCHOLARSHIP FUNDS

Cash Per Books: March 1, 2020		\$ <u>702,738.55</u>	
Cash receipts:		2,522,287.33	
Receipts and Cash Balance		\$ <u>3,225,025.88</u>	
Cash Disbursements		<u>(2,544,865.38)</u>	
Cash Per Books: March 31, 2020			\$ <u><u>680,160.50</u></u>

BANK RECONCILIATION

Balance as Per Statement:	Checking	\$ <u>628,875.94</u>	
	Payroll Checking	<u>15,643.17</u>	
	Scholarship Savings	<u>67,587.24</u>	
	Subtotal	\$ <u>712,106.35</u>	
Plus:			
ERS - 3 employees that had ERS issues		<u>226.37</u>	
Less:			
Outstanding Checks: Trust & Agency		<u>(16,140.05)</u>	
Payroll		<u>(15,351.66)</u>	
Payroll (Employees deduction kicked back by bank due to inaccurate information)		<u>(150.00)</u>	
Payroll (ERS wires less than was posted to nVision)		<u>(530.51)</u>	
Reconciled Balance:	March 31, 2020		\$ <u><u>680,160.50</u></u>

ONEIDA CITY SCHOOL DISTRICT - GENERAL FUND REVENUE REPORT


Month Ending March 31, 2020

		<u>Budgeted</u> <u>Revenues</u>	<u>Revenues</u> <u>Received</u>	<u>Balance</u> <u>Unearned</u>
A1001	Real Property Tax	\$ 15,205,474.11	\$ 14,112,949.49	\$ 1,092,524.62
A1081	Payments in Lieu of Taxes	59,900.00	35,223.98	24,676.02
A1085	School Tax Relief Reimbursement	2,689,235.89	2,688,120.61	1,115.28
A1090	Interest & Penalties on Taxes	70,000.00	42,485.33	27,514.67
A1310	Day School Tuition (Includes Foster)	0.00	0.00	0.00
A1330	Textbook Charges from Individuals	300.00	70.47	229.53
A1410	Admissions	15,000.00	9,021.81	5,978.19
A1489	Other Charges/Services	0.00	771.00	(771.00)
A2280	Health Services-Other Districts	25,000.00	27,040.00	(2,040.00)
A2308	Transportation-BOCES	0.00	0.00	0.00
A2401.A	Interest and Earnings	4,000.00	13,272.06	(9,272.06)
A2410	Rental of Property	11,000.00	19,342.50	(8,342.50)
A2413	Rental of Property-BOCES	76,000.00	97,625.00	(21,625.00)
A2414	Rental of Buses	12,000.00	45,196.79	(33,196.79)
A2450	Commissions	0.00	271.29	(271.29)
A2650	Sale of Scrap and Excess	0.00	0.00	0.00
A2655	Minor Sales/Machine	0.00	0.00	0.00
A2660	Sale of Real Property	0.00	0.00	0.00
A2665	Sale of Equipment	10,675.00	13,416.70	(2,741.70)
A2666	Sale of Transportation Equipment	0.00	14,775.00	(14,775.00)
A2670-2	Sale of Instr. Supplies	0.00	0.00	0.00
A2680	Insurance Recoveries	0.00	1,386.57	(1,386.57)
A2690	Other Compensation for Loss	0.00	3,734.09	(3,734.09)
A2700	Reimb. Medicare Part D Expenditures	150,000.00	126,213.00	23,787.00
A2701	Refund-Prior Yrs. Expenditures/BOCES aid	150,000.00	490,363.02	(340,363.02)
A2703	Refund-Prior Yrs. Expenditures	100,000.00	81,634.26	18,365.74
A2705	Gifts and Donations	0.00	1,000.00	(1,000.00)
A2707	Special Program Revenue	0.00	0.00	0.00
A2725	VLT/Tribal Compact Monies	0.00	4,595.82	(4,595.82)
A2770	Miscellaneous Revenues	100,000.00	43,617.44	56,382.56
A3089	Star Program/Reimbursement/Admin.	0.00	0.00	0.00
A3101.A	Basic Aid & Building	17,140,731.00	10,460,396.16	6,680,334.84
A3101.E	Excess Cost Aid	2,773,428.00	2,121,100.40	652,327.60
A3102	Lottery Aid	3,159,756.00	3,974,184.49	(814,428.49)
A3103	BOCES	2,402,962.00	0.00	2,402,962.00
A3104	Tuition Aid/Students w/Disabilities	0.00	58,673.00	(58,673.00)
A3260	Textbooks	116,279.00	116,500.00	(221.00)
A3262	Computer Software Aid	71,070.00	71,046.00	24.00
A3263	Library Loan Program	13,052.00	13,050.00	2.00
A3289.A	Other State Aid-Incar. Youth	50,000.00	38,095.00	11,905.00
A3289	Other State Aid	0.00	235,547.57	(235,547.57)
A4601	Medicaid Assistance	115,000.00	218,791.58	(103,791.58)
A5031.E	Transfers From Debt Service Fund	50,000.00	50,000.00	0.00
A5050	Interfund Transfer for Debt	0.00	0.00	0.00
	Subtotal	\$ 44,570,863.00	\$ 35,229,510.43	\$ 9,341,352.57
19-20	Appropriated Fund Balance	2,386,926.00	0.00	2,386,926.00
	Appropriated Reserves	32,500.00	0.00	32,500.00
	TOTAL REVENUES	\$ 46,990,289.00	\$ 35,229,510.43	\$ 11,760,778.57

EXTRA CLASSROOM ACTIVITY FUNDS

ONEIDA SENIOR HIGH SCHOOL

Report of Accounts

Month Ended				As of:	31-Mar-20
	Beginning				Ending
Activity	Balance	Receipts	Total	Disbursements	Balance
Advanced Placement	5,779.15		5,779.15		5,779.15
Art Club	404.72		404.72		404.72
Banking Fees & Interest	101.69	3.36	105.05		105.05
Business Club	-		-		-
Class of 2020	1,010.25		1,010.25		1,010.25
Class of 2021	4,302.62	211.60	4,514.22		4,514.22
Class of 2022	3,509.72	3,689.00	7,198.72		7,198.72
Class of 2023	2,000.18		2,000.18		2,000.18
Concert Choir	11,101.07		11,101.07		11,101.07
Drama Club--Fall Play	2,823.50		2,823.50		2,823.50
Drama Club--Spring Musical	12,669.46		12,669.46	2,784.20	9,885.26
Environmental Club	62.29	423.20	485.49	479.21	6.28
French Travel	1,353.27	1,568.29	2,921.56	1,152.00	1,769.56
Future Bus. Leaders of America	283.41		283.41		283.41
International Relations Club	2,270.75		2,270.75		2,270.75
Japanese Exchange Club	517.14		517.14		517.14
LGBTQ	20.00		20.00		20.00
Marching Band	568.89		568.89		568.89
National Honor Society	1,202.30		1,202.30		1,202.30
NYS Sales Tax Due	4,474.74	166.45	4,641.19	4,108.08	533.11
Photography Club	80.39		80.39		80.39
Projects (Yearbook)	1,062.44	1,310.00	2,372.44		2,372.44
Retailers (Bookstore)	2,831.92		2,831.92		2,831.92
Ski Club	851.45		851.45		851.45
Spanish Club	42.61	175.00	217.61		217.61
Sports Club	1,206.11		1,206.11		1,206.11
Stage Band	1,198.00	2,287.00	3,485.00	1,542.10	1,942.90
Student Council	921.47		921.47		921.47
Technology	4,017.47		4,017.47	102.00	3,915.47
Technology Student Association	454.87		454.87		454.87
Teens For A Better World	31.17		31.17		31.17
Wind Ensemble	4,843.92	2,200.00	7,043.92	801.00	6,242.92
Z Club	2,593.28	133.00	2,726.28	106.30	2,619.98
Total	74,590.25	12,166.90	86,757.15	11,074.89	75,682.26
Checking Account ... 9146		38,930.65			
Money Market Account ... 4977		39,582.50			
Deposits in Transit		-			
Less Checks Outstanding		2,830.89			
Working Balance		<u>75,682.26</u>			
					
Laura J. Reff, Central Treasurer					
This report and supporting evidence examined and approved except as follows:					
Date	Auditor				

**OTTO SHORTELL MIDDLE SCHOOL
EXTRACLASROOM ACTIVITY FUND
REPORT OF ACCOUNTS**

For the month

Mar-20

ACTIVITY	BEGINNING BALANCE	MONTHLY RECEIPTS	Total RECEIPTS	Monthly PAYMENTS	ENDING BALANCE
STUDENT COUNCIL	\$ 20,992.97		\$ 20,992.97	\$ 334.39	\$ 20,658.58
	\$ -		\$ -	\$ -	\$ -
MUSIC CLUB (Band/Chorus)	\$ 6,859.37		\$ 6,859.37	\$ 104.09	\$ 6,755.28
LIBRARY CLUB	\$ 862.31		\$ 862.31		\$ 862.31
FOREIGN LANGUAGE	\$ 1,771.20		\$ 1,771.20	\$ 546.01	\$ 1,225.19
DRAMA	\$ 6,547.93		\$ 6,547.93		\$ 6,547.93
ART	\$ 478.20		\$ 478.20		\$ 478.20
YEARBOOK	\$ 8,306.32		\$ 8,306.32	\$ 324.88	\$ 7,981.44
TOTALS	\$ 45,818.30	\$ -	\$ 45,818.30	\$ 1,309.37	\$ 44,508.93

OUTSTANDING CHECKS

4375	\$	15.00
4406	\$	8.00
4472	\$	67.82
4475	\$	104.09
4479	\$	37.79

STATEMENT OF BANK BALANCE	#614309154
CHECKING	\$ 44,741.63
Less Outstanding Chks.	\$ 232.70
Plus Outstanding Deps.	\$ -
Working Balance	\$ 44,508.93

\$232.70

This report and supporting evidence examined and approved except as follows:

Auditor

Treasurer



Principal



4/27/20
DATE

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: APPROPRIATION TRANSFERS
DATE: MAY 19, 2020

The attached Appropriation Transfers for May 2020 is submitted for your review and approval.

RECOMMENDED ACTION


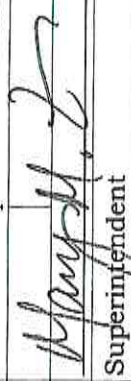
Motion to approve the appropriation transfers as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

**APPROPRIATION TRANSFER
REQUEST FORM**

GENERAL FUND		X	OTHER:
REQUESTED BY:		J. Rowley	
DATE		5/6/2020	
FOR BOARD APPROVAL		XX	PRESENTATION:
FROM	TO		
(BUDGET CODE)	(BUDGET CODE)	AMOUNT	COMMENTS
1 A2855.400-00-3500	A2855.490-00-0100	\$3,000.00	Interscholastic Athl Contractual to Interscholastic Athl BOCES
2 A9055.800-00-0100	A9055.800-00-0155	\$300.00	Disb Insurance to Disb Insurance Transportation
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Approved <input checked="" type="checkbox"/> Disapproved _____		 Assistant Superintendent for Finance	
		Date 5/6/20	
Approved <input checked="" type="checkbox"/> Disapproved _____		 Superintendent	
		Date 5/6/2020	

**BUDGET MODIFICATION
REQUEST FORM**

GENERAL FUND X OTHER:
 REQUESTED BY: J. Rowley
 DATE: 5/6/20
 FOR BOARD APPROVAL XX PRESENTATION:

2019-20

INCREASE (BUDGET CODE)	AMOUNT	COMMENTS
1 A2666	\$5,680.00	Increase Revenue for sale of Van
2 A1621.200-00-0500	\$5,680.00	Increase appropriation for purchase of field striper
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Approved Disapproved _____
 Date: 5/1/20

[Signature]
 Assistant Superintendent for Finance
[Signature]
 Superintendent
 Date: 5/10/2020

Approved Disapproved _____
 Date: _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: FINANCIAL REPORTS
DATE: MAY 19, 2020

The attached Quarterly Appropriation Status Report ending March 31, 2020 is submitted for your review

FOR INFORMATION ONLY

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-00-0100	BD OF ED CONTRACTUAL	2,800.00	0.00	2,800.00	1,334.55	0.00	1,465.45
1010	Board of Education	2,800.00	0.00	2,800.00	1,334.55	0.00	1,465.45
A 1040.150-00-0100	DISTRICT CLERK INST SAL	1,000.00	0.00	1,000.00	769.20	0.00	230.80
1040	District Clerk	1,000.00	0.00	1,000.00	769.20	0.00	230.80
A 1060.400-00-0100	DIST MEETING CONTRACTUAL	3,000.00	0.00	3,000.00	768.08	0.00	2,231.92
1060	District Meeting	3,000.00	0.00	3,000.00	768.08	0.00	2,231.92
10	Board of Education	6,800.00	0.00	6,800.00	2,871.83	0.00	3,928.17
A 1240.150-00-0100	SUPERINTENDENT INST SAL	178,115.00	0.00	178,115.00	136,346.14	0.00	41,768.86
A 1240.161-00-0200	SUPERINTENDENT CLER SAL	41,667.00	0.00	41,667.00	32,051.60	0.00	9,615.40
A 1240.400-00-0800	SUPERINTENDENT CONTR.	7,500.00	0.00	7,500.00	7,490.41	0.00	9.59
A 1240.500-00-0800	SUPERINTENDENT MAT & SUP	8,000.00	0.00	8,000.00	5,111.15	0.00	2,888.85
1240	Chief School Administrator	235,282.00	0.00	235,282.00	180,999.30	0.00	54,282.70
12	Central Administration	235,282.00	0.00	235,282.00	180,999.30	0.00	54,282.70
A 1310.150-00-0100	SCHOOL BUS OFF INST SAL	140,580.00	0.00	140,580.00	108,138.40	0.00	32,441.60
A 1310.161-00-0200	SCHOOL BUS OF CLERICAL	212,525.00	0.00	212,525.00	164,576.87	0.00	47,948.13
A 1310.400-00-0100	SCHOOL BUS OF CONTR	12,000.00	-1,800.00	10,200.00	6,013.19	0.00	4,186.81
A 1310.490-00-0100	SCHOOL BUS OF BOCES	111,752.00	0.00	111,752.00	81,076.94	0.00	30,675.06
A 1310.500-00-0100	SCHOOL BUS OF MAT & SUP	7,000.00	0.00	7,000.00	2,403.83	1,402.35	3,193.82
1310	Business Administration	483,857.00	-1,800.00	482,057.00	362,209.23	1,402.35	118,445.42
A 1320.400-00-0100	AUDIT INDP CPA	26,000.00	0.00	26,000.00	22,500.00	0.00	3,500.00
A 1320.400-00-0200	Audit Int. Audit Function	11,000.00	0.00	11,000.00	4,763.50	0.00	6,236.50
1320	Auditing	37,000.00	0.00	37,000.00	27,263.50	0.00	9,736.50
A 1330.160-00-0200	TAX COLLECTOR NON-INST.SALARY	4,930.00	0.00	4,930.00	3,791.60	0.00	1,138.40
A 1330.400-00-0300	TAX COLLECTOR CONT	18,000.00	0.00	18,000.00	16,849.90	0.00	1,150.10
A 1330.500-00-0300	TAX COL MAT & SUP	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1330	Tax Collector	23,930.00	0.00	23,930.00	20,641.50	0.00	3,288.50
A 1345.490-00-0100	PURCHASING BOCES	8,744.00	0.00	8,744.00	5,960.04	0.00	2,783.96
1345	Purchasing	8,744.00	0.00	8,744.00	5,960.04	0.00	2,783.96
13	Finance	553,531.00	-1,800.00	551,731.00	416,074.27	1,402.35	134,254.38
A 1420.400-00-0100	LEGAL EXP SCHOOL ATTORNY	90,000.00	0.00	90,000.00	36,142.77	0.00	53,857.23
1420	Legal	90,000.00	0.00	90,000.00	36,142.77	0.00	53,857.23
A 1430.400-00-0100	PERSONNEL-CIVIL SERVICE	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00
A 1430.490-00-0100	PERSONNEL-BOCES	77,388.00	0.00	77,388.00	54,211.49	0.00	23,176.51

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1430	Personnel	89,388.00	0.00	89,388.00	54,211.49	0.00	35,176.51
14	Staff	179,388.00	0.00	179,388.00	90,354.26	0.00	89,033.74
A 1620.160-00-0200	OP CUST. SAL DW	550,740.00	0.00	550,740.00	423,711.52	0.00	127,028.48
A 1620.164-00-0100	OP CUST. SAL DW SUBS	58,000.00	0.00	58,000.00	40,338.39	0.00	17,661.61
A 1620.169-22-0100	OP CUST. SAL OT HS	5,000.00	0.00	5,000.00	1,027.30	0.00	3,972.70
A 1620.400-00-0148	OPERATIONS RENT	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
A 1620.400-00-0184	OPERATIONS SERV. CONTRACTS	77,000.00	0.00	77,000.00	67,115.68	9,672.32	212.00
A 1620.400-00-0186	OPERATIONS WATER	21,000.00	0.00	21,000.00	12,094.72	4,905.28	4,000.00
A 1620.400-00-0187	OPERATIONS ELECTRICITY	386,000.00	0.00	386,000.00	270,269.40	0.00	115,730.60
A 1620.400-00-0192	OPERATIONS FUEL OIL	65,000.00	0.00	65,000.00	20,509.38	44,490.62	0.00
A 1620.400-00-0193	OPERATIONS NATURAL GAS	189,100.00	0.00	189,100.00	101,800.06	117.99	87,181.95
A 1620.400-00-0500	OPERATIONS CONTRACTUAL	25,800.00	0.00	25,800.00	25,086.28	620.00	93.72
A 1620.490-00-0100	OPERATIONS BOCES	89,007.00	0.00	89,007.00	65,049.19	0.00	23,957.81
A 1620.500-00-0500	OPERATIONS MATL & SUPP	72,500.00	0.00	72,500.00	54,659.42	14,106.95	3,733.63
1620	Operation of Plant	1,540,347.00	0.00	1,540,347.00	1,081,661.34	73,913.16	384,772.50
A 1621.160-00-0200	MAINTENANCE NON-INST SAL	300,210.00	0.00	300,210.00	232,163.37	0.00	68,046.63
A 1621.169-00-0100	MAINTENANCE OT & EXTRA	10,000.00	0.00	10,000.00	7,967.94	0.00	2,032.06
A 1621.200-00-0500	MAINTENANCE EQUIPMENT	0.00	12,975.00	12,975.00	12,974.00	0.00	1.00
A 1621.400-00-0500	MAINTENANCE CONTRACTUAL	47,300.00	250.00	47,550.00	13,155.99	8,609.01	25,785.00
A 1621.490-00-0100	MAINTENANCE BOCES	10,000.00	0.00	10,000.00	7,000.00	0.00	3,000.00
A 1621.500-00-0500	MAINTENANCE MATL & SUPP	72,000.00	0.00	72,000.00	46,569.89	24,692.21	737.90
1621	Maintenance of Plant	439,510.00	13,225.00	452,735.00	319,831.19	33,301.22	99,602.59
A 1670.400-00-0100	CENTRAL PRINT MAIL CONTRACTUAL	220.00	1,800.00	2,020.00	1,778.40	0.00	241.60
A 1670.490-00-0100	CENTRAL PRINT & MAIL BOCES	30,000.00	0.00	30,000.00	5,756.62	0.00	24,243.38
A 1670.500-00-0100	CENTRAL PRINT & MAIL MATL & SUPP	36,100.00	0.00	36,100.00	27,099.28	493.48	8,507.24
1670	Central Printing and Mailing	66,320.00	1,800.00	68,120.00	34,634.30	493.48	32,992.22
A 1680.490-00-0100	CENTRAL DATA PROCESSING	247,563.00	0.00	247,563.00	212,884.33	0.00	34,678.67
1680	Central Data Processing	247,563.00	0.00	247,563.00	212,884.33	0.00	34,678.67
16	Central Services	2,293,740.00	15,025.00	2,308,765.00	1,649,011.16	107,707.86	552,045.98
A 1910.400-00-0100	UNALLOCATED INSURANCE	141,732.00	0.00	141,732.00	128,768.27	0.00	12,963.73
1910	UNALLOCATED INSURANCE	141,732.00	0.00	141,732.00	128,768.27	0.00	12,963.73
A 1964.400-00-0100	REFUNDS ON REAL PROPERTY TAXES	3,000.00	0.00	3,000.00	393.79	0.00	2,606.21
1964	REFUND ON REAL PROPERTY TAXES	3,000.00	0.00	3,000.00	393.79	0.00	2,606.21

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1981.490-00-0100	ADMINISTRATIVE CHARGES BOCES	180,424.00	0.00	180,424.00	124,961.20	0.00	55,462.80
1981	ADMIN CHARGE-BOCES *	180,424.00	0.00	180,424.00	124,961.20	0.00	55,462.80
A 1983.490-00-0100	CAPITAL EXPENSES BOCES	245,574.00	0.00	245,574.00	155,712.20	0.00	89,861.80
1983	BOCES Capital Expenses *	245,574.00	0.00	245,574.00	155,712.20	0.00	89,861.80
19	General Support **	570,730.00	0.00	570,730.00	409,835.46	0.00	160,894.54
1	General Support ***	3,839,471.00	13,225.00	3,852,696.00	2,749,146.28	109,110.21	994,439.51
A 2010.150-00-0100	CURRICULUM DEVEL ASST SUPT	204,905.00	0.00	204,905.00	128,108.31	0.00	76,796.69
A 2010.161-00-0200	CURRICULUM DEVEL SAL SECRETARIAL	37,063.00	0.00	37,063.00	28,509.20	0.00	8,553.80
A 2010.400-00-0400	CURRICULUM DEVEL CONTRACTUAL K-6	2,250.00	0.00	2,250.00	120.00	0.00	2,130.00
A 2010.500-00-0400	CURRICULUM DEVEL MATL & SUPP	2,000.00	-1,913.00	87.00	86.57	0.00	0.43
2010	CURR. DEV./SUPERVISION *	246,218.00	-1,913.00	244,305.00	156,824.08	0.00	87,480.92
A 2020.150-10-0200	SUPERVISION PRINCIPALS ELEM	446,015.00	0.00	446,015.00	326,735.00	0.00	119,280.00
A 2020.150-21-0200	SUPERVISION PRINCIPALS MS	214,877.00	0.00	214,877.00	165,681.60	0.00	49,195.40
A 2020.150-22-0200	SUPERVISION PRINCIPALS HS	343,480.00	0.00	343,480.00	260,610.53	0.00	82,869.47
A 2020.156-00-0164	SUPERVISION DIRECTOR & DEPT CHAIR	54,599.00	0.00	54,599.00	35,525.45	0.00	19,073.55
A 2020.156-10-0165	SUPERVISION NOON & BUS DUTY ELEM	44,084.00	0.00	44,084.00	26,007.32	0.00	18,076.68
A 2020.156-21-0164	SUPERVISION TEAM LEADER/DEAN OF STUDENTS	6,828.00	0.00	6,828.00	4,585.14	0.00	2,242.86
A 2020.156-21-0165	SUPERVISION NOON & BUS DUTY MS	40,122.00	0.00	40,122.00	24,026.85	0.00	16,095.15
A 2020.156-22-0165	SUPERVISION NOON & BUS DUTY/LIBRARY HS	40,730.00	0.00	40,730.00	22,459.65	0.00	18,270.35
A 2020.160-00-0100	SUPERVISION PARKING MONITOR HS	53,560.00	0.00	53,560.00	38,257.20	0.00	15,302.80
A 2020.161-10-0200	SUPERVISION BLDG SECRETARY ELEM	171,995.00	0.00	171,995.00	112,381.05	0.00	59,613.95
A 2020.161-21-0200	SUPERVISION BLDG SECRETARY MS	63,571.00	0.00	63,571.00	40,740.10	0.00	22,830.90
A 2020.161-22-0200	SUPERVISION BLDG SECRETARY HS	145,112.00	0.00	145,112.00	126,708.57	0.00	18,403.43
A 2020.500-12-1200	SUPERVISION MATL & SUPP DV	700.00	0.00	700.00	482.94	0.00	217.06
A 2020.500-13-1300	SUPERVISION MATL & SUPP WP	700.00	0.00	700.00	433.18	266.78	0.04
A 2020.500-15-1500	SUPERVISION MATL & SUPP NB	700.00	-346.00	354.00	353.21	0.00	0.79
A 2020.500-16-1600	SUPERVISION MATL & SUPP SS	700.00	-570.00	130.00	129.09	0.00	0.91
A 2020.500-21-2100	SUPERVISION MATL & SUPP MS	2,300.00	-2,150.00	150.00	150.00	0.00	0.00
A 2020.500-22-2200	SUPERVISION MATL & SUPP HS	2,800.00	2,021.00	4,821.00	3,296.39	0.00	1,524.61
2020	Supervision - Regular School *	1,632,873.00	-1,045.00	1,631,828.00	1,188,563.27	266.78	442,997.95
A 2060.490-00-0100	RESEARCH & SCHOOL IMPROVEMENT	32,000.00	0.00	32,000.00	0.00	0.00	32,000.00
2060	Research, Planning and Evaluation *	32,000.00	0.00	32,000.00	0.00	0.00	32,000.00

ONEIDA CITY SCHOOL



Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2070.150-00-0400	INSERVICE TRAINING INST SAL STAFF DEV	15,000.00	0.00	15,000.00	1,336.45	0.00	13,663.55
A 2070.400-00-0400	INSERVICE TRAINING CONTRACTUAL STAFF DEV	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 2070.490-00-0100	INSERVICE TRAINING BOCES	227,493.00	0.00	227,493.00	159,732.87	0.00	67,760.13
2070	Inservice Training - Instruction	247,493.00	0.00	247,493.00	161,069.32	0.00	86,423.68
20	Administration and Improvement	2,158,584.00	-2,958.00	2,155,626.00	1,506,456.67	266.78	648,902.55
A 2110.120-00-0212	TEACH INST SAL K-6 ART	136,150.00	0.00	136,150.00	79,467.82	0.00	56,682.18
A 2110.120-00-0217	TEACH INST SAL K-6 PE	218,505.00	0.00	218,505.00	129,933.60	0.00	88,571.40
A 2110.120-00-0222	TEACH INST SAL K-6 MUSIC	235,450.00	0.00	235,450.00	123,117.45	0.00	112,332.55
A 2110.120-12-0200	TEACH INST SAL K-6 DV	952,881.00	0.00	952,881.00	602,116.00	0.00	350,765.00
A 2110.120-13-0200	TEACH INST SAL K-6 WP	653,906.00	0.00	653,906.00	356,102.42	0.00	297,803.58
A 2110.120-15-0200	TEACH INST SAL K-6 NB	914,886.00	0.00	914,886.00	596,571.70	0.00	318,314.30
A 2110.120-16-0200	TEACH INST SAL K-6 SS	1,020,029.00	0.00	1,020,029.00	630,633.97	0.00	389,395.03
A 2110.129-10-0100	TEACH INST SAL K-6 COCURR/TIME/CRHR/M	8,465.00	0.00	8,465.00	3,732.35	0.00	4,732.65
A 2110.130-00-0100	TEACH INST SAL TUTORS	85,000.00	0.00	85,000.00	43,697.48	0.00	41,302.52
A 2110.130-00-0212	TEACH INST SAL 7-12 ART	364,250.00	0.00	364,250.00	234,189.03	0.00	130,060.97
A 2110.130-00-0217	TEACH INST SAL 7-12 PE	356,450.00	0.00	356,450.00	199,274.64	0.00	157,175.36
A 2110.130-00-0222	TEACH INST SAL 7-12 MUSIC	343,960.00	0.00	343,960.00	245,027.70	0.00	98,932.30
A 2110.130-21-0200	TEACH INST SAL 7-8 MS	2,059,247.00	0.00	2,059,247.00	1,302,639.68	0.00	756,607.32
A 2110.130-22-0200	TEACH INST SAL 9-12 HS	2,495,273.00	0.00	2,495,273.00	1,426,330.71	0.00	1,068,942.29
A 2110.139-21-0100	TEACH INST SAL 7-8 COCURR/TIME/CRHR/M	27,355.00	0.00	27,355.00	13,823.43	0.00	13,531.57
A 2110.139-22-0100	TEACH INST SAL 9-12 COCUR/TIME/CRHR/MA	99,954.00	0.00	99,954.00	68,345.98	0.00	31,608.02
A 2110.140-00-0100	TEACH INST SAL SUBSTITUTES	370,460.00	-64,000.00	306,460.00	239,150.10	0.00	67,309.90
A 2110.162-00-0200	TEACH NON-INST SAL CONTRACT AIDES	463,965.00	0.00	463,965.00	323,006.15	0.00	140,958.85
A 2110.169-00-0100	TEACH NON-INST SAL HOURLY AIDES	75,000.00	64,000.00	139,000.00	102,218.69	0.00	36,781.31
A 2110.200-00-0100	TEACH EQUIPMENT DW	0.00	1,391.00	1,391.00	1,391.00	0.00	0.00
A 2110.400-00-0100	TEACH CONTRACTUAL DW	340,000.00	0.00	340,000.00	16,556.55	0.00	323,443.45
A 2110.400-00-3112	TEACH CONTRACTUAL ART	450.00	0.00	450.00	322.00	0.00	128.00
A 2110.400-00-3222	TEACH CONTRACTUAL MUSIC	25,688.00	-262.00	25,426.00	11,440.31	5,966.96	8,018.73
A 2110.400-21-2100	TEACH CONTRACTUAL MS	2,700.00	0.00	2,700.00	1,426.50	0.00	1,273.50
A 2110.400-22-2200	TEACH CONTRACTUAL HS	5,000.00	-2,429.00	2,571.00	1,885.77	679.93	5.30
A 2110.470-00-0100	TEACH TUITION	25,000.00	0.00	25,000.00	2,851.56	0.00	22,148.44

ONEIDA CITY SCHOOL



Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.480-00-0900</u>	TEACH TEXTBOOKS DW	121,800.00	0.00	121,800.00	104,481.94	12,501.65	4,816.41
<u>A 2110.490-00-0100</u>	TEACH BOCES	304,000.00	0.00	304,000.00	248,982.90	0.00	55,017.10
<u>A 2110.491-00-0900</u>	Teach BOCES Learning Management system	49,872.00	0.00	49,872.00	31,989.77	0.00	17,882.23
<u>A 2110.500-00-0100</u>	TEACH MATL & SUPP DW	4,500.00	0.00	4,500.00	840.94	509.95	3,149.11
<u>A 2110.500-00-0900</u>	TEACH MATL&SUPP LIMITED ENG PROFICIENCY	670.00	0.00	670.00	0.00	0.00	670.00
<u>A 2110.500-00-3112</u>	TEACH MATL & SUPP ART	17,800.00	118.66	17,918.66	17,825.11	69.35	24.20
<u>A 2110.500-00-3222</u>	TEACH MATL & SUPP MUSIC	11,950.00	262.00	12,212.00	7,065.79	1,579.72	3,566.49
<u>A 2110.500-00-3517</u>	TEACH MATL & SUPPLIES PE	4,400.00	0.00	4,400.00	3,476.41	209.30	714.29
<u>A 2110.500-12-1200</u>	TEACH MATL & SUPP DV	10,668.00	-2,136.00	8,532.00	7,686.17	844.99	0.84
<u>A 2110.500-13-1300</u>	TEACH MATL & SUPP WP	6,132.00	1,156.08	7,288.08	7,104.39	182.85	0.84
<u>A 2110.500-15-1500</u>	TEACH MATL & SUPP NB	9,996.00	-1,833.00	8,163.00	6,974.03	1,188.31	0.66
<u>A 2110.500-16-1600</u>	TEACH MATL & SUPP SS	8,190.00	-855.00	7,335.00	7,255.45	68.98	10.57
<u>A 2110.500-21-2100</u>	TEACH MATL & SUPP MS	25,245.00	-3,394.00	21,851.00	21,294.57	555.67	0.76
<u>A 2110.500-22-2200</u>	TEACH MATL & SUPP HS	31,900.00	-1,399.08	30,500.92	26,948.11	2,101.11	1,451.70
2110	Teaching - Regular School	11,887,147.00	-9,380.34	11,877,766.66	7,247,178.17	26,458.77	4,604,129.72
21	Teaching	11,887,147.00	-9,380.34	11,877,766.66	7,247,178.17	26,458.77	4,604,129.72
<u>A 2250.150-00-0100</u>	HANDICAPPED INST SAL PSYCHOLOGISTS	230,889.00	0.00	230,889.00	177,836.20	0.00	53,052.80
<u>A 2250.151-00-0200</u>	HANDICAPPED INST SAL	1,131,818.00	-17,110.00	1,114,708.00	688,186.85	0.00	426,521.15
<u>A 2250.156-00-0100</u>	HANDICAPPED INST SAL TUTORS	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2250.160-00-0200</u>	HANDICAPPED NON-INST SAL CLERICAL	17,914.00	17,110.00	35,024.00	26,938.40	0.00	8,085.60
<u>A 2250.200-00-0400</u>	HANDICAPPED EQUIPMENT DW	2,500.00	0.00	2,500.00	40.89	178.99	2,280.12
<u>A 2250.400-00-0400</u>	HANDICAPPED CONTRACTUAL DW	75,000.00	0.00	75,000.00	42,943.26	0.00	32,056.74
<u>A 2250.470-00-0400</u>	HANDICAPPED TUITION	425,000.00	0.00	425,000.00	132,909.86	0.00	292,090.14
<u>A 2250.490-00-0100</u>	HANDICAPPED BOCES	3,296,558.00	0.00	3,296,558.00	1,958,638.27	0.00	1,337,919.73
<u>A 2250.500-00-0400</u>	HANDICAPPED MATL & SUPP DW	7,500.00	-576.16	6,923.84	6,923.14	0.00	0.70
2250	HANDICAPPED PROGRAM	5,192,179.00	-576.16	5,191,602.84	3,034,416.87	178.99	2,157,006.98
<u>A 2280.156-00-0200</u>	OCCUPATIONAL EDUCATION INST SAL	417,480.00	0.00	417,480.00	273,434.10	0.00	144,045.90
<u>A 2280.490-00-0100</u>	OCCUPATIONAL EDUCATION BOCES	974,878.00	0.00	974,878.00	707,295.40	0.00	267,582.60
2280	Occupational Education	1,392,358.00	0.00	1,392,358.00	980,729.50	0.00	411,628.50
22	Special Apportionment Programs	6,584,537.00	-576.16	6,583,960.84	4,015,146.37	178.99	2,568,635.48
<u>A 2330.490-00-0100</u>	TEACH SPEC SCH BOCES	80,684.00	0.00	80,684.00	40,851.60	0.00	39,832.40
<u>A 2330.491-00-0100</u>	ALTERNATIVE EDUCATION BOCES	553,873.00	0.00	553,873.00	375,103.38	0.00	178,769.62

ONEIDA CITY SCHOOL



Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2330	Teaching - Special Schools	634,557.00	0.00	634,557.00	415,954.98	0.00	218,602.02
23	Teaching	634,557.00	0.00	634,557.00	415,954.98	0.00	218,602.02
A 2610.156-10-0200	SCHOOL LIBRARY & AV INST SAL EL	150,557.00	0.00	150,557.00	43,364.40	0.00	107,192.60
A 2610.156-21-0200	SCHOOL LIBRARY & AV INST SAL MS	76,268.00	0.00	76,268.00	54,477.00	0.00	21,791.00
A 2610.156-22-0200	SCHOOL LIBRARY & AV INST SAL HS	63,395.00	0.00	63,395.00	37,165.30	0.00	26,229.70
A 2610.161-00-0200	SCHOOL LIBRARY & AV CLERKS DW	83,386.00	0.00	83,386.00	48,492.37	0.00	34,893.63
A 2610.162-00-0200	SCHOOL LIBRARY & AV AIDS DW	35,400.00	0.00	35,400.00	0.00	0.00	35,400.00
A 2610.460-00-3469	SCHOOL LIBRARY & AV LOAN PROG	21,000.00	-9,407.00	11,593.00	2,995.70	8,597.05	0.25
A 2610.490-00-0169	SCHOOL LIBRARY & AV BOCES	125,689.00	936.00	126,625.00	89,790.53	0.00	36,834.47
A 2610.491-00-0100	SCHOOL LIBRARY (email/internet)	12,223.00	0.00	12,223.00	8,471.40	0.00	3,751.60
A 2610.500-00-3469	SCHOOL LIBRARY & AV MATL & SUPP	29,350.00	-12,463.00	16,887.00	11,883.39	5,002.72	0.89
2610	School Library and Audiovisual	597,268.00	-20,934.00	576,334.00	296,640.09	13,599.77	266,094.14
A 2630.150-00-0100	COMPUTER ASSTED INSTRUCTIONAL SALARY	93,907.00	0.00	93,907.00	71,543.00	0.00	22,364.00
A 2630.161-00-0200	COMPUTER ASSTED SALARY SECRETARY	62,413.00	0.00	62,413.00	48,394.38	0.00	14,018.62
A 2630.220-00-0900	COMPUTER ASSTED INSTR EQUIPMENT DW	55,000.00	98,484.54	153,484.54	22,006.43	131,476.57	1.54
A 2630.460-00-0900	COMPUTER ASSTED INSTR SOFTWARE DW	42,000.00	-18,710.32	23,289.68	17,294.13	0.00	5,995.55
A 2630.490-00-0100	COMPUTER ASSTED INSTR BOCES	159,005.00	0.00	159,005.00	107,312.18	0.00	51,692.82
2630	Computer Assisted Instruction	412,325.00	79,774.22	492,099.22	266,550.12	131,476.57	94,072.53
26	Instructional Media	1,009,593.00	58,840.22	1,068,433.22	563,190.21	145,076.34	360,166.67
A 2805.161-00-0200	ATTENDANCE CLERICAL	10,417.00	0.00	10,417.00	8,013.00	0.00	2,404.00
A 2805.490-00-0100	ATTENDANCE BOCES	54,167.00	0.00	54,167.00	37,106.08	0.00	17,060.92
2805	Attendance - Regular School	64,584.00	0.00	64,584.00	45,119.08	0.00	19,464.92
A 2810.156-00-0200	GUIDANCE INST SAL	584,363.00	0.00	584,363.00	318,705.15	0.00	265,657.85
A 2810.161-00-0200	GUIDANCE SECRETARY	69,770.00	0.00	69,770.00	56,185.42	0.00	13,584.58
A 2810.400-00-3600	GUIDANCE CONTRACTUAL	1,500.00	0.00	1,500.00	833.99	0.00	666.01
A 2810.490-00-0100	GUIDANCE BOCES	72,190.00	0.00	72,190.00	55,494.26	0.00	16,695.74
A 2810.500-00-3600	GUIDANCE MATL & SUPP	3,500.00	-2,179.00	1,321.00	1,184.08	136.15	0.77
2810	Guidance - Regular School	731,323.00	-2,179.00	729,144.00	432,402.90	136.15	296,604.95
A 2815.160-00-0200	HEALTH SERVICES NURSES	286,600.00	0.00	286,600.00	189,693.63	0.00	96,906.37
A 2815.200-00-3300	HEALTH SERVICES EQUIPMENT	3,110.00	0.00	3,110.00	2,756.97	0.00	353.03
A 2815.400-00-0100	HEALTH SERVICES CONTRACT	17,000.00	0.00	17,000.00	3,720.98	0.00	13,279.02
A 2815.400-00-3300	HEALTH SERVICES CONTRACTUAL	2,500.00	0.00	2,500.00	879.25	0.00	1,620.75

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2815.500-00-3300	HEALTH SERVICES MATL & SUPP	8,400.00	0.00	8,400.00	7,599.34	0.00	800.66
2815	Health Services - Regular School *	317,610.00	0.00	317,610.00	204,650.17	0.00	112,959.83
A 2820.500-00-0400	PSYCHOLOGICAL SERVICES MATL & SUPP	1,500.00	0.00	1,500.00	606.30	0.00	893.70
2820	PSYCHOLOGY SERVICES *	1,500.00	0.00	1,500.00	606.30	0.00	893.70
A 2855.150-00-0100	INTERSCHOLASTIC ATHL INST SAL	296,300.00	0.00	296,300.00	234,162.70	0.00	62,137.30
A 2855.400-00-3500	INTERSCHOLASTIC ATHL CONTRACTUAL	78,518.00	-3,088.00	75,430.00	62,617.69	562.10	12,250.21
A 2855.490-00-0100	INTERSCHOLASTIC ATH BOCES SERVICES	7,501.00	0.00	7,501.00	7,350.70	0.00	150.30
A 2855.500-00-3500	INTERSCHOLASTIC ATHL MATL & SUPP	50,300.00	-19,764.00	30,536.00	25,890.16	4,645.35	0.49
2855	INTERSCHOLASTIC ACT. *	432,619.00	-22,852.00	409,767.00	330,021.25	5,207.45	74,538.30
28	Pupil Services **	1,547,636.00	-25,031.00	1,522,605.00	1,012,799.70	5,343.60	504,461.70
2	Instruction ***	23,822,054.00	20,894.72	23,842,948.72	14,760,726.10	177,324.48	8,904,898.14
A 5510.160-00-0200	TRANSPORTATION SUPERVISION	157,388.00	0.00	157,388.00	108,033.15	0.00	49,354.85
A 5510.168-00-0100	TRANSPORTATION REGULAR DRIVING	907,670.00	0.00	907,670.00	648,310.67	0.00	259,359.33
A 5510.169-00-0100	TRANSPORTATION EXTRA DRIVING	230,000.00	0.00	230,000.00	172,317.59	0.00	57,682.41
A 5510.400-00-0600	TRANSPORTATION CONTRACTUAL	457,000.00	0.00	457,000.00	450,972.40	40.00	5,987.60
A 5510.401-00-0300	TRANSPORTATION INSURANCE	54,052.00	0.00	54,052.00	43,596.00	0.00	10,456.00
A 5510.402-00-0100	TRANSPORTATION BOCES BUS MAINT	191,615.00	0.00	191,615.00	130,721.50	0.00	60,893.50
A 5510.490-00-0100	TRANSPORTATION BOCES	11,719.00	0.00	11,719.00	3,954.36	0.00	7,764.64
A 5510.500-00-0600	TRANSPORTATION MATL & SUPP	3,500.00	0.00	3,500.00	2,698.26	230.99	570.75
A 5510.500-00-0696	TRANSPORTATION BUS FUEL	210,000.00	0.00	210,000.00	86,375.80	123,624.20	0.00
5510	District Transportation Services *	2,222,944.00	0.00	2,222,944.00	1,646,979.73	123,895.19	452,069.08
A 5530.400-00-0187	BUS GARAGE POWER	8,000.00	0.00	8,000.00	5,440.30	0.00	2,559.70
A 5530.400-00-0193	BUS GARAGE GAS	6,000.00	0.00	6,000.00	4,526.45	0.00	1,473.55
A 5530.400-00-0600	BUS GARAGE CONTRACTUAL	2,100.00	0.00	2,100.00	2,100.00	0.00	0.00
A 5530.500-00-0600	BUS GARAGE MATL & SUPP	250.00	0.00	250.00	0.00	0.00	250.00
5530	Garage Building *	16,350.00	0.00	16,350.00	12,066.75	0.00	4,283.25
55	Pupil Transportation **	2,239,294.00	0.00	2,239,294.00	1,659,046.48	123,895.19	456,352.33
5	Transportation ***	2,239,294.00	0.00	2,239,294.00	1,659,046.48	123,895.19	456,352.33
A 9010.800-00-0100	EMPLOYEES' RETIREMENT	401,310.00	0.00	401,310.00	265,195.18	0.00	136,114.82
A 9010.800-00-0155	EMPLOYEE'S RETIREMENT TRANSPORTATION	154,000.00	0.00	154,000.00	99,895.70	0.00	54,104.30
9010	EMP. RETIREMENT SYSTEM *	555,310.00	0.00	555,310.00	365,090.88	0.00	190,219.12
A 9020.800-00-0100	TEACHERS' RETIREMENT	1,606,005.00	0.00	1,606,005.00	-39,207.00	0.00	1,645,212.00

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9020	TEACHERS RETIRE. SYSTEM	* 1,606,005.00	0.00	1,606,005.00	-39,207.00	0.00	1,645,212.00
<u>A 9030.800-00-0100</u>	SOCIAL SECURITY	1,452,241.00	0.00	1,452,241.00	869,629.85	0.00	582,611.15
<u>A 9030.800-00-0155</u>	SOCIAL SECURITY TRANSPORTATION	99,072.00	0.00	99,072.00	71,042.54	0.00	28,029.46
9030	FICA	* 1,551,313.00	0.00	1,551,313.00	940,672.39	0.00	610,640.61
<u>A 9040.800-00-0100</u>	WORKERS' COMPENSATION	191,700.00	0.00	191,700.00	159,646.00	0.00	32,054.00
<u>A 9040.800-00-0155</u>	WORKER'S COMP. TRANS.	78,300.00	0.00	78,300.00	68,633.00	0.00	9,667.00
9040	WORKMEN'S COMPENSATION	* 270,000.00	0.00	270,000.00	228,279.00	0.00	41,721.00
<u>A 9050.800-00-0100</u>	UNEMPLOYMENT INSURANCE	25,000.00	0.00	25,000.00	14,709.91	0.00	10,290.09
9050	UNEMPLOYMENT	* 25,000.00	0.00	25,000.00	14,709.91	0.00	10,290.09
<u>A 9055.800-00-0100</u>	DISABILITY INSURANCE	77,484.00	0.00	77,484.00	45,125.89	0.00	32,358.11
<u>A 9055.800-00-0155</u>	DISABILITY INS. TRANSPORTATION	3,229.00	0.00	3,229.00	2,673.18	0.00	555.82
9055	DISABILITY INSURANCE	* 80,713.00	0.00	80,713.00	47,799.07	0.00	32,913.93
<u>A 9060.801-00-0100</u>	HOSP & MED INSURANCE	8,289,536.00	0.00	8,289,536.00	5,969,563.86	0.00	2,319,972.14
<u>A 9060.801-00-0155</u>	HOSP & MED TRANS	529,119.00	0.00	529,119.00	329,066.00	0.00	200,053.00
<u>A 9060.802-00-0100</u>	VISION INSURANCE	101,520.00	0.00	101,520.00	81,680.64	0.00	19,839.36
<u>A 9060.802-00-0155</u>	VISION INSURANCE TRANS	6,480.00	0.00	6,480.00	3,045.87	0.00	3,434.13
<u>A 9060.804-00-0100</u>	HOSP & MED INSURANCE-LIFE	7,053.00	0.00	7,053.00	4,254.84	0.00	2,798.16
<u>A 9060.805-00-0100</u>	HOSP & MED INSURANCE-DENTAL	292,398.00	0.00	292,398.00	206,395.98	0.00	86,002.02
<u>A 9060.805-00-0155</u>	DENTAL INSURANCE TRANS	20,327.00	0.00	20,327.00	17,424.65	0.00	2,902.35
9060	HEALTH INSURANCE	* 9,246,433.00	0.00	9,246,433.00	6,611,431.84	0.00	2,635,001.16
<u>A 9089.800-00-0400</u>	ANNUITY ADMINISTRATION (403b)	7,625.00	0.00	7,625.00	5,957.00	0.00	1,668.00
9089	OTHER	* 7,625.00	0.00	7,625.00	5,957.00	0.00	1,668.00
90	Employee Benefits	** 13,342,399.00	0.00	13,342,399.00	8,174,733.09	0.00	5,167,665.91
<u>A 9711.600-00-0300</u>	CONSTRUCTION BONDS-PRINCIPLE	2,400,000.00	0.00	2,400,000.00	1,335,000.00	0.00	1,065,000.00
<u>A 9711.600-00-0301</u>	BUS BONDS-PRINCIPLE	70,000.00	0.00	70,000.00	70,000.00	0.00	0.00
<u>A 9711.700-00-0300</u>	CONSTRUCTION BONDS-INTEREST	917,338.00	0.00	917,338.00	642,043.75	0.00	275,294.25
<u>A 9711.700-00-0301</u>	BUS BONDS-INTEREST	657.00	0.00	657.00	656.25	0.00	0.75
9711	SERIAL BOND	* 3,387,995.00	0.00	3,387,995.00	2,047,700.00	0.00	1,340,295.00
<u>A 9789.600-00-0300</u>	ENERGY PERFORMANCE - PRINCIPLE	155,665.00	0.00	155,665.00	155,664.32	0.00	0.68
<u>A 9789.700-00-0300</u>	ENERGY PERFORMANCE-INTEREST	1,236.00	0.00	1,236.00	1,235.19	0.00	0.81
9789	Other Debt (Specify)	* 156,901.00	0.00	156,901.00	156,899.51	0.00	1.49
97	Term Bonds - Other (Specify)	** 3,544,896.00	0.00	3,544,896.00	2,204,599.51	0.00	1,340,296.49
<u>A 9901.930-00-0000</u>	TRANSFER TO SCHOOL LUNCH FUND	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 9901.950-00-0300</u>	TRANSFER TO SPECIAL AID FUNDS	50,000.00	0.00	50,000.00	25,296.22	0.00	24,703.78
9901	TRANSFER TO SPECIAL AID *	95,000.00	0.00	95,000.00	25,296.22	0.00	69,703.78
<u>A 9950.900-00-0100</u>	TRANS TO CAPITAL FUND	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
9950	TRANSFER TO CAPITAL *	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
99	Capital Fund Expenditures **	195,000.00	0.00	195,000.00	125,296.22	0.00	69,703.78
9	Employee Benefits & Interfund Transfers ***	17,082,295.00	0.00	17,082,295.00	10,504,628.82	0.00	6,577,666.18
	Fund A Totals:	46,983,114.00	34,119.72	47,017,233.72	29,673,547.68	410,329.88	16,933,356.16
	Grand Totals:	46,983,114.00	34,119.72	47,017,233.72	29,673,547.68	410,329.88	16,933,356.16

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>C.2860.160</u>	NON INST SALARY	224,000.00	0.00	224,000.00	152,471.30	0.00	71,528.70
<u>C.2860.169</u>	NON INST EXTRA PAY	28,000.00	0.00	28,000.00	18,908.81	0.00	9,091.19
<u>C.2860.200</u>	EQUIPMENT	5,000.00	0.00	5,000.00	2,373.10	0.00	2,626.90
<u>C.2860.400</u>	CONTRACTUAL EXPENSE	10,000.00	0.00	10,000.00	5,407.91	1,712.00	2,880.09
<u>C.2860.410</u>	FOOD	340,000.00	0.00	340,000.00	196,990.68	123,524.84	19,484.48
<u>C.2860.420</u>	WAREHOUSE CHARGES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>C.2860.490</u>	BOCES	95,000.00	0.00	95,000.00	66,085.90	28,914.10	0.00
<u>C.2860.500</u>	MATERIALS & SUPPLIES	40,000.00	0.00	40,000.00	17,085.63	17,838.07	5,076.30
2860		743,000.00	0.00	743,000.00	459,323.33	171,989.01	111,687.66
28		743,000.00	0.00	743,000.00	459,323.33	171,989.01	111,687.66
2		743,000.00	0.00	743,000.00	459,323.33	171,989.01	111,687.66
<u>C.9010.800</u>	EMPLOYEES RETIREMENT	40,000.00	0.00	40,000.00	19,863.65	0.00	20,136.35
9010		40,000.00	0.00	40,000.00	19,863.65	0.00	20,136.35
<u>C.9030.800</u>	SOCIAL SECURITY	19,200.00	0.00	19,200.00	12,552.38	0.00	6,647.62
9030		19,200.00	0.00	19,200.00	12,552.38	0.00	6,647.62
<u>C.9060.800</u>	HEALTH INSURANCE	125,000.00	0.00	125,000.00	0.00	0.00	125,000.00
9060		125,000.00	0.00	125,000.00	0.00	0.00	125,000.00
90		184,200.00	0.00	184,200.00	32,416.03	0.00	151,783.97
9		184,200.00	0.00	184,200.00	32,416.03	0.00	151,783.97
Fund CTotals:		927,200.00	0.00	927,200.00	491,739.36	171,989.01	263,471.63
Grand Totals:		927,200.00	0.00	927,200.00	491,739.36	171,989.01	263,471.63

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F005 2110.400-00-00</u>	DG Library & Literacy/Contractual	8,252.10	0.00	8,252.10	192.50	24.99	8,034.61
<u>F005 2110.500-00-00</u>	DG Libr&Literacy Materials &Supplies	2,689.87	0.00	2,689.87	886.43	146.50	1,656.94
2110	*	10,941.97	0.00	10,941.97	1,078.93	171.49	9,691.55
21	**	10,941.97	0.00	10,941.97	1,078.93	171.49	9,691.55
2	***	10,941.97	0.00	10,941.97	1,078.93	171.49	9,691.55
	Fund F005Totals:	10,941.97	0.00	10,941.97	1,078.93	171.49	9,691.55
<u>F009 2110.150-00-00</u>	Salaries for the Middle School Counts program	500.00	0.00	500.00	500.00	0.00	0.00
2110	*	500.00	0.00	500.00	500.00	0.00	0.00
21	**	500.00	0.00	500.00	500.00	0.00	0.00
2	***	500.00	0.00	500.00	500.00	0.00	0.00
	Fund F009Totals:	500.00	0.00	500.00	500.00	0.00	0.00
<u>F010 2110.400-00-00</u>	Bear Creek "Tiny House"/Contractual	18,000.00	0.00	18,000.00	0.00	0.00	18,000.00
<u>F010 2110.500-00-00</u>	Bear Creek "Tiny House"/ Materials &Supplies	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
2110	*	58,000.00	0.00	58,000.00	0.00	0.00	58,000.00
21	**	58,000.00	0.00	58,000.00	0.00	0.00	58,000.00
2	***	58,000.00	0.00	58,000.00	0.00	0.00	58,000.00
	Fund F010Totals:	58,000.00	0.00	58,000.00	0.00	0.00	58,000.00
<u>F038 2110.200-00-00</u>	TITLE III CONSORTIUM - EQUIPMENT	3,422.00	-700.00	2,722.00	0.00	1,223.00	1,499.00
<u>F038 2110.400-00-00</u>	TITLE III CONSORTIUM - PURCHASED SERVICES	1,400.00	700.00	2,100.00	1,140.75	959.25	0.00
2110	*	4,822.00	0.00	4,822.00	1,140.75	2,182.25	1,499.00
21	**	4,822.00	0.00	4,822.00	1,140.75	2,182.25	1,499.00
2	***	4,822.00	0.00	4,822.00	1,140.75	2,182.25	1,499.00
	Fund F038Totals:	4,822.00	0.00	4,822.00	1,140.75	2,182.25	1,499.00
<u>F120 2250.150-00-00</u>	Instructional Salaries	479,354.00	0.00	479,354.00	293,036.08	0.00	186,317.92
<u>F120 2250.400-00-00</u>	Purchased Services	58,043.00	0.00	58,043.00	53,239.82	0.00	4,803.18
<u>F120 2250.500-00-00</u>	Materials and Supplies	776.00	0.00	776.00	365.85	0.00	410.15
2250	*	538,173.00	0.00	538,173.00	346,641.75	0.00	191,531.25
22	**	538,173.00	0.00	538,173.00	346,641.75	0.00	191,531.25

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2		538,173.00	0.00	538,173.00	346,641.75	0.00	191,531.25
	Fund F120Totals:	538,173.00	0.00	538,173.00	346,641.75	0.00	191,531.25
F219 2110.150-00-00	Title IIA Instructional Salaries	60,047.26	-10,800.00	49,247.26	49,247.26	0.00	0.00
F219 2110.400-00-00	Title IIA Contractual	1,388.69	5,000.00	6,388.69	2,765.84	0.00	3,622.85
F219 2110.460-00-00	Title IIA Travel	0.00	5,800.00	5,800.00	3,401.12	0.00	2,398.88
F219 2110.500-00-01	Title IIA Materials & Supplies - St. Pat's	1,614.15	0.00	1,614.15	0.00	0.00	1,614.15
F219 2110.500-00-02	Title IIA Materials & Supplies - Holy Cross	34.79	2,915.21	2,950.00	2,915.21	0.00	34.79
2110		63,084.89	2,915.21	66,000.10	58,329.43	0.00	7,670.67
21		63,084.89	2,915.21	66,000.10	58,329.43	0.00	7,670.67
2		63,084.89	2,915.21	66,000.10	58,329.43	0.00	7,670.67
	Fund F219Totals:	63,084.89	2,915.21	66,000.10	58,329.43	0.00	7,670.67
F220 2110.150-00-00	INSTRUCTIONAL SALARIES	72,166.00	0.00	72,166.00	33,120.98	0.00	39,045.02
F220 2110.400-00-00	CONTRACTUAL	6,000.00	5,000.00	11,000.00	8,476.57	0.00	2,523.43
F220 2110.400-00-02	CONTRACTUAL (HOLY CROSS)	1,376.00	0.00	1,376.00	535.00	0.00	841.00
F220 2110.490-11-14	BOCES SERVICES (ST. PATS)	1,124.00	0.00	1,124.00	0.00	0.00	1,124.00
F220 2110.802-00-00	TEACHERS RETIREMENT SYSTEM	3,624.00	0.00	3,624.00	2,174.40	0.00	1,449.60
F220 2110.803-00-00	SOCIAL SECURITY	3,129.00	0.00	3,129.00	2,428.68	0.00	700.32
F220 2110.804-00-00	HEALTH INSURANCE	32,345.00	-5,000.00	27,345.00	19,407.00	0.00	7,938.00
2110		119,764.00	0.00	119,764.00	66,142.63	0.00	53,621.37
21		119,764.00	0.00	119,764.00	66,142.63	0.00	53,621.37
2		119,764.00	0.00	119,764.00	66,142.63	0.00	53,621.37
	Fund F220Totals:	119,764.00	0.00	119,764.00	66,142.63	0.00	53,621.37
F320 2250.150-00-00	Instructional Salaries	14,322.00	0.00	14,322.00	8,463.30	0.00	5,858.70
F320 2250.400-00-00	Purchased Services	7,855.00	0.00	7,855.00	7,489.48	0.00	365.52
F320 2250.500-00-00	Materials and Supplies	464.00	0.00	464.00	0.00	0.00	464.00
2250		22,641.00	0.00	22,641.00	15,952.78	0.00	6,688.22
22		22,641.00	0.00	22,641.00	15,952.78	0.00	6,688.22
2		22,641.00	0.00	22,641.00	15,952.78	0.00	6,688.22
	Fund F320Totals:	22,641.00	0.00	22,641.00	15,952.78	0.00	6,688.22

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F520 2253.400-00-00</u>	Summer School Handicapped Purchased Services	1,000.00	1,507.00	2,507.00	2,506.16	0.00	0.84
<u>F520 2253.472-00-00</u>	Summer School Handicapped Tuition	30,000.00	0.00	30,000.00	29,337.00	0.00	663.00
<u>F520 2253.490-00-00</u>	Summer School Handicapped BOCES	121,000.00	7,900.00	128,900.00	128,838.00	0.00	62.00
2253	*	152,000.00	9,407.00	161,407.00	160,681.16	0.00	725.84
22	**	152,000.00	9,407.00	161,407.00	160,681.16	0.00	725.84
2	***	152,000.00	9,407.00	161,407.00	160,681.16	0.00	725.84
<u>F520 5510.150-00-00</u>	Summer School Handicapped Trans Salaries	17,000.00	3,383.00	20,383.00	0.00	0.00	20,383.00
<u>F520 5510.400-00-00</u>	Summer School Handicapped Trans Contractual	36,000.00	0.00	36,000.00	0.00	0.00	36,000.00
<u>F520 5510.800-00-00</u>	Summer School Handicapped Employee Benefits	12,000.00	-1,970.00	10,030.00	0.00	0.00	10,030.00
5510	*	65,000.00	1,413.00	66,413.00	0.00	0.00	66,413.00
55	**	65,000.00	1,413.00	66,413.00	0.00	0.00	66,413.00
5	***	65,000.00	1,413.00	66,413.00	0.00	0.00	66,413.00
	Fund F520Totals:	217,000.00	10,820.00	227,820.00	160,681.16	0.00	67,138.84
<u>F619 2110.500-11-14</u>	TITLE IV PART A - MATERIALS & SUPPLIES (ST. PATS)	107.00	0.00	107.00	0.00	0.00	107.00
<u>F619 2110.500-11-15</u>	TITLE IV PART A - MATERIALS & SUPPLIES (HOLY CROSS)	13.32	2,016.68	2,030.00	1,860.56	0.00	169.44
2110	*	120.32	2,016.68	2,137.00	1,860.56	0.00	276.44
21	**	120.32	2,016.68	2,137.00	1,860.56	0.00	276.44
2	***	120.32	2,016.68	2,137.00	1,860.56	0.00	276.44
	Fund F619Totals:	120.32	2,016.68	2,137.00	1,860.56	0.00	276.44
<u>F620 2110.150-00-00</u>	PROFESSIONAL SALARIES	35,799.00	0.00	35,799.00	21,045.45	0.00	14,753.55
<u>F620 2110.400-00-00</u>	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
<u>F620 2110.500-00-00</u>	SUPPLIES & MATERIALS	2,000.00	0.00	2,000.00	0.00	1,778.07	221.93
<u>F620 2110.500-11-14</u>	MATERIALS & SUPPLIES (ST. PATS)	1,626.00	0.00	1,626.00	1,624.00	0.00	2.00
<u>F620 2110.500-11-15</u>	MATERIALS & SUPPLIES (HOLY CROSS)	1,990.00	0.00	1,990.00	130.15	0.00	1,859.85
<u>F620 2110.802-00-00</u>	TEACHERS RETIREMENT SYSTEM	3,172.00	0.00	3,172.00	1,903.20	0.00	1,268.80
<u>F620 2110.803-00-00</u>	SOCIAL SECURITY	2,739.00	0.00	2,739.00	1,524.38	0.00	1,214.62
<u>F620 2110.804-00-00</u>	HEALTH INSURANCE	10,193.00	0.00	10,193.00	6,115.80	0.00	4,077.20
2110	*	57,519.00	0.00	57,519.00	32,342.98	1,778.07	23,397.95

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
21		57,519.00	0.00	57,519.00	32,342.98	1,778.07	23,397.95
2		57,519.00	0.00	57,519.00	32,342.98	1,778.07	23,397.95
Fund F620Totals:		57,519.00	0.00	57,519.00	32,342.98	1,778.07	23,397.95
<u>F819 2110.500-00-00</u>	TITLE V MATERIALS & SUPPLIES	13,642.76	0.00	13,642.76	0.00	0.00	13,642.76
2110		13,642.76	0.00	13,642.76	0.00	0.00	13,642.76
21		13,642.76	0.00	13,642.76	0.00	0.00	13,642.76
2		13,642.76	0.00	13,642.76	0.00	0.00	13,642.76
Fund F819Totals:		13,642.76	0.00	13,642.76	0.00	0.00	13,642.76
<u>F820 2110.150-00-00</u>	PROFESSIONAL SALARIES	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
<u>F820 2110.400-00-00</u>	CONTRACTUAL	5,000.00	0.00	5,000.00	4,800.00	0.00	200.00
<u>F820 2110.500-00-00</u>	MATERIALS & SUPPLIES	23,757.00	0.00	23,757.00	3,649.44	20,066.79	40.77
2110		37,757.00	0.00	37,757.00	8,449.44	20,066.79	9,240.77
21		37,757.00	0.00	37,757.00	8,449.44	20,066.79	9,240.77
2		37,757.00	0.00	37,757.00	8,449.44	20,066.79	9,240.77
Fund F820Totals:		37,757.00	0.00	37,757.00	8,449.44	20,066.79	9,240.77
<u>F919 2110.400-00-00</u>	TITLE I - PURCHASED SERVICES	289.43	0.00	289.43	0.00	0.00	289.43
<u>F919 2110.490-00-00</u>	TITLE I - BOCES SERVICES	2,893.00	0.00	2,893.00	0.00	0.00	2,893.00
<u>F919 2110.500-00-00</u>	TITLE I - SUPPLIES & MATERIALS	6,285.43	0.00	6,285.43	0.00	0.00	6,285.43
<u>F919 2110.500-11-14</u>	TITLE I - MATERIALS & SUPPLIES (ST. PATS)	821.90	0.00	821.90	0.00	0.00	821.90
<u>F919 2110.500-11-15</u>	TITLE I - MATERIALS & SUPPLIES (HOLY CROSS)	1.28	2,140.72	2,142.00	0.00	0.00	2,142.00
2110		10,291.04	2,140.72	12,431.76	0.00	0.00	12,431.76
21		10,291.04	2,140.72	12,431.76	0.00	0.00	12,431.76
2		10,291.04	2,140.72	12,431.76	0.00	0.00	12,431.76
Fund F919Totals:		10,291.04	2,140.72	12,431.76	0.00	0.00	12,431.76
<u>F919SI 2110.150-00-00</u>	TITLE I SCHOOL IMPROVEMENT - INSTRUCTIONAL SALARIES	1,593.60	2,270.66	3,864.26	3,864.26	0.00	0.00
<u>F919SI 2110.400-00-00</u>	TITLE I SCHOOL IMPROVEMENT - PURCHASED SERVICES	1,750.00	-1,750.00	0.00	0.00	0.00	0.00
<u>F919SI 2110.479-00-00</u>	TITLE I SCHOOL IMPROVEMENT - TRAVEL	393.36	-393.36	0.00	0.00	0.00	0.00

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F919SI 2110.500-00-00</u>	TITLE I SCHOOL IMPROVEMENT - MATERIALS & SUPPLIES	127.30	-127.30	0.00	0.00	0.00	0.00
2110	*	3,864.26	0.00	3,864.26	3,864.26	0.00	0.00
21	**	3,864.26	0.00	3,864.26	3,864.26	0.00	0.00
2	***	3,864.26	0.00	3,864.26	3,864.26	0.00	0.00
	Fund F919SITotals:	3,864.26	0.00	3,864.26	3,864.26	0.00	0.00
<u>F920D 2110.490-00-00</u>	BOCES SERVICES	11,795.00	37.00	11,832.00	11,795.00	0.00	37.00
2110	*	11,795.00	37.00	11,832.00	11,795.00	0.00	37.00
21	**	11,795.00	37.00	11,832.00	11,795.00	0.00	37.00
2	***	11,795.00	37.00	11,832.00	11,795.00	0.00	37.00
	Fund F920DTotals:	11,795.00	37.00	11,832.00	11,795.00	0.00	37.00
<u>F920SI 2110.150-00-00</u>	Instructional Salaries	58,160.00	43,344.00	101,504.00	4,658.58	0.00	96,845.42
<u>F920SI 2110.400-00-00</u>	Purchased Services	36,000.00	0.00	36,000.00	21,149.99	3,250.00	11,600.01
<u>F920SI 2110.479-00-00</u>	Travel	848.00	0.00	848.00	788.88	0.00	59.12
<u>F920SI 2110.490-00-00</u>	BOCES Services	32,852.00	40,284.00	73,136.00	40,352.00	0.00	32,784.00
<u>F920SI 2110.500-00-00</u>	Materials and Supplies	22,140.00	8,800.00	30,940.00	2,245.69	0.00	28,694.31
<u>F920SI 2110.804-00-00</u>	Health Insurance	0.00	7,572.00	7,572.00	0.00	0.00	7,572.00
2110	*	150,000.00	100,000.00	250,000.00	69,195.14	3,250.00	177,554.86
21	**	150,000.00	100,000.00	250,000.00	69,195.14	3,250.00	177,554.86
2	***	150,000.00	100,000.00	250,000.00	69,195.14	3,250.00	177,554.86
	Fund F920SITotals:	150,000.00	100,000.00	250,000.00	69,195.14	3,250.00	177,554.86
<u>FP20 2510.150-00-00</u>	Pre-K Instructional Salaries	142,197.00	0.00	142,197.00	93,263.36	0.00	48,933.64
<u>FP20 2510.160-00-00</u>	Pre-K Support Salaries	30,704.00	0.00	30,704.00	21,417.82	0.00	9,286.18
<u>FP20 2510.400-00-00</u>	Pre-K Purchased Services	30,464.00	0.00	30,464.00	0.00	0.00	30,464.00
<u>FP20 2510.500-00-00</u>	Pre-K Materials & Supplies	9,949.00	0.00	9,949.00	9,276.85	0.00	672.15
<u>FP20 2510.800-00-01</u>	Pre-K Social Security	10,878.00	0.00	10,878.00	5,945.02	0.00	4,932.98
<u>FP20 2510.800-00-02</u>	Pre-K Teacher's Retirement System	12,598.00	0.00	12,598.00	7,558.80	0.00	5,039.20
<u>FP20 2510.800-00-03</u>	Pre-K Health Insurance	37,396.00	0.00	37,396.00	22,437.60	0.00	14,958.40
2510	*	274,186.00	0.00	274,186.00	159,899.45	0.00	114,286.55
25	**	274,186.00	0.00	274,186.00	159,899.45	0.00	114,286.55

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2		274,186.00	0.00	274,186.00	159,899.45	0.00	114,286.55
	Fund FP20Totals:	274,186.00	0.00	274,186.00	159,899.45	0.00	114,286.55
<u>FT20.2110.400-00-00</u>	PURCHASED SERVICES	10,295.40	0.00	10,295.40	893.50	0.00	9,401.90
2110		10,295.40	0.00	10,295.40	893.50	0.00	9,401.90
21		10,295.40	0.00	10,295.40	893.50	0.00	9,401.90
2		10,295.40	0.00	10,295.40	893.50	0.00	9,401.90
	Fund FT20Totals:	10,295.40	0.00	10,295.40	893.50	0.00	9,401.90
<u>FTI20.2110.150-00-00</u>	PROFESSIONAL SALARIES	532,352.00	0.00	532,352.00	296,521.96	0.00	235,830.04
FTI20.2110.400-11-14	PURCHASED SERVICES (ST. PAT'S)	7,904.00	0.00	7,904.00	7,904.00	0.00	0.00
FTI20.2110.400-11-15	PURCHASED SERVICES (HOLY CROSS)	3,161.00	0.00	3,161.00	0.00	0.00	3,161.00
FTI20.2110.500-00-00	MATERIALS & SUPPLIES	14,707.00	-0.93	14,706.07	184.90	0.00	14,521.17
FTI20.2110.500-11-14	MATERIALS & SUPPLIES (ST. PAT'S)	80.00	0.93	80.93	80.93	0.00	0.00
FTI20.2110.500-11-15	MATERIALS & SUPPLIES (HOLY CROSS)	32.00	0.00	32.00	2,140.72	0.00	-2,108.72
FTI20.2110.802-00-00	TEACHERS RETIREMENT SYSTEM	45,951.00	0.00	45,951.00	27,570.60	0.00	18,380.40
FTI20.2110.803-00-00	SOCIAL SECURITY	39,676.00	0.00	39,676.00	21,616.31	0.00	18,059.69
FTI20.2110.804-00-00	HEALTH INSURANCE	127,978.00	0.00	127,978.00	76,786.80	0.00	51,191.20
2110		771,841.00	0.00	771,841.00	432,806.22	0.00	339,034.78
21		771,841.00	0.00	771,841.00	432,806.22	0.00	339,034.78
2		771,841.00	0.00	771,841.00	432,806.22	0.00	339,034.78
	Fund FTI20Totals:	771,841.00	0.00	771,841.00	432,806.22	0.00	339,034.78

Grand Totals: 2,376,238.64 117,929.61 2,494,168.25 1,371,573.98 27,448.60 1,095,145.67

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>H005 2110.200-00-SS-1</u>	District Wide/Smart Schools Equipment Ph 1	450,020.00	0.00	450,020.00	322,928.96	127,083.64	7.40
<u>H005 2110.240-00-SS-1</u>	District Wide/ Smart Schools/ Ph-1	3,929.00	0.00	3,929.00	0.00	0.00	3,929.00
2110	*	453,949.00	0.00	453,949.00	322,928.96	127,083.64	3,936.40
21	**	453,949.00	0.00	453,949.00	322,928.96	127,083.64	3,936.40
2	***	453,949.00	0.00	453,949.00	322,928.96	127,083.64	3,936.40
Fund H005Totals:		453,949.00	0.00	453,949.00	322,928.96	127,083.64	3,936.40
<u>H006 1620.293-00-SS-2</u>	District Wide /Smart Schools Ph 2	109,291.00	0.00	109,291.00	0.00	0.00	109,291.00
1620	*	109,291.00	0.00	109,291.00	0.00	0.00	109,291.00
16	**	109,291.00	0.00	109,291.00	0.00	0.00	109,291.00
1	***	109,291.00	0.00	109,291.00	0.00	0.00	109,291.00
<u>H006 2110.200-00-SS-2</u>	District Wide/Smart Schools Equipment Ph 1	366,936.00	0.00	366,936.00	0.00	0.00	366,936.00
<u>H006 2110.240-00-SS-2</u>	District Wide/ Smart Schools/ Ph-2	47,046.00	0.00	47,046.00	0.00	0.00	47,046.00
<u>H006 2110.245-00-SS-2</u>	District Wide/ Smart Schools/ Ph-2	10,200.00	0.00	10,200.00	10,200.00	0.00	0.00
2110	*	424,182.00	0.00	424,182.00	10,200.00	0.00	413,982.00
21	**	424,182.00	0.00	424,182.00	10,200.00	0.00	413,982.00
2	***	424,182.00	0.00	424,182.00	10,200.00	0.00	413,982.00
Fund H006Totals:		533,473.00	0.00	533,473.00	10,200.00	0.00	523,273.00
<u>H008 1620.400-00-00</u>	District Wide - Contractual	122,333.24	28,740.00	151,073.24	122,491.10	2,429.36	26,152.78
1620	*	122,333.24	28,740.00	151,073.24	122,491.10	2,429.36	26,152.78
16	**	122,333.24	28,740.00	151,073.24	122,491.10	2,429.36	26,152.78
1	***	122,333.24	28,740.00	151,073.24	122,491.10	2,429.36	26,152.78
Fund H008Totals:		122,333.24	28,740.00	151,073.24	122,491.10	2,429.36	26,152.78
<u>H120 1620.293-00-00</u>	High School Reconstruction - General Construction	83,000.00	0.00	83,000.00	24,412.53	0.00	58,587.47
1620	*	83,000.00	0.00	83,000.00	24,412.53	0.00	58,587.47
16	**	83,000.00	0.00	83,000.00	24,412.53	0.00	58,587.47
1	***	83,000.00	0.00	83,000.00	24,412.53	0.00	58,587.47
<u>H120 2110.240-00-00</u>	High School Reconstruction - Incidentals	1,000.00	1,000.00	2,000.00	1,603.75	0.00	396.25
<u>H120 2110.243-00-00</u>	High School Reconstruction - Insurance	500.00	-500.00	0.00	0.00	0.00	0.00
<u>H120 2110.244-00-00</u>	High School Reconstruction - Legal Fees	500.00	-500.00	0.00	0.00	0.00	0.00
<u>H120 2110.245-00-00</u>	High School Reconstruction - Architect's Fees	15,000.00	0.00	15,000.00	14,250.00	0.00	750.00

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2110	*	17,000.00	0.00	17,000.00	15,853.75	0.00	1,146.25
21	**	17,000.00	0.00	17,000.00	15,853.75	0.00	1,146.25
2	***	17,000.00	0.00	17,000.00	15,853.75	0.00	1,146.25
Fund H120Totals:		100,000.00	0.00	100,000.00	40,266.28	0.00	59,733.72
Grand Totals:		1,209,755.24	28,740.00	1,238,495.24	495,886.34	129,513.00	613,095.90

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2019 To 3/31/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
V 9901.900-00-0100	INTERFUND TRANSFERS	0.00	0.00	0.00	50,000.00	0.00	-50,000.00
9901	*	0.00	0.00	0.00	50,000.00	0.00	-50,000.00
99	**	0.00	0.00	0.00	50,000.00	0.00	-50,000.00
9	***	0.00	0.00	0.00	50,000.00	0.00	-50,000.00
Fund VTotals:		0.00	0.00	0.00	50,000.00	0.00	-50,000.00
Grand Totals:		0.00	0.00	0.00	50,000.00	0.00	-50,000.00

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: PERSONNEL
DATE: May 19, 2020

We are recommending the approval of the attached personnel items.

RECOMMENDED ACTION

**Motion to approve the attached personnel items for the May 19, 2020
Board of Education Meeting as submitted.**

MOTION MADE BY _____

SECONDED BY _____

A____ N____

Oneida City School District
 Personnel Report
 May 19, 2020
 Board of Education Meeting

RECOMMENDED INSTRUCTIONAL RESIGNATIONS

Personnel	Building	Tenure Area	Effective
Sullivan, Sarah	OHS	Chemistry/Living Environment	June 26, 2020
Poulos, Beth	OHS	.5 FTE Physical Education	June 26, 2020

RECOMMENDED INSTRUCTIONAL APPOINTMENTS

Personnel	Building	Tenure Area	Effective
Snyder, Katherine	NB	Childhood Education Kindergarten	September 1, 2020
Bradley, Grace	NB	Childhood Education Grade 4	September 1, 2020
Woodcock, Casey	WP	Childhood Education Grade 5	September 1, 2020
Siple, Jordan	NB	Childhood Education Grade 4	September 1, 2020
Sweet, Kayla	SS/WP	Physical Education	September 1, 2020
DiGennaro, Karen	OSMS	English Language Arts	September 1, 2020
Poulos, Beth	OHS	Physical Education	September 1, 2020

RECOMMENDED INSTRUCTIONAL TRANSFERS

Personnel	Transfer from	Transfer to	Tenure Area	Effective
Kimball, Abigail	OSMS	OHS	English Language Arts	9/1/2020
Curro, Mike	NB/WP	OHS	Physical Education	9/1/2020
D'Arcangelis, Anthony	SS/WP	NB/WP	Physical Education	9/1/2020
Hawthorne, Christine	NB Kdg	NB AIS	Childhood Education	9/1/2020
Race, Krystina	NB Gr 4	DV Kdg	Childhood Education	9/1/2020
Crowley, Michelle	NB Gr 4	SS/WP AIS	Childhood Education	9/1/2020
Dolson, Mandy	OHS Rdg	DV Rdg	Reading	9/1/2020

RECOMMENDED SUBSTITUTE TEACHERS

AS ATTACHED

CLASSIFIED PERSONNEL

AS ATTACHED

Oneida City School District
Personnel Report
May 19, 2020
Board of Education Meeting

RECOMMENDED SUBSTITUTE TEACHERS

AS ATTACHED

CLASSIFIED PERSONNEL

AS ATTACHED

RECOMMENDED APPOINTMENT

NAME: Katherine Snyder

TENURE AREA: Childhood Education
Kindergarten at North Broad

EFFECTIVE: September 1, 2020

EDUCATION: Bachelors of Science in Early Childhood/Childhood
Education
SUNY Oneonta, 2014

EXPERIENCE: UPK Teacher
Small Blessings Preschool
Sauquoit, NY
August 2018 – June 2020

Substitute Teacher
Vernon Verona Sherrill School District
May 2018 – August 2018

CERTIFICATION: Childhood Education, Initial;
Early Childhood Education, Initial;

PROBATIONARY: 4 years

SALARY: \$49,500 as per OTA contract

RECOMMENDED APPOINTMENT

NAME: Grace Bradley

TENURE AREA: Childhood Education
Grade 4 at North Broad

EFFECTIVE: September 1, 2020

EDUCATION: Bachelors of Science in Psych Child Life, Early Childhood/
Childhood Education
Utica College, 2019

EXPERIENCE: Long Term Substitute
Oneida City School District
February 2020 – June 2020

Long Term Substitute
Oneida City School District
September 2019 – November 2019

Long Term Substitute
Vernon Verona Sherril School District
February 2019 – June 2019

Substitute Teacher
Oneida, VVS and Canastota School Districts
May 2017 - current

CERTIFICATION: Childhood Education, Initial;
Early Childhood Education, Initial;

PROBATIONARY: 4 years

SALARY: \$49,500 as per OTA contract

RECOMMENDED APPOINTMENT

NAME: Casey Woodcock

TENURE AREA: Childhood Education
Grade 5 at Willard Prior

EFFECTIVE: September 1, 2020

EDUCATION: Masters in Elementary Education
SUNY Cortland, 2020

Bachelors of Science in Entrepreneurship
Grove City College, 2017

EXPERIENCE: 1:1 Aide
Oneida City School District
September 2018 – January 2019

Long Term Substitute Teacher
Oneida City School District
October 2018 – January 2019

CERTIFICATION: Childhood Education, Initial; *Pending*

PROBATIONARY: 4 years

SALARY: \$55,865 as per OTA contract

RECOMMENDED APPOINTMENT

NAME: Jordan Siple

TENURE AREA: Childhood Education
Grade 4 at North Broad

EFFECTIVE: September 1, 2020

EDUCATION: Masters in Childhood Literacy
SUNY Cortland, 2015

Bachelors of Science in Elementary Educ/Special Educ
St. Bonaventure University, 2011

EXPERIENCE: Elementary Teacher
Utica School District
September 2016 – August 2020

Library Clerk
Sherrill Kenwood Free Library
2010

CERTIFICATION: Childhood Education, Initial;
Early Childhood Education, Initial;
Students w/Disabilities 1-6, Initial;
Literacy B-6, Initial;

PROBATIONARY: 3 years; pending proof of prior tenure

SALARY: \$60,618 as per OTA contract

RECOMMENDED APPOINTMENT

NAME: Kayla Sweet

TENURE AREA: Physical Education
SS/WP

EFFECTIVE: September 1, 2020

EDUCATION: Master of Science in Physical Education
Canisius College, 2015

Bachelors of Science Physical Education
SUNY Cortland, 2009

EXPERIENCE: High School Phys Educ Teacher
Fonda Fultonville CSD
2018-2019

High School Special Educ Teaching Assistant
Fonda Fultonville CSD
2017-2018

Elementary Physical Education Teacher
Memorial Park Elementary School, Waterville
2013-2016

CERTIFICATION: Physical Education, Professional;

PROBATIONARY: 3 years

SALARY: \$59,766 as per OTA contract

RECOMMENDED APPOINTMENT

NAME: Karen DiGennaro

TENURE AREA: ELA Teacher
OSMS

EFFECTIVE: September 1, 2020

EDUCATION: Master of Science in Library & Information Science
Syracuse University, 2014

Bachelors of Science English
Utica College, 2006

EXPERIENCE: English Teacher
Union-Endicott High School
September 2017 - current

English Teacher
Waterville Central Schools
2007-2017

CERTIFICATION: English Language Arts 7-12, Professional;
Library Media Specialist, Professional;

PROBATIONARY: 3 years

SALARY: \$60,618 as per OTA contract

RECOMMENDED APPOINTMENT

NAME: Beth Poulos

TENURE AREA: Physical Education

EFFECTIVE: September 1, 2020

EDUCATION: Bachelors
Physical Education, 2017
SUNY Cortland

Bachelors
Spanish, 2002
Le Moyne College

EXPERIENCE: Physical Education Teacher .5FTE
Oneida City School District
2018 - current

CERTIFICATION: Physical Education, Initial
2018

PROBATIONARY: 4 years

SALARY: \$52,556 as per OTA contract

Oneida City School District
Personnel Report
Board of Education Meeting
May 19, 2020

Recommended Substitute Teacher

Substitute Name	Area(s) to Sub	Certification
McKayla Marshall	Any	Non-Certified

Oneida City School District
Personnel Report
May 19, 2020
Board of Education Meeting

CLASSIFIED PERSONNEL

RECOMMENDED CLASSIFIED TRANSFER

NAME	TITLE	LOCATION FROM	LOCATION TO	EFFECTIVE DATE
Brian Schuck	Custodian	HS 2:30pm – 11:00pm	OSMS 2:00pm – 10:30pm	7/1/20

RECOMMENDED CLASSIFIED SUBSTITUTE APPOINTMENTS

NAME	TITLE	LOCATION
McKayla Marshall	Teacher Aide	District Wide

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: 2020-2021 BUDGET VOTE ELECTION INSPECTORS
DATE: MAY 19, 2020

A resolution is needed to establish a daily rate of pay and appointment of the Election Inspectors for the services provided relative to the Board of Education Budget Vote to be held on June 9, 2020.

District Office

Head Inspector	James Tuggey	\$150.00
	Barbara Allen	\$125.00
	Irene Tooker	\$125.00

Alternates:

Kathleen Erdo
Gail Hood

RECOMMENDED ACTION

Motion to approve the Election Inspectors as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: TYPE II RESOLUTION CAPITAL OUTLAY
DATE: MAY 19, 2020

The Resolution Regarding State Environmental Quality Review is attached for your review and approval as submitted.

RECOMMENDED ACTION

Motion to approve the Type II Resolution Capital Outlay as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

RESOLUTION REGARDING
STATE ENVIRONMENTAL QUALITY REVIEW
May 19, 2020

WHEREAS, the Oneida City School District (the "District") Board of Education has considered the impacts to the environment of the following Scope of Work to be completed during the 2020-21 school year:

Willard Prior Elementary interior improvements including ADA complaint entranceways and floor tile replacement.

WHEREAS, the Board has reviewed the scope of the project and has further received and considered the advice of its architects with respect to the potential for environmental impacts resulting from the proposed action; and

WHEREAS, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR part 617.5(c), now therefore;

BE IT RESOLVED, by the Board of Education as follows:

1. The Proposed Action, does not exceed thresholds established under 6 NYCRR Part 617, of the State Environmental Quality Review Act, (SEQRA).
2. The Board hereby determines the Proposed Action is a Type II action in accordance with the SEQRA regulations.
3. No further review of the Proposed Action is required under SEQRA.
4. This resolution shall be effective immediately.

AYES _____ NAYS _____

James Rowley, District Clerk

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: AMENDED ONEIDA COMPANY LTD TAX CERTIORARI
DATE: MAY 19, 2020

The amended resolution for the Oneida Company Ltd. Tax Certiorari is attached for your review and approval as submitted.

RECOMMENDED ACTION

Motion to approve the amended resolution for Oneida Company Ltd. tax certiorari as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

AMENDED RESOLUTION

At a Regular Meeting of the Board of Education of the Oneida City School District (the “Board of Education”), held on _____, 2020;

The meeting was called to order by Robert Group, President of the Board of Education, and upon roll being called, the following members were:

PRESENT:

ABSENT:

OTHERS ALSO PRESENT:

The following Resolution was offered by _____, and seconded by _____.

WHEREAS, Oneida Company Ltd. filed tax certiorari proceedings challenging the assessment of real property located at 1032 Oneida Plaza Drive in the City of Oneida, for the 2017-18, 2018-19, and 2019-20 tax years; and

WHEREAS, the Board of Education previously resolved on December 10, 2019 to approve a settlement of the pending proceedings upon the following terms:

- a. Discontinue the 2017 assessment;
- b. Reduce the 2018 and 2019 assessments to \$1,900,000;
- c. Set the 2020, 2021 and 2022 assessments at \$1,600,000; and

WHEREAS, there was a miscommunication between the parties with respect to the terms of the settlement proposal; and

WHEREAS, Oneida Company Ltd. had proposed settlement of the pending proceedings upon the following terms:

- d. Reduce the 2017 assessment to \$2,100,000;
- e. Reduce the 2018 and 2019 assessments to \$1,900,000;
- f. Set the 2020, 2021 and 2022 assessments at \$1,600,000; and

WHEREAS, the City of Oneida has approved the settlement proposal; and

WHEREAS, the Board of Education seeks to amend its prior Resolution to be consistent with the terms outlined above.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Education agrees to settle the tax certiorari proceedings commenced by Oneida Company Ltd. in accordance with the terms set forth above and hereby delegates to Ferrara Fiorenza PC the authority to execute such settlement documents.
2. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

AYES: _____

NAYS: _____

The Resolution was thereupon declared adopted.

Dated: _____

**School District Clerk
Oneida City School District**

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: ADMINISTRATIVE CONTRACT ADDENDUM
DATE: MAY 19, 2020

The addendum between the Board of Education of the Oneida City School District and Genevieve Brauner, the Administrator of Technology is attached for your review and approval as submitted.

RECOMMENDED ACTION

Motion to approve the Addendum between the Board of Education of the Oneida City School District and Genevieve Brauner, the Administrator of Technology as submitted.

MOTION MADE BY _____

SECONDED BY _____

A____ N____

Addendum

This addendum is entered between the Board of Education of the Oneida City School District (“the Board”) and Genevieve Brauner, the Administrator of Technology (“the Administrator”).

Whereas, the Board and the Administrator are parties to an agreement for the period of December 1, 2018 through June 30, 2023 (“the Agreement”); and

Whereas, the Board and the Administrator wish to amend certain provisions of the Agreement.

Now therefore, the Board and the Administrator hereby agree:

1. The first paragraph of Section 10, Vacation Leave, of the Agreement shall be revised as follows:

The Administrator shall be entitled to twenty-two (22) vacation days each school year, available on July 1 but earned pro-rata throughout the year. Unused vacation days, up to a maximum of twenty (20) may be carried into the following school year. The maximum number of days that may be available in any school year as a result of carried over days and annual allotment of days shall not exceed forty-two (42) vacation days

2. The foregoing amendment shall continue throughout the term of the Agreement unless subsequently modified by the parties in writing.
3. All other provisions of Section 10 and of the Agreement not specifically addressed herein shall remain in full force and effect.

For the Board of Education:

Mary Margaret Zehr, Superintendent

Genevieve Brauner

Date: _____

Date: _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: ADMINISTRATIVE CONTRACT ADDENDUM
DATE: MAY 19, 2020

The addendum between the Board of Education of the Oneida City School District and Jessica Poyer, the Administrator for Curriculum, Instruction & Assessment is attached for your review and approval as submitted.

RECOMMENDED ACTION

Motion to approve the Addendum between the Board of Education of the Oneida City School District and Jessica Poyer, the Administrator for Curriculum, Instruction & Assessment as submitted.

MOTION MADE BY _____

SECONDED BY _____

A ___ N ___

Addendum

This addendum is entered between the Board of Education of the Oneida City School District (“the Board”) and Jessica Poyer, the Administrator for Curriculum, Instruction, & Assessment (“the Administrator”).

Whereas, the Board and the Administrator are parties to an agreement for the period of July 1, 2020 through June 30, 2023 (“the Agreement”); and

Whereas, the Board and the Administrator wish to amend certain provisions of the Agreement.

Now therefore, the Board and the Administrator hereby agree:

1. The first paragraph of Section 10, Vacation Leave, of the Agreement shall be revised as follows:

The Administrator shall be entitled to twenty-two (22) vacation days each school year, available on July 1 but earned pro-rata throughout the year. Unused vacation days, up to a maximum of twenty (20) may be carried into the following school year. The maximum number of days that may be available in any school year as a result of carried over days and annual allotment of days shall not exceed forty-two (42) vacation days

2. The foregoing amendment shall continue throughout the term of the Agreement unless subsequently modified by the parties in writing.
3. All other provisions of Section 10 and of the Agreement not specifically addressed herein shall remain in full force and effect.

For the Board of Education:

Mary Margaret Zehr, Superintendent

Jessica Poyer

Date: _____

Date: _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: COURSE FOR REVIEW: FORENSIC SCIENCE
DATE: MAY 19, 2020

The attached course request from the high school is submitted for your first reading. Vote for approval will be at a future Board of Education Meeting:

Course name: Forensic Science

FOR REVIEW ONLY



ONEIDA CITY SCHOOL DISTRICT

ONEIDA HIGH SCHOOL

educate • inspire • empower

TO: Mrs. Zehr, Superintendent
Jessica Poyer, Administrator for Curriculum and Instruction

FROM: Dr. Kathleen M. Davis, Interim Executive Principal

RE: Science Course

DATE: April 21, 2020

The high school administration in collaboration with the Guidance Department and Department Chair would like to present the following recommendations to you and **elicit from you the process for course consideration:**

Addition of Forensic Science as an elective for 2020-2021 only. Attached, please find the course outline as well as the course mapping guide. This would be taught by the Physics teacher.

Rationale:

Due to enrollment declines in Physics we have availability to offer one more elective in Science for the fall. We believe students would be excited to have this highly motivating course for this next school year.

Timeline Constraints:

The schedule is being built now, students completed pic sheets in the spring and selected their course offerings already. Adding an elective at this time would require us to hand place students in need of electives as part of finalizing the schedule in May. We cannot resurvey students at this point in time as the schedule is built and running at 89%.

Further understandings:

Please note, Science teachers are content specific in terms of certification. If you have a retirement in the science department in June of 2021, that person is Earth certified and will not need to be replaced as we have two certified Earth teachers. Once that retirement happens, the elective we are proposing to add would not be able to run for the 2021-2022 school year as the Physics teacher would have to pick up some earth sections which he is certified to do.



Oneida City School District Course Proposal Form

Course Name: Forensic Science

Proposal Made by: Keith Josephs

Course Description	Please provide a formal description of the course in the area below.
Forensics Science is the systematic use of scientific principles in Biology, Chemistry, and Physics to analyze crime scene material and data. This data is then matched to the suspected crime scene and/or suspect. This course will develop the critical thinking skills required by forensic scientists in the laboratory. Learning will take place through the study of text as well as hands-on laboratory experiences.	

Credits	Please provide the number of credits proposed to be awarded after successful completion of the course.
0.5	

Course Length	Please provide the length of the course (full year, half year, etc.)
Half Year	

Course Pre-Requisites	Please provide a list of any courses required prior to taking this course.
None	

Grade Level(s)	Please list the grade level(s) of students who may be enrolled in the course.
9-12	

Course Objectives	Please provide an overview of the three to six course objectives. What is the purpose of the course?
	<ol style="list-style-type: none"> 1. Provide students an understanding and application of the physical and living sciences through forensic science methods. 2. Expose students to situations that they may never think about to provide them with another career option. 3. Develop writing, speaking, and analytical skills, important 21st century skills for the careers of today.

Required Texts and Resources	What textbooks or primary sources will be used? Are these available online? Are any online programs available? What other resources are required (calculators, etc.)? What resources need to be purchased every year?
	This course will use primarily online resources. We will be using chemicals already in the chemical stock room as well.

Grading Procedures	Please provide a description of the criteria used for grading, including homework, quizzes, projects, and classroom assessments. What is the percentage allotted for each when calculating a student's course average?
	<p>Laboratory Experiments – 40% Students will conduct various laboratory experiments throughout the semester, which will be documented in a notebook with procedures and conclusions.</p> <p>Homework/Classwork – 20% Students will complete various worksheets throughout semester that reinforces learning. These will be completed in a combination of at home/during class.</p> <p>Article Summaries – 10% To remain up to date and engage in ongoing and current scientific discoveries, students will research recent articles and write summaries on them.</p> <p>Readings/Video – 10% Students will read or watch case studies about forensic scenarios that will be discussed during class with associated questions.</p> <p>Final Project – 20% Students will complete a final project in which they use techniques learned throughout the semester to analyze a final crime scene and present their findings to the rest of the class.</p>

Course Rationale	Please provide a rationale why this course is needed for the students at Oneida High School.
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This course is to provide a quality science learning environment for students who would like to earn science credit in a unique, exciting way.

Form Completed By: Keith Josephs Date: 4-24-20

Department Chair Signature: *Mark H. Yarbrows* Date: 4-27-20

Executive Principal Signature: *[Signature]* Date: 4-27-20

Administrator for Curriculum, Instruction & Assessment signature:

[Signature] Date: 4/27/20

Superintendent Signature: *Mary M. Z* Date: 4/27/2020

Board of Education Meeting: _____

Approval by BOE: Approved Date: _____

Disapproved Date: _____

TO: MEMBERS, BOARD OF EDUCATION

FROM: MARY-MARGARET ZEHR

RE: POLICIES FOR REVIEW

DATE: MAY 19, 2020

The attached policies are submitted for your first reading. Vote for approval will be at a future Board of Education Meeting:

#TBA Education of Homeless Children
#TBA Student Registration and Pre-Registration to Vote
4500 General Procurement Standards
5002 District Wide Safety Plans and Building Level Emergency Response Plans
4500.1 Competitive Bidding
4500.2 Non Bid Purchasing
4500.3 Procurement of Goods and Services Quote Form
4600 Expense Reimbursements (Employees)
4601 Extra Classroom Activity Funds
5401 Transportation To and From Child Care Locations/Special Transportation Requests
1003 School Volunteers
1005 Code of Conduct for the Maintenance of Public Order on School Property and at School Functions
Plain Language Summary of The Oneida City School District's Code of Conduct
1301 Distribution of Information throughout the Schools
3002.1 Administrative Personnel
#TBA Administration Job Description: K-12 Executive Principal
3207 Administration Job Description: Administrator for Technology and Special Programs
3201 Administration Job Description: Administrator for Curriculum, Instruction & Assessment
4302 Online Banking Policy
4302.1 Online Banking Procedure
4700.1 Cellular Telephones
4701.1 Credit Cards
5300.1 Regulations for Access to Blocked Internet Sites
7008.1 Principles and Procedures for Determining Student Residency
7028 Determination of Student Residency
7050 Safety Policy Statement
8301 Review of Instructional Materials
8303 Review of Exams
#TBD Policy on Data Security and Privacy
7202 Student Alcohol, Tobacco and Drug Abuse
7300 Extra-Curricular Participation

Policies recommended for deletion:

3201 Administration Job Description: Assistant Superintendent for Instruction
7202.1 Drugs and Alcohol Detection

FOR REVIEW ONLY

STUDENTS

Policy is Required
EDUCATION OF HOMELESS CHILDREN

I. Statement of Policy

- A. A child who is homeless, within the meaning of this Policy, shall be enrolled in a District school or receive other educational services identified in this Policy, whether or not that child otherwise qualifies as a resident of the District. Children who are homeless shall not be segregated in a separate building, or a separate program within a building, based on their status as homeless, and will be provided services comparable to those provided to other students of the District.
- B. This Policy shall be interpreted and applied in a manner such that the ONEIDA District meets its clear obligations under New York State Education Law Section 3209 and related Regulations of the Commissioner, and the McKinney-Vento Homeless Education Assistance Act (42 USC 11431 et seq.), as amended and reauthorized.
- C. Information about a homeless student's living situation shall not be treated as directory information for purposes of applying the District's Educational Records Policy.

II. Definitions

- A. The term "child" is used in this Policy to refer to:
 - 1. any person who is between the ages of five (5) and twenty-one (21) or is an eligible pre-school student and who has not obtained a high school diploma,
 - 2. a migratory child as defined in Section 1309(2) of the Every Child Succeeds Act of 2015, and
 - 3. an unaccompanied youth, as that term is defined in the McKinney-Vento Homeless Assistance Act, who is not residing with someone other than a parent or legal guardian for the sole reason of enrolling as a student in the District.
- B. The term "school of origin" refers to the school district in which the child attended when permanently housed, or the school in which the child last enrolled, including preschool or a charter school. Provided that, for a homeless child who completes the final grade level served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools. Where the child is to attend school in the school district of origin because the child becomes homeless after such child is eligible to apply, register, or enroll in the public preschool or kindergarten or the child is living with a school age sibling who attends school in the school district of origin, the school of

STUDENTS

Policy is Required
EDUCATION OF HOMELESS CHILDREN

origin shall include any public school or preschool in which such child would have been entitled or eligible to attend based on such child's last residence before the circumstances arose which caused such child to be homeless.

III. Status as Homeless

- A. A child is homeless, for purposes of this Policy, if the child:
1. lacks a fixed, regular, and adequate night-time residence, or
 2. has a primary night-time location that is either:
 - a. a supervised shelter (publicly or privately operated) that is designed to provide temporary living accommodations; or
 - b. a place (public or private) that is not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- B. Among other possible situations, a child shall be considered to lack a fixed, regular, and adequate night-time residence if that child is:
1. sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;
 2. living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; or
 3. abandoned in hospitals.
- C. A child who is in foster care, or who is receiving educational services under Sections 3202(4), (5), (6), or (6-a), or Articles 81, 85, 87, or 88 of the Educational Law, is not considered homeless for purposes of this Policy.

IV. Homeless Liaison

The Superintendent shall designate a District administrator to serve as the District's local Liaison for Homeless Children, and shall promulgate an administrative regulation that describes the Liaison's responsibilities to ensure that the District complies with applicable statutes and regulations. One responsibility of the Liaison for Homeless Children shall be to review the District's policies and procedures, including transportation guidelines, to identify any policy or practice that acts as a barrier to the enrollment, attendance, school success, or retention of homeless children in the District, and to recommend to the Superintendent how a policy or practice may be revised to eliminate such a barrier.

STUDENTS

Policy is Required
EDUCATION OF HOMELESS CHILDREN

V. Designation of School Choice and Enrollment

- A. The District shall use an enrollment form that requests information about the living arrangements of the child being enrolled, sufficient to make an assessment of whether the child should be initially enrolled or provided services as a homeless child, pending final determination. When the information provided on the enrollment form indicates that a child should initially be classified as homeless, the District shall obtain a designation of whether the child chooses to attend school:
1. in a school in the district where the child's temporary housing or residential program for runaway and homeless youth is located, including, where a student enrolled in this District moves to a temporary housing location elsewhere in this District, the District school serving the attendance area in which the temporary housing is located (school of location); or
 2. in a school in the district where the child was last enrolled or attending or was entitled to attend, or where the child had a sibling attending, immediately prior to becoming homeless (school of origin); or
 3. in a school district participating in a regional placement plan (if there is one).
- B. The designation described in Section A, above, shall be made on the form provided by the Commissioner of Education (STAC-202), which the District shall make available. The District shall also use this form to collect information whenever a currently enrolled student initiates a change of address or claims homeless status. The District will honor a designation that is made:
1. by the child's parent, or person in parental relation;
 2. if the child is not in the physical custody of a parent or legal guardian, by the child with guidance and assistance from the Liaison for Homeless Children; or
 3. if the child is living in a residence for runaway and homeless youth established pursuant to Article 19-H of the Executive Law, by the director of that residence in consultation with the child.
- C. Prior to the end of the first semester of attendance or within 60 days of commencing attendance at a school designated pursuant to this Policy, whichever occurs later, the designator may change the designation if the designator finds the original designation to be educationally unsound.

STUDENTS

Policy is Required
EDUCATION OF HOMELESS CHILDREN

- D. If this District is designated as the District the child chooses to attend, the Superintendent shall ensure that:
1. the designation form has been completed properly, and copies of the designation form are distributed as required;
 2. the child is admitted to instruction pending a complete evaluation of the child's status as homeless, even if the child is unable to produce the records normally required for enrollment, such as previous academic records, records of immunization and /or other required health records and proof of residency;
 3. the child is provided access to all District programs, activities, and services to the same extent as a resident student;
 4. the school district where the child's records are located is immediately requested to provide a copy, including coordination of the transfer of records for students with disabilities;
 5. the parent or guardian of the student in temporary housing is referred to the District's McKinney-Vento liaison; and
 6. if this District is also the district of location, and the child's temporary housing location is not operated by the local Department of Social Services or a residential program for runaway youth, SED is provided with a statement of the basis for the determination that the child is homeless and entitled to attend the District's schools, along with the completed designation form.
- E. After the initial assessment of homeless status based on the enrollment form, the Homeless Liaison shall make a complete inquiry into the student's status and make a recommendation to the Superintendent as to whether the child should continue to be classified as a homeless student, or be classified as a resident student or a non-resident student. If the Superintendent determines that the child should not be classified as a homeless child, then the Superintendent shall:
1. provide a written explanation to the person(s) making the designation, including an explanation of the appeal process; the availability of the McKinney-Vento liaison to assist the designator with the appeal process, and complete necessary forms; and
 2. defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and continue that deferral until the conclusion of any appeal process that is commenced with the Commissioner of Education with a stay application.

STUDENTS

Policy is Required
EDUCATION OF HOMELESS CHILDREN

- F. After receiving the designation form, the Homeless Liaison shall make a determination whether the designation made by the designator is consistent with the best interests of the homeless student.
1. In making the best-interest determination, the Homeless Liaison shall presume that keeping the child in the school of origin is in the child's best interests except where it is contrary to the wishes of the parent or guardian or unaccompanied youth; and shall consider student-centered factors such as the effect of mobility on student achievement, education, health and safety of the child, giving priority to the wishes of the child's parent or guardian or the unaccompanied youth.
 2. If it is determined that it is in the best interest of the child to attend a school other than the school of origin or the school designated by the designator, the Homeless Liaison shall provide the parent or guardian, or unaccompanied youth, with a written explanation of the determination and an explanation of their right to appeal.
- G. When a District school is the school of origin of a homeless student, and the student continues to attend that school while in temporary housing elsewhere, the student will be allowed to maintain enrollment in the school of origin for the duration of the homelessness and through the end of the school year in which the student becomes permanently housed. The student may remain enrolled in that school in the school year following the school year in which the student becomes permanently housed, if that additional year will be the student's last year of attendance in that school.

VI. Tuition Reimbursement

- A. If a child classified as homeless under this Policy validly chooses to attend school in this District, and the student's temporary housing is located in this District, and the child's school district of origin is within New York State, the Superintendent shall take the necessary steps to obtain reimbursement by the State Education Department or another school district in the State for the direct cost of educational services, not otherwise reimbursed under special federal programs, calculated pursuant to regulations of the Commissioner for the period of time for which such services are provided.
- B. Where the a homeless child was attending a school district on a tuition-free basis or was entitled to attend when circumstances arose which caused the child to become homeless is located outside the State, and the child's temporary housing is located in this District, the child shall be deemed a resident of this District and shall be entitled to attend the schools of this District without payment of tuition.

STUDENTS

Policy is Required
EDUCATION OF HOMELESS CHILDREN

VII. Students With A Disability

If a child who has been receiving services as a child with a disability in another school district relocates to this District during the same school year the child has received those services, and that child is classified as homeless for purposes of this Policy, and that child makes a valid election to attend school in this District, then that child will be provided a free appropriate public education, including services comparable to those described in the individual education plan (IEP) prepared in the prior district of attendance.

VIII. Transportation

- A. When a child is classified as homeless for purposes of this Policy, the District will provide transportation between the child's temporary housing location and the school the child has designated for attendance, as set forth in this part. consistent with the following:
1. If the child is living in a facility operated by the Department of Social Services or otherwise eligible for benefits under the Social Services Law, transportation will first be sought from the applicable agency, or transportation will be provided at the request of the agency if the agency agrees to be directly billed for the cost of the transportation.
 2. If the child is living in a residential facility for runaway and homeless youth, including a facility located outside the District, and a District school is designated as the school of attendance, the District will provide transportation and promptly request reimbursement from the State Education Department using the form provided by the Department.
 3. When a District school is the school of origin and that school is designated as the school of attendance, the District will provide transportation between the school of origin and the student's temporary housing, whether that location is within the District or outside the District, if the child is not entitled to receive transportation from the Department of Social Services.
 4. If a District school is designated as the school of attendance (but is not the school of origin) and the child's temporary housing is located within the District, transportation will be provided to the child on the same basis it is provided to resident students, unless this creates a barrier to the child's attendance at school.
 5. If the distance between the child's temporary housing location and the school the child legally attends is more than 50 miles (one way trip), transportation will only be provided when the Commissioner of Education certifies that the transportation is in the best interest of the child.

STUDENTS

Policy is Required
EDUCATION OF HOMELESS CHILDREN

6. If the District recommends that a homeless student attending a District school attend a summer educational program, the District will provide transportation between the summer program and the student's temporary housing, if failure to provide that transportation would pose a barrier to the student's participation in the program.
 7. If the District is designated as the district of attendance, the District will provide a homeless student with transportation to extracurricular activities when the student participates or would like to participate in extracurricular or academic activities, the student meets the eligibility criteria for the activity, and the lack of transportation would pose a barrier to the student's participation in the activity.
 8. Transportation to and from the child's temporary housing location and the school the child legally attends will be arranged in the most cost effective manner, including cooperative arrangements with neighboring districts when feasible.
 9. If there is a dispute regarding the child's entitlement to transportation as a homeless child, the District will provide transportation pending a final determination of the child's status.
- B. Expenditures for the transportation of a parent accompanying a homeless child shall be paid by the District only when:
1. the child is being transported using public transportation, transportation of the child with an accompanying parent has been determined by the District to be the most cost-effective means of transportation, and the District has determined that public transportation unaccompanied by the parent is inappropriate because of the child's age, the distance to be traveled, the complexity of the transportation arrangement, the need to transport the child through a high crime area, or a combination of such factors; or
 2. the child is a student with a disability whose individualized education program (IEP) includes the services of a transportation aide or attendant, and providing transportation with the parent serving as the transportation aide or attendant for the child is the most cost-effective means of transportation; or
 3. transportation by the parent in the parent's vehicle is the most cost-effective means of transportation.
- C. Transportation will be provided to a child classified as homeless for purposes of this Policy during any disputes regarding school enrollment or selection.

STUDENTS

Policy is Required
EDUCATION OF HOMELESS CHILDREN

IX. Meals

A child identified as homeless for purposes of this Policy is eligible for free meals without completion of an application.

X. Dispute Resolution

The Superintendent shall promulgate an administrative regulation that establishes a dispute resolution process that ensures that the District complies with applicable statutes and regulations.

XI. Title I Coordination

- A. When a child who qualifies as homeless under this Policy is also eligible for services under Title I, Part A of ESSA, the District will provide those services whether or not that child lives in a Title I school attendance zone or meets the academic requirements for non-homeless children, and Title I, Part A funds will be set aside as necessary to provide homeless children who do not attend participating schools with services comparable to those provided to children in Title I, Part A funded schools.
- B. The District will include in its local plan a description of how the plan is coordinated with McKinney-Vento and services provided to homeless children.
- C. When the District reports that there are no homeless children or unaccompanied youth in non-Title I schools, the District will describe the efforts it made to identify homeless children and unaccompanied youth. As part of its efforts, the District will contact the local Department of Social Services and Office of Child and Family Services to determine if they have records of homeless youth living within the District.

XII. Staff Training and Public Notice

- A. The Liaison for Homeless Children shall receive annual training about the rights of homeless children and the District's responsibilities to provide educational services to homeless children.
- B. Instructional and non-instructional staff responsible for enrolling students or providing other educational services to homeless students shall receive periodic training about the rights of homeless children, the District's responsibilities to provide educational services to homeless children, and the District's policies and procedures for meeting its responsibilities, scheduled with sufficient frequency to ensure that staff are aware of substantive changes in the law or the District's policies and procedures.

STUDENTS

Policy is Required

EDUCATION OF HOMELESS CHILDREN

- C. Public notice of the educational rights of homeless children shall be distributed by the District in places where families and youth are likely to be present, and in a manner and form understandable to parents, guardians, and unaccompanied youth. Where feasible, information shall be provided in native languages common in the District and in a format geared for individuals with low literacy skills. The Liaison for Homeless Children shall maintain records of where and when such information is distributed and the format used.

XIII. Coordination With Other Policies

- A. In the event that the District, an academic department, or a teacher maintains a policy or procedure that conditions a student’s academic status or participation in a school activity on a seat-time or minimum attendance requirement, a student’s absence related to being homeless shall not be counted as absence for purposes of determining the student’s academic status or eligibility to participate in the activity.
- B. A student whose attendance is interrupted by homelessness, as defined in this Policy, shall be awarded full or partial transcript credit, as appropriate, for work completed in a previous school of enrollment, or in the District, and shall be readmitted to continue education without penalty.
- C. The transportation provisions of this Policy shall be deemed to modify any other District Policy regarding student transportation to the extent necessary to accomplish the purposes of this Policy.
- D. Enrollment of a homeless student, and the eligibility of a homeless student to participate in an educational program or school activity of the District, shall not be denied because of outstanding fees or fines.

School District

Legal Ref: 8 NYCRR 100.2; NYS Education Law §§3202, 3209; 42 USC 11431, 11434A, 11342, 1758; 20 USC 6312, 6313; Every Student Succeeds Act of 2015 (ESSA)

Adopted: _____

Revised: _____

GENERAL COMMITMENTS

Policy is Required

STUDENT REGISTRATION AND PRE-REGISTRATION TO VOTE

I. Statement of Policy

The participation of all citizens in civic decision-making is fundamentally important to maintaining democratic government. As part of the ONEIDA CSD District's ("the District") civics instruction program, the Board of Education encourages all students to exercise their right to register to vote, if age 18 or over, and to pre-register to vote, if age 16 or 17.

II. Implementation of Policy

The Superintendent shall confer with administrators and secondary-level educators to determine how the promotion of voter registration and pre-registration can be supported as part of the District's civics instruction program and co-curricular activities. If the Superintendent determines that conducting actual voter registration or pre-registration can be done on school premises, during the school day or at other times (such as during extracurricular activities), the Superintendent or the Superintendent's designee may actively collaborate with the county board of election to plan and conduct such activities. However, completion or submission of voter registration or pre-registration forms shall not be made a course requirement or a factor in determining any student's grade for a course.

District/BOCES

Legal Ref: NYS Election Law §5-507(2)

Adopted: _____

GENERAL PROCUREMENT STANDARDS

I. Competitive Bidding

The District must complete a competitive bidding process that complies with General Municipal Law Section 103 before it: enters into a contract for public work that involves spending more than \$35,000; enters into a purchase contract for goods or services that involves spending more than \$20,000; or, enters into a lease of personal property. ~~The bidding process shall be conducted in accordance with Policy 4501.~~

- A. If the total purchases of a commodity, service, or technology during the twelve month period following the date of the first purchase is reasonably expected to total more than the threshold amounts described above, then the purchase shall be made through the competitive bidding process.
- B. If a commodity, service, or technology is potentially subject to the bidding requirements of Section 103 of the General Municipal Law, but it has been purchased without competitive bidding in an amount less than the threshold amounts described above, then additional purchases of that commodity, service, or technology from the same provider are not permitted if the additional purchase would cause the total value of the reasonably expected purchases of that commodity, service, or technology over a twelve month period to exceed the threshold amounts for competitive bidding.
- C. Pursuant to the Iran Divestment Act of 2012, each bidder or offeror must certify that they are not on the list created and maintained by the State Office of General Services (OGS).

II. Purchasing Without Competitive Bidding

Where a purchase is permitted by law to be made without competitive bidding, District personnel must make purchase decisions so as to assure the prudent and economical use of public moneys in the best interest of the taxpayers of the District; facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and guard against favoritism, improvidence, extravagance, fraud and corruption. ~~The non bid purchase process shall be conducted in accordance with Policy 4502.~~

III. Standardization

The Board may determine that reasons of efficiency or economy support standardization on a particular kind of equipment, material or supplies. The Board's determination shall be adopted by a resolution that is approved by a three-fifths (3/5) vote of the full Board membership, and that explains the reasons for the standardization.

IV. Instructional Materials

POLICY

FISCAL MANAGEMENT

4500

GENERAL PROCUREMENT STANDARDS

Pursuant to Section 200.2 of the Commissioner's Regulations, the District shall give preference in the purchase of instructional materials to those vendors who agree to provide such instructional materials in alternative formats for students with disabilities.

V. Responsibilities

- A. The Superintendent and the Assistant Superintendent for Finance may develop more specific procurement procedures for the guidance of District employees that are consistent with these Policies. They shall insure that all District employees involved in purchasing and business functions are familiar with these Policies and that all District employees follow these Policies.
- B. The Purchasing Agent, designated by the Board of Education, is responsible for operating the purchasing program in compliance with these procedures.
- C. Each employee involved in the procurement process is responsible to become familiar with these procedures and to follow their requirements, to seek clarification and direction from the Purchasing Agent whenever they are unsure how to proceed in compliance with these Policies, and to inform the Purchasing Agent of any concerns regarding compliance.

VI. Personal Purchasing Prohibited

No goods or services shall be purchased in the name of the District, or through the District's procedures other than goods or services purchased for use in conducting the District's business. No one may purchase goods or services for personal use, or on behalf of any organization other than the District, through the District's purchasing procedures.

VII. Annual Review

The Board of Education shall review these Policies and any supplemental procurement procedures adopted by the Superintendent or Assistant Superintendent for Finance on an annual basis. Comments regarding these Policies and any supplemental procurement procedures shall be solicited from the District's officers who are involved in the procurement process at least every third year.

Oneida City School District

Legal Ref: Sections 102, 103, 103-g 104-b, 109-a; 800 et seq., General Municipal Law; Section 207, 305 (14), 1604, 1709, 1725, 1950, 2053, 2554, 3602, 4403; 1725 Education Law; Section 163 State Finance Law; 8 NYCRR 200.2

Adopted: 09/10/02

Revised: 02/10/4, 07/06/17

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL EMERGENCY RESPONSE PLANS

5002

I. Policy

A. Plan Adoption and Re-adoption

As required by State law, the Board of Education has adopted a comprehensive District-Wide School Safety Plan and a Building Level Emergency Response Plan regarding crisis intervention and emergency response and management for each building in the District, and reviews and updates those plans annually by September 1st of each succeeding year.

B. Chief Emergency Officer [CHOOSE ONE OPTION]

* The (District) Superintendent is designated as the District's Chief Emergency Officer. The Chief Emergency Officer is responsible for coordinating communication between school staff and law enforcement and first responders, ensuring staff understanding of the district level safety plan, and ensuring the annual review and updating of each building level emergency response plan.

OR

The (District) Superintendent shall designate a Chief Emergency Officer. The designation shall be in writing and shall be made on an annual basis no later than July 31 of each school year. The Chief Emergency Officer is responsible for coordinating communication between school staff and law enforcement and first responders, ensuring staff understanding of the district level safety plan, and ensuring the annual review and updating of each building level emergency response plan.

II. District-Wide School Safety Plan

A. Safety Team

The Board of Education shall appoint a District-Wide School Safety Team, which shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, (~~Optional: student~~) and other school personnel to develop a comprehensive District-Wide Safety Plan.

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

B. Contents of Safety Plan

The District-Wide Safety Plan shall include, at a minimum, all the elements required by Commissioner's Regulation 155.17(c)(1). The Plan shall provide that the communication liaison in the event of an emergency affecting the District/BOCES shall be the District Superintendent of the Madison BOCES.

Oneida

C. Review and Update

1. The District-Wide School Safety Plan is reviewed and updated at least annually by the District-Wide School Safety Team, which shall make recommendations to the Board concerning appropriate amendments to the Plan.
2. The District-Wide Safety Plan must be made available for public comment at least thirty (30) days prior to adoption by the Board of any proposed amendments to the Plan. The Board may adopt ~~the~~ an amended District-Wide Safety Plan only after at least one public hearing has been held.

D. File with Commissioner of Education

A copy of the District-Wide Safety Plan and any amendments to the Plan shall be filed with the Commissioner of Education within thirty (30) days after adoption of approval by the Board, but not later than October 1st of each year.

E. [OPTIONAL LANGUAGE] Use of Temporary Vision Panel Coverings

YES

1. The installation and use of temporary vision panel coverings is authorized when recommended by the Safety Team as part of the District-Wide School Safety Plan. All installations shall comply with the New York State Fire Prevention and Building Code, and with the NYSED Manual of Planning Standards.
2. The Safety Team shall include in its considerations the important safety function of insuring speedy egress from rooms and buildings in order to escape threats to safety, such as fire.
3. The recommendation of the Safety Team shall include a recommended priority of installation, in the event that complete coverage is not feasible for logistic or financial reasons, and shall be included in the appropriate Building Level Emergency Plans.

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL EMERGENCY RESPONSE PLANS

- F. [OPTIONAL LANGUAGE] Use of Temporary Door Blocks YES
 - 1. The installation and use of temporary door blocks is authorized when recommended by the Safety Team as part of the District-Wide School Safety Plan.
 - 2. The Safety Team shall include in its considerations the important safety function of insuring speedy egress from rooms and buildings in order to escape threats to safety, such as fire.
 - 3. The recommendation of the Safety Team shall include a recommended priority of installation, in the event that complete coverage is not feasible for logistic or financial reasons, and shall be included in the appropriate Building Level Emergency Plans.

III. Building-Level Emergency Response Plan

A. Response Team

- 1. The Principal of each school building shall appoint a Building-Level Emergency Response Team, which shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives the Board deems appropriate.
- 2. The Building-Level Emergency Response Team shall develop a school emergency response plan, which shall be kept confidential and shall not be disclosed except to authorized school staff and law enforcement officers.

B. Contents of Response Plan

The Building-Level Emergency Response Plan shall include at a minimum all the elements required by Commissioner's Regulation 155.17(c)(1). The Plan shall provide that the communication liaison in the event of an emergency affecting the District/BOCES shall be the District Superintendent of the _____ BOCES.

C. Review and Update

Madison Onida

The Building-Level Emergency Response Plan is reviewed and updated at least annually by the Building-Level Emergency Response Team.

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

D. File with Law Enforcement

A copy of each Building-Level Emergency Response Plan and any amendment shall be filed with appropriate local law enforcement officials and with the State Police within thirty (30) days after approval by the Board, but not later than October ~~15th~~ 1st of each year.

IV. Implementation and Training

A. Notice to Commissioner

The (District) Superintendent shall notify the Commissioner as soon as possible whenever the emergency plan or building level safety plan is activated and results in the closing of a school building in the district/BOCES, except that closures due to routine snow emergencies will not be reported.

B. Staff Training

1. All district/BOCES and school staff shall receive annual training by September 15th of each school year, or within thirty (30) days of hire, whichever is sooner, on the emergency response plan.
2. This safety training shall include components of violence prevention and mental health.
3. The (District) Superintendent shall be responsible for making the necessary certification of this training to the State Education Department.

C. Annual Information for Students and Staff

The (District) Superintendent shall provide written information, by October 1st of each school year, to all students and staff about emergency procedures.

D. Emergency Drill

The District/BOCES shall, at least once every school year, conduct one test of its emergency procedures.

V. Response to Student Conduct

School personnel have primary responsibility for responding to student misconduct that violates, or may violate the District's/BOCES Code of Conduct. Law enforcement personnel should be asked to intervene only when intervention by school personnel would create unreasonable risk to the school personnel or other persons, including the

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

offending student, or when the additional training, techniques, and equipment available to law enforcement personnel is necessary to prevent additional injury to affected persons, including the offending student, or to restore order.

[Each District and BOCES that already employs, contracts with or otherwise retains law enforcement of public or private security personnel (including SROs and SPOs) should include the following section. Other Districts and BOCES may want to include the following section to provide a roadmap for future actions:]

VI. Contracts With Law Enforcement or Other Security AgenciesA. Board Responsibility

The Board of Education is responsible for determining whether, when, and to what extent District/BOCES funds shall be used to engage the assistance of law enforcement or other security agencies, and the proper role of those personnel in the schools. When the Board decides to secure the assistance of law enforcement or other security agency personnel, it shall do so by contract, memorandum of agreement, or other legally binding agreement.

B. Development of a School Security Services Agreement

1. The contract or memorandum of agreement for the procurement of law enforcement or other security agency services shall be developed with input from a working group consisting of representatives of: the Board, parents students, school administrators, teachers, other school personnel, collective bargaining units, parent and student organizations, community members, probation officers, prosecutors, defense counsel, and courts that are familiar with school discipline matters. Whenever feasible, the representatives of the school community shall be drawn from the District-Wide Safety Team.
2. When the District/BOCES enters into an agreement for the procurement of school security services, the agreement shall include, but not be limited to, the following elements:
 - a. define the relationship between the District/BOCES and the contracted school security personnel;
 - b. coordinate with the District/BOCES Code of Conduct.
 - c. delegate to school personnel the role of school discipline; and

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

- d. define the roles and responsibilities of the law enforcement or security personnel within the school community.
3. A school security services agreement approved by the Board shall be incorporated into the District-Wide Safety Plan and published with the Plan.

School District/BOCES

Legal Ref: NYS Education Law §2801-a; 8 NYCRR 155.17, Safe Schools Against Violence in Education Act (SAVE); NYS Fire Prevention and Building Code; and NYSED Manual of Planning Standards

Adopted:

Amended

Regulation

FISCAL MANAGEMENT

4500.1

COMPETITIVE BIDDING

I. Competitive Bidding Required

- A. The Purchasing Agent shall insure that a competitive bidding process compliant with the General Municipal Law and these Policies is conducted prior to entering into:
1. a public works contract involving an expenditure of more than \$35,000; contracts for the purchase of labor, construction, and some services fall into this category;
 2. a purchase contract involving an expenditure of more than \$20,000; contracts for the purchase of materials, equipment, and supplies fall into this category; or
 3. a lease of personal property for a period of time not to exceed the current school year.
- B. In the event that a contract combines the provision of professional services not subject to the bidding requirement, and a purchase that is otherwise subject to the bidding requirement, the District will determine whether the professional service or the purchase is the predominant part of the transaction, and proceed with the bidding process if the purchase component is predominant and is in excess of the applicable monetary threshold.

II. Competitive Bidding Not Required

- A. Contracts for public work or the purchase of supplies, material, or equipment may be entered into without competitive bidding in the case of a public emergency arising out of an accident or other unforeseen occurrence that creates circumstances that require immediate action to preserve public property or the life, health, safety, or property of District residents, employees, or students.
- B. Surplus and second-hand supplies, materials, and equipment may be purchased without competitive bidding from the federal government, the State of New York, or another political subdivision or district within the State.
- C. Competitive bidding is not required when there is, in fact, only one source for the product or service being purchased. This exception includes monopoly markets, such as public utilities.
- D. Competitive bidding is not required for the procurement of professional services which, because of the specialized or confidential nature of the services, do not lend themselves to procurement through competitive bidding.

REGULATION

FISCAL MANAGEMENT

4500.1

COMPETITIVE BIDDING

III. The Bidding Process

- A. The Purchasing Agent has the authority to prepare, advertise and open bids for all purchase contracts and contracts for public work.
- B. A Notice to Bidders shall be published in the officially designated newspaper commencing not less than five (5) days prior to the bid opening date. Notices may also be mailed to potential bidders sufficiently in advance of the scheduled bid opening date to permit timely preparation and submission of bids.
- C. Bids shall be received until the opening time designated in the official notice. All bids shall be date stamped upon receipt and shall be kept in a safe, locked location until the time of opening.
- D. Bids may be received through electronic format where the Purchasing Agent has confirmed that the District's hardware and software enable it to:
 - 1. comply with Article Three of the State Technology Law, and related regulation;
 - 2. document the time and date of receipt;
 - 3. authenticate the identity of the sender;
 - 4. maintain the security of the information transmitted; and
 - 5. maintain the confidentiality of the information of the bid or offer until the date and time of bid opening.
- E. Bids shall be opened at the time and place set forth in the Notice to Bidders. There will be at least two (2) district employees present at each bid opening, including the Purchasing Agent or the Purchasing Agent's designee. All interested parties may also attend the opening of bids.
- F. After being opened, all bids shall be recorded and analyzed. The Purchasing Agent shall make a recommendation to the Board of Education regarding an award on the basis of best value (as defined in Section 163 of the State Finance Law) to a responsible and responsive bidder. Alternatively, the Purchasing Agent may recommend that all bids be rejected.

In the event there are two or more bona fide low responsible bidders, the Board may make an award to one of the low bidders or, in its discretion, it may reject all the bids and re-advertise the purchase.
- G. Bid bonds, deposits or performance bonds may be required, at the discretion of the Purchasing Agent. The need for such security can be determined on a case-by-case basis.

REGULATION

FISCAL MANAGEMENT

4500.1

COMPETITIVE BIDDING

Every bid shall contain the certification, properly executed by the bidder, required by Section 103-d of the General Municipal Law.

- H. Minor deviations from specifications or compliance with bidding requirements may be waived by the Board, upon the recommendation of the Purchasing Agent. The Purchasing Agent shall determine all questions of comparability or equivalency.
- I. State contracts and group bids through the BOCES Cooperative Purchasing may be used to fulfill bid requirements.

New Hartford Central School District

Legal Ref: Sections 102, 103, 104-b, 109-a; 800 et seq., General Municipal Law; Section 207, 305 (14), 1604, 1709, 1725, 1950, 2053, 2554, 3602, 4403; 1725 Education Law; Section 163 State Finance Law; 8 NYCRR 200.2

Adopted: 09/01/92

Revised: 11/05/02, 03/02/04, 06/03/08, 12/02/14

Regulation Policy

FISCAL MANAGEMENT

4502-4500.2

NON-BID PURCHASING

~~I. Objective~~

~~Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. It is the policy of the District to "shop around," and to maintain accurate records of the efforts made by District staff to buy wisely. Alternative proposals or quotations will be secured by requests for proposals, written quotations, or verbal quotations, as set forth below.~~

III. Methods of Solicitation and Documentation

A. Verbal Quotations

1. Verbal quotations may be solicited by telephone.
2. A log shall be maintained by each District employee or officer who solicits a verbal quotation. The Purchasing Agent is responsible for maintaining a master log by periodically consolidating all logs kept by District employees and officers.
3. Each log of verbal quotations shall record: name, date, and time vendor was solicited; whether contact was made with the vendor and, if so, who the contact person was; what the vendor was told about the good or service being solicited; and the vendor's response.

B. Written Quotations

1. A standard "request for quotation" shall be used to solicit written quotations (Regulation ~~4502-14500.3~~). All vendors sent a "request for quotation" for a particular good or service shall be provided with an identical written description of the good or service being solicited.
2. Written quotations may be solicited and received electronically, provided all documentation is preserved either physically or electronically.
3. The Purchasing Agent shall maintain a master file of all written solicitations and all written responses.

C. Requests for Proposals (RFP)

1. Written Requests for Proposals are generally used to obtain comparable

NON-BID PURCHASING

quotations for the provision of professional and other specialized services. A Request for Proposals will contain critical details of the engagement, including the methods which the District will use in selecting the service provider, and set a deadline for the submission of written Proposals.

2. A particular Request for Proposals shall be sent to a representative sample of individuals and firms known to offer the service being purchased (e.g., architects, engineers, accountants, lawyers, underwriters, fiscal consultants, etc.). To develop a pool of candidates, the District may advertise in professional journals, canvass directories of professionals in a particular field, and make inquiries of other school districts or users of the service being sought.
3. The evaluation of responses to a Request for Proposals will consider the price quoted, any special knowledge or expertise of the service provider, the quality of the service, the staffing of the service, and suitability for the District's needs.

D. List of Vendors

The Purchasing Agent shall maintain a list of known and acceptable vendors, grouped by category of good or service provided. Any District officer or employee initiating a purchase shall consult this list.

IIII. Comparable Proposals Required

A. ~~General Categories~~

- ~~1. Prior to entering into a purchase contract involving an expenditure of less than \$1,000, the responsible officer or employee shall solicit and document three (3) verbal quotes.~~
- ~~2. Prior to entering into a purchase contract involving an expenditure of between \$1,000 and \$20,000, the responsible officer or employee shall solicit and document three (3) written quotes.~~
- ~~3. Prior to entering into a public works contract involving an expenditure of less than \$20,000, the responsible officer or employee shall solicit and document three (3) verbal quotes.~~
- ~~4. Prior to entering into a public works contract involving an expenditure between \$20,000 and \$35,000, the responsible officer or employee shall solicit and document three (3) written quotes.~~

~~All items and/or groups of items whose total exceeds \$2,500, but is less than the limits~~

POLICY REGULATION

FISCAL MANAGEMENT

4502-4500.2

NON-BID PURCHASING

prescribed by section 103 of the General Municipal Law will require at least two written quotations from vendors. Records of quotations will be maintained.

B. Specific Categories

1. Insurance: written quotes
2. Professional services: Requests for Proposals shall be issued periodically, as determined by the Board
3. Lease of personal property: written quotations; also, before a proposed lease of personal property is presented to the Board for consideration, an analysis of the relative costs and benefits of leasing rather than purchasing shall be prepared and presented to the Board, as well as an analysis of whether the proposed arrangement is a true lease rather than an installment purchase agreement
4. Surplus or second-hand government equipment: written quotes for comparable equipment in the market
5. Certain food and milk purchases: written quotes, and documentation sufficient to satisfy Sections 114.3 and 114.4 of the Commissioner's Regulations

IVIII. Comparable Proposals Not Required

A. Emergencies

When the Board passes a resolution that an emergency situation exists, the District will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

B. Sole Source Situations

Whenever the Purchasing Agent determines that a good or service is available only from a "sole source" supplier, the Purchasing Agent shall document, before making the purchase, the unique benefits of the patented items as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable, when compared to conventional methods.

C. Professional Services

When feasible, professional services should be retained after considering information

NON-BID PURCHASING

about the prices charged by alternative service providers. However, the specialized and confidential nature of some professional services makes them unsuitable for purchase through competitive proposals. For that reason, the Board shall monitor the District's use of professional services and periodically issue Requests for Proposals to assess the cost effectiveness of the services being utilized by the District.

D. Minor Purchases

Quotations need not be obtained prior to a purchase that is so small that the use of District resources to solicit and document the quotations would not be cost effective.

E. Purchases Through County

The procedures set forth above need not be followed when a purchase is made through any county of New York State. However, a purchase shall not be made in that manner unless the Purchasing Agent has documented that the purchase may be made upon the same terms, conditions, and specifications at a lower cost by purchasing through the county.

F. Other Special Source Purchases

1. The procedures set forth above need not be followed when a purchase is made from or through the state Office of General Services, from individuals with severe handicapping conditions as defined under the state Finance Law, or from correctional institutions pursuant to the Corrections Law.
2. The procedures set forth above need not be followed when a purchase is made of an apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies through the use of a contract let by the United States of America or any agency, state or any other county, or political subdivision or district, if such contract was let in a manner that constitutes competitive bidding with state law and made available for use by other governmental entities.

VI. Purchasing

A. Tie Quotations

In the event of tie quotations, the Purchasing Agent may award the purchase to one of the low quotations or reject all quotations and resolicit quotations.

B. Purchase Order

POLICYREGULATION

FISCAL MANAGEMENT

4502-4500.2

NON-BID PURCHASING

After ~~three~~ two quotations have been gathered pursuant to this regulation, they shall be compared to available State contracts. If the same product or service is not available at a lower price through a State contract, the Principal, Director or Program Supervisor will issue a purchase order for materials from the vendor with the lowest price. The Purchasing Agent shall certify that the quotations required by this Policy have been received. Quotations or information on telephone quotes received should be attached to the purchase order submitted to the Purchasing Agent.

C. Purchase Other than for Lowest Quoted Price

When a purchase is made from other than the lowest responsible dollar offeror, the documentation of the quotations shall be supplemented with a statement justifying such award. Such justification must demonstrate that the award provides for the prudent and economical use of public moneys in the best interests of the taxpayers of the District.

D. No Quotes Received

When no quotations are received despite solicitation by the means of either mail or telephone above, the Purchasing Agent should attempt to broaden the District's solicitation if at all feasible. However, where the District has taken steps to obtain quotations, the Purchasing Agent may make purchases in the open market until conditions change.

Oneida City School District

Legal Ref: Sections 102, 103, 104-b, 109-a; 800 et seq., General Municipal Law; Section 207, 305 (14), 1604, 1709, 1725, 1950, 2053, 2554, 3602, 4403; 1725 Education Law; Section 163 State Finance Law; 8 NYCRR 200.2

Adopted: 06/09/92

Revised: 02/10/04, 07/05/11, 07/06/17

Oneida City School District

SUPERINTENDENT'S REGULATION

FISCAL MANAGEMENT

4502-14500.3

PROCUREMENT OF GOODS AND SERVICES QUOTE FORM

Quote Number _____ (of 3-2 required)

Vendor/Company Name: _____

Phone #: _____ Date Contacted: _____

Person giving quote: _____

Item description: _____

Will item be used for instructional purposes? Yes No

If yes, please detail alternative instructional formats available from your company for students with disabilities:

Delivered price: _____
(Include labor and mileage, if applicable.)

Delivery Date: _____

Period of time quoted price is in effect: _____

Quote received by: _____

Department: _____

Approved by the Superintendent: 07/06/17

EXPENSE REIMBURSEMENTS (Employees)

I. Authorization

District staff who incur expenses that are necessary to carry out authorized duties, and reasonable in nature and amount, will be reimbursed, provided that: (1) the expense was approved in advance of being incurred, by the Superintendent, Assistant Superintendent for Finance, Building Principal, or other authorized supervisor, (2) the expense is within the approved budget, and (3) a properly filled-out and approved voucher and such supporting receipts as are required by the business office are submitted.

II. Mileage and Overnight Stays

When business travel is approved, mileage for use of a personal vehicle will be reimbursed at the rate set by the Board or as provided in a collective bargaining agreement. Tolls will be reimbursed at actual cost. Overnight accommodations will be reimbursed for the minimum period reasonably necessary to complete the District-related business, and in an amount deemed by the Superintendent to be reasonable for decent lodging in the locale.

III. Meal Reimbursement

- A. Meal expenses may not be reimbursed while an employee is performing the usual duties of the office except when:
1. The employee is on approved overnight travel, approved conferences and training sessions; or
 2. The employee is prevented from taking the time off for a meal due to a pressing need to complete business at hand and the business is of an immediate nature and conducting business at mealtime is essential.
- B. The cost of meals for any guest may not be reimbursed unless the meal promotes a valid District purpose, such as a business luncheon with other government officials or community leaders for discussion or negotiation of a matter that is or will be before the board for action.
- C. For meal expenses to be reimbursed a restaurant receipt filled out by the restaurant host or waiter must be submitted with the Expense Voucher. Credit card receipts are not acceptable. The Assistant Superintendent for Finance shall provide a meal expense form that includes at least date, described purpose, a statement that alcoholic beverages are not part of the requested reimbursement; and, if applicable, the location outside of the District, length of travel, and guests present. The Meal Reimbursement

POLICY

FISCAL MANAGEMENT

4600

EXPENSE REIMBURSEMENTS (Employees)

Documentation Form and receipt shall be attached to and listed on the Expense Voucher Form.

- D. ~~Employees are to exercise prudence in purchasing meals for which reimbursement requests will be submitted. The purchase of alcoholic beverages is not reimbursable.~~ Employees will be reimbursed for the actual cost of meals up to the limits by region for meals and incidental expenses established by the U.S. General Services Administration. The purchase of alcoholic beverages is not reimbursable.

IV. Expense Voucher Required

- A. The Business Manager shall provide an Expense Voucher Form to be used for meetings, mileage, telephone calls, conference reimbursement, and other approved job-related expenses.
- B. Employees must complete the "Expense Voucher Form", attach receipts, if applicable, and forward one (1) copy to the appropriate administrator. One (1) copy shall be retained by the employee.
- C. Expense vouchers must be submitted within ninety (90) calendar days after the expenses were incurred, or by the last working day of the fiscal year, whichever is earlier.

Oneida City School District

Adopted: 02/13/90, 12/13/05

Revised: 02/10/04, 04/23/18

FISCAL MANAGEMENT

EXTRA-CLASSROOM ACTIVITY FUNDS

I. Statement of Policy

Extra-classroom funds are those that are raised other than by taxation or through charges of the Board of Education for, by or in the name of a school student body, or any subdivision thereof. The Board of Education adopts this policy for the guidance of students, teachers and administrators in accordance with the financial procedures outlined in the State Education Department's Finance Pamphlet 2 (2015~~2008~~).

II. Organization

- A. Student extra-classroom activities may be formed only for educational or school service purposes.
- B. Students desiring to organize an activity shall formally request such creation in writing, to the Building Principal. The request shall state the purpose, objectives and activities of the proposed extra-classroom activity; and be signed by at least twelve (12) students.

III. Approval of Extra-Classroom Activities and Funds

- A. The responsibility for establishing and operating student organizations and activities shall rest solely on the Board of Education. Student organizations and/or activities shall not be established or conducted unless approved by the Board of Education.
- B. Extra-classroom activities including fund raising shall not take place outside of school property, unless the prior consent of the Building Principal is received through the processing of a fundraising request form.

IV. Officers and Advisors

- A. Each extra-classroom activity shall have at a minimum one officer, a Student Treasurer.
- B. The Board of Education shall appoint, upon the recommendation of the Superintendent, members of the regular faculty/support staff to act as:
 - 1. Central Treasurer of Extra classroom Activities Funds
 - 2. Activity Advisor

POLICY

Draft 02/16/2017
4601

FISCAL MANAGEMENT

EXTRA-CLASSROOM ACTIVITY FUNDS

- C. It shall be the responsibility of the Central Treasurer to have custody of all funds; including disbursement, issuance of receipts, preparation of fund deposits and preparation of activity and central account reports. Activity reports shall be prepared monthly during the school year for approval by the Board of Education.
 - D. It shall be the responsibility of the Activity Advisor to attend all meetings and supervise all programs of the activity, assist in the planning of budgets and keeping of accounts and supervising all expenditures.
- V. Financial Procedures for the Extra-Classroom Activity Funds.
- A. The following principles shall be observed in order to properly administer extra-classroom activity funds:
 - 1. Two (2) separate and independent sets of records of receipts and expenditures shall be maintained.
 - 2. The authority to expend monies shall be distinct and separate from the custody of monies.
 - 3. All accounts shall be audited at least annually
 - 4. Training of Student Treasurer, Activity Advisor and Central Treasurer shall be done on an annual basis by Business Office Staff.
 - B. Handling of Funds
 - 1. Pupils collecting monies shall issue pre-numbered receipts in triplicate, the original to the purchaser, a copy to the pupil sales person and one to the Activity Advisor. When receipts are not practical, i.e. candy bar sale, a statement showing the amount of goods received by each salesperson shall be processed.
 - 2. The Activity Advisor is responsible for depositing collected money with the Central Treasurer as soon as \$50 cash has been received. No money beyond this dollar amount will be stored in a classroom.
 - 3. The Student Treasurer will be responsible for the final reconciliation of all unsold goods and cash.

POLICY

Draft 02/16/2017

4601

FISCAL MANAGEMENT

EXTRA-CLASSROOM ACTIVITY FUNDS

C. Deposit Procedures

1. The Student Treasurer counts all money received, prepares a deposit receipt in duplicate and enters the amount into the activity register. Both the Student Treasurer and Activity Advisor's signatures are to be on the deposit slip.
2. The Central Treasurer prepares the bank deposit slip for received funds and brings to Business Office to be deposited.

D. Withdrawal Procedures

1. An expenditure on behalf of an extra classroom activity shall be initiated by a request to the Central Treasurer by the Student Treasurer or Faculty Advisory, supported by a written itemization of the planned expenditure and written approval of the Faculty Advisor. The Central Treasurer prepares and signs the necessary checks made out to the appropriate vendor. Both the Central Treasurer and the Activity Treasurer are to maintain documentation of the disbursement.
 - a. In urgent circumstances, an expenditure made on behalf of an activity by a Faculty Advisor will be reimbursed after the fact. The Central Treasurer may reimburse such a disbursement if provided with a vendor receipt (not a credit card receipt) and a written explanation of why it was not feasible to follow normal disbursement procedures.
2. When goods arrive, the goods, the bill and purchase order are reconciled by the Student Treasurer and Faculty Advisor.

E. Interest on Extra-classroom Activity Account Funds

1. Interest earned on the extra-curricular fund(s) checking or savings account(s) shall be used to cover bank fees associated with the account.

F. Sales Tax

1. The School District is not exempt from Sales Tax Law provisions when acting as a vendor of services and/or property ordinarily sold by private persons. A list of common undertakings of extra- class fund raising activities and their taxable status is included in Finance Pamphlet 2.

POLICY

Draft 02/16/2017
4601

FISCAL MANAGEMENT

EXTRA-CLASSROOM ACTIVITY FUNDS

2. The Central Treasurer shall determine quarterly the sales tax owed by each activity, charge the appropriate account, pay the sales tax and notify the respective Student Treasurer(s) and Activity Advisor(s)
- G. Transfer of Funds
1. After a period of (1) year of inactivity, remaining funds of that extra-classroom activity shall be transferred to the Student Counsel account and may be expended in accordance to that organization's constitution.
 2. All funds accumulated in the name of a specific class must be withdrawn from that account before the graduation of said class. Any remaining funds shall revert to the Student Council's account after all liabilities of the class have been paid.

~~Central~~ School District

Legal Ref: 8 NYCRR 172.2 (checked 4/17)

Adopted:

TRANSPORTATION TO AND FROM CHILD CARE LOCATIONS/SPECIAL TRANSPORTATION REQUESTS

I. Policy

School districts are responsible for the safe, efficient transportation of students to and from assigned bus stop locations. Parent/guardian requests to change a scheduled pick up or drop off location that are frequent or without advance notice have a direct negative effect on both the safety and efficiency of the transportation system. Therefore, the District establishes the following policy to enhance the safety and efficiency of transportation currently provided to and from child care locations for children in grades pre-K through 8 and special transportation requests for all grades.

II. Child Care Location

- A. A before/after school child care location shall be defined as a place, other than home, where child care for less than 24 hours is provided on a regular basis within the school district. In the event of a child care provider that is not licensed/registered pursuant to Section 390 of the New York State Social Services Law, such provider must be in the same attendance zone as the student's residence or be located such that the child can be transported without change to an existing bus route. If such provider is licensed/registered pursuant to Section 390 of New York State Social Services Law, such provider may be in any location within the school district boundaries.
- B. In order to be eligible to request transportation to/from a child care location, such student must be otherwise eligible for transportation pursuant to applicable law and policy.

III. Requests for Annual Transportation To and From a Child Care Location for Grades Pre-K through 8:

- A. Written requests for regular transportation to or from a child care location should be submitted by the parent/guardian, if possible, by August 1st of the year preceding the year transportation is desired; unless the parent/guardian did not reside in the District on August 1st then such request must be made within thirty (30) days after establishing residence in the District. Parents / guardians are encouraged to use the "Family ID" program located on the District's website under the Parent Resources heading.
- B. Requests will be approved only if the before/after school child care location is consistent throughout the week. The district will not transport to/from multiple

POLICY

PERSONNEL

5401

TRANSPORTATION TO AND FROM CHILD CARE LOCATIONS/SPECIAL TRANSPORTATION REQUESTS

pick up or drop off points during the week unless such alternate site can be accommodated by the same bus route.

- C. Requests should be submitted to the ~~Student Registration~~District Transportation office (315-361-6072).
- D. The Principal will review and approve/disapprove the transportation request in conjunction with the Transportation Department. The parent/guardian shall be notified of the decision.

IV. Requests for Changes in Child Care Locations for Grades Pre-K through 8:

- A. Frequent requests to change the location of a before/after school child care location jeopardize the safety of children by increasing the chance of miscommunication or error. Parent/guardian requests for changes must be limited to assure the safety of their child(ren). In no event will more than ten (10) changes be permitted during one school year.
- B. Written requests for changes in the location of a regular child care location during the school year must be based upon a verified need, and submitted to the office of the student's assigned school at least three (3) school days in advance. Requests not meeting the advance notice requirement are subject to the approval of the Principal pursuant to Section VI.
- C. ~~The Student Registration office will review and approve/disapprove the transportation request in conjunction with the Transportation Department. The parent/guardian shall be notified of the decision.~~The District Transportation office will approve / disapprove the transportation request and the parent / guardian will be notified of the decision.

V. Other Special Requests for all Grades:

- A. Requests for transportation to and/or from an address other than the home address may be approved on a short-term or temporary basis. Requests must be submitted in writing at least three (3) school days in advance. Each request shall be for a period of two (2) weeks or less. After every two (2) week period the parent or guardian must submit another written request in order to extend the time period of such transportation; by the last day of the prior request. Requests not meeting the advance notice requirement are subject to the approval of the Principal pursuant to Section VI.

POLICY

PERSONNEL

5401

TRANSPORTATION TO AND FROM CHILD CARE LOCATIONS/SPECIAL
TRANSPORTATION REQUESTS

- B. ~~The Student Registration office in conjunction with the Transportation Department will review and approve/disapprove such requests. The parent/guardian shall be notified of such decision.~~ The Transportation Department will review and approve / disapprove such requests and the parent / guardian shall be notified of such decision.

VI. Emergency Requests for all Grades:

- A. When failure to provide adequate notice due to exceptional, emergency circumstances can be demonstrated, the ~~Student—Registration~~District Transportation office may approve a change in the drop off/pick up location of a child, ~~in conjunction with the Transportation Department.~~ Approval of such request is dependent upon there being no change in the bus route and if it involves a different bus, adequate seats on that bus.
- B. In the event that the emergency request is made via telephone, the parent/guardian must submit a written request confirming same within two (2) school days.

Oneida City School District

Legal Ref: Education Law §3635 1(e)

Adopted: 01/12/99 Reviewed: 04/19/04

Revised: 03/12/19

Policy

COMMUNITY RELATIONS

1003

SCHOOL VOLUNTEERS

- I. The Board of Education encourages the use of volunteers in the schools. The services of volunteers may be accepted by the Board, the Superintendent, ^{or his/her designee.} ~~the Assistant Superintendent for Finance or Assistant Superintendent for Instruction.~~
- II. Volunteers may come from all backgrounds and all age groups and may include any persons willing to give their time to one purpose--helping children and school staffs. Volunteers may be involved in virtually every facet of the operation of the school district, working with students on a one-to-one basis or performing tasks not involving children. Tasks may involve services in the library, classroom, athletics, music, school plays, pre-kindergarten programs assisting on field trips, tutoring, mentoring in selected programs and other similar activities.
- III. An individual shall be considered to be an "authorized volunteer" for purposes of participating in school activities and for purposes of receiving indemnification under the Education Law, Workers' Compensation and liability insurance protection under the District's insurance coverage, only where volunteers for the particular program or activity in which the individual participants have been approved for participation in accordance with this policy.
- IV. The responsible school personnel, in collaboration with the Building Principal or Athletic Director, will identify appropriate tasks for volunteers and will plan in-service activities for them when necessary as they may become skilled in performing these tasks.
- V. Volunteers will not teach, but may reinforce skills taught by the professional staff. Volunteers may not provide transportation to pupils in their personal automobiles for any school-sponsored activities.
- VI. Before the deployment of regularly scheduled (daily or weekly basis) volunteers, the District shall require that the volunteer undergo the same application and screening process as District employees, excluding fingerprinting. This shall include the following information:
 - a. Completed application form;
 - b. Building Principals or Athletic Director must maintain a list of volunteers each year and maintain application materials.
- VII. No school employee shall recruit or deploy a volunteer except in accordance with this policy. No school employee shall pay any form of compensation to a volunteer using school or ~~student funds~~, except for expense reimbursements that are authorized in advance by the business office.

funds raised by students

POLICY

COMMUNITY RELATIONS

1003

SCHOOL VOLUNTEERS

- VIII. A district or building administrator must approve each volunteer prior to beginning service in the district.
 - A. Long term volunteers, such as coaches, clerical or library helpers must be approved by the Board of Education. All volunteer coaches must hold coaching certification.
 - B. The volunteer program is limited to those that have been accepted and recorded by an administrator or the Board of Education.
- IX. The Program Supervisor is responsible for direct supervision of the volunteer.
- X. The Superintendent retains the right to withdraw permission previously given for the services of any volunteer at any time without cause.

Oneida City School District

Legal Ref: Volunteer Protection Act of 1997, 42 USC 145001, Education Law §§ 3023 and 3028, Public Officers Law §18

Adopted: 02/10/04

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CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL
PROPERTY AND AT SCHOOL FUNCTIONS

TABLE OF CONTENTS

		PAGE
I.	Introduction	2-3
II.	Definitions	3-5
III.	Student Rights and Responsibilities	5-9
IV.	Essential Partners	9-12
V.	Student Dress	12-13
VI.	Student Conduct	13-19
VII.	Reporting & Responding to Violations	19-21
VIII.	Disciplinary Penalties, Procedures and Referrals	21-27
IX.	Procedure in the Early Identification and Resolution of Discipline Problems	27
X.	Alternative Instruction	28
XI.	Students with Disabilities	28-30
XII.	Public Conduct on School Property	30-32
XIII.	Conduct by School Employees	32-33
XIV.	Standards and Procedures to Assure the Security and Safety of Students and School Personnel	34
XV.	Maintenance and Enforcement of Code	34-35
XVI.	Prohibition of Retaliation	36

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL
PROPERTY AND AT SCHOOL FUNCTIONS

I. INTRODUCTION

- A. The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal. This Code of Conduct has been developed consistent with Article 2-A of the Education Law, the Safe Schools Against Violence in Education Act (Chapter 181 of the Laws of 2000) and Section 100.2 of the implementing Commissioners Regulations, in collaboration with students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

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

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

- B. Dignity for All Students Act

The Dignity for All Students Act ("DASA") contains requirements for maintaining a positive learning environment for all students and will be integrated with the district Code of Conduct. DASA specifically prohibits bullying, discrimination and harassment by school employees and students on school property or at a school function by school employees and students based on, but not limited to, actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status. Also included are provisions for reporting and intervening in cases of discrimination, harassment or bullying. Any related complaints should be brought to the attention of the building principal who also serves as the Dignity Act Coordinator ("DAC") to assist in implementation of the DASA in each school building.

Prevention is the cornerstone of the district's effort to address bullying and harassment. In order to implement its bullying presentation program, the Board will designate, at its annual organizational meeting, individuals at each school to

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL
PROPERTY AND AT SCHOOL FUNCTIONS

act as the DAC. These individuals shall be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex and any other legally protected status.

The DAC's shall be employed by the District and be licensed and/or certified by the Commissioner as a classroom teacher, school counselor, school psychologist, school nurse, school social worker, school administrator or supervisor or superintendent of schools.

The DAC's will be responsible for assisting in coordinating and enforcing the requirements of the Dignity for All Students Act and its related policies and regulations at each school building, including but not limited to:

- a. Professional development for staff members;
- b. The complaint process; and
- c. Support of the Dignity Act's civility curriculum components.

II. DEFINITIONS

For purposes of this code, the following definitions apply.

"Cyberbullying" means harassment or bullying where such harassment or bullying occurs through any form of electronic communication. Cyberbullying includes the use of information technology, including, but not limited to e-mail, instant message, blogs, chat rooms, pagers, cell phones, social media photos/videos and gaming systems, to harass, threaten, isolate or intimidate others. (Education Law §11[8])

"Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

"Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Gender" means a person's actual or perceived sex and includes a person's gender identity or expression. "Gender Identity" means a person's gender-related identity, appearance or

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL
PROPERTY AND AT SCHOOL FUNCTIONS

behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth.

"Harassment or bullying" means the creation of a hostile environment by conduct or by threats, intimidation, or abuse, including cyberbullying as defined in Education Law section 11(8), that either:

1. has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or with the student's mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or
2. reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety.

This Code applies to all acts of harassment or bullying that occur on school property or at a school function, as well as to acts occurring off school property when (i) those acts create or would foreseeably create a risk of disruption within the school environment, and (ii) it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

"Hazing" is defined to mean committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to the student, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term "hazing" includes, but is not limited to: humiliating, degrading or dangerous activities; substance abuse of alcohol, tobacco or illegal drugs; any activity that intimidates or threatens the student with ostracism, or adversely affects the health or safety of the student; or any activity that causes or requires the student to perform a task or act that is a violation of state or federal law or district policies/regulations.

"Illegal Substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, barbiturates, ecstasy, heroin, steroids, any substances commonly referred to as designer drugs or synthetic drugs, and "look a likes" (including synthetic cannabinoids) and prescription or over-the-counter drugs.

"Parent" means parent, guardian or person in parental relation to a student.

"School function" means any school-sponsored extra-curricular event or activity. For the purposes of this policy, a "school function" is defined as any event, occurring on or off school property, sanctioned or approved by the school, including but not limited to offsite athletic events, school dances, plays, musical productions, field trips or other school-sponsored trips.

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL
PROPERTY AND AT SCHOOL FUNCTIONS

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a building owned or leased by the school district, a public elementary or secondary school, including the school district office building and bus garage or on a school bus, as defined in Vehicle and Traffic Law §142.

“Sexual Orientation” means a person’s actual or perceived heterosexuality, homosexuality, or bisexuality.

“Tobacco Products” means “cigarettes, cigars, pipes, chewing tobacco, snuff, herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, e-cigarettes, vapes, cloves, bidis and kreteks as well as matches and lighters.”

“Violent student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon or ammunition that is commonly used with weapons.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, knife, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, corrosive liquid, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used with intent to cause physical injury or death when used as a weapon (e.g. pocket knife, folding knife, lockback knife, or pen knife). Any “look a likes” air guns or other instruments wielded as a weapon are considered a weapon including ammunition that is commonly used within weapons for purposes of this definition.

III. STUDENT RIGHTS AND RESPONSIBILITIES

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL
PROPERTY AND AT SCHOOL FUNCTIONS

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
2. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
3. Be free from discrimination, bullying and harassment on school property or school functions including but not limited to the educational program, activities, or admission policies of their school. Such conduct shall include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, gender (including gender identity and expression), or any other legally protected category.
4. Participate equally in all school activities regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression) or sex;
5. Have complaints about school-related incidents investigated and responded to.
6. Student Search and Seizure:
 - a. In order to provide and maintain a safe and appropriate environment for students to learn the following guidelines pertaining to student search and seizure are established.
 - b. The Board of Education hereby authorizes administrators to undertake searches of students and their possessions (e.g. pocket contents, bookbags, handbags, etc.) should the circumstances arise, based upon reasonable individualized suspicion. In the event of search and seizure, administrators must at all time take great care in searching the person and personal effects of student and have a witness present when searching. The following rules will be observed:
 - i. The search may be undertaken if District employees have prior reasonable individualized suspicion that a student has violated or is violating the law, District policy or regulation or school rules.
 - ii. "Reasonable individualized suspicion" is a flexible concept requiring the application of experience and common sense. Determinations should be made on a case-by-case basis, with due

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL PROPERTY AND AT SCHOOL FUNCTIONS

consideration of all circumstances. Factors which must be considered in determining whether a school official has sufficient cause to search a student include but are not limited to:

- 1) The prevalence and seriousness of the problem for which the search is directed.
 - 2) The urgency to make the search without delay.
 - 3) The reliability of the facts upon which to base a reasonable suspicion that the particular student has possession of evidence leading to a violation of school regulations.
 - 4) Students will be asked to empty their pockets and otherwise comply with reasonable search requests. If a student refuses, the parents will be contacted. The police will be contacted in the event that a law enforcement search is required. The student will remain under direct supervision until the search.
- c. Whenever an administrator conducts a search, the circumstances thereof are to be set forth in a written report to be filed with the Superintendent or his/her designee.
- d. Employees of the Oneida City School District will not conduct strip searches.
- e. Students have no reasonable expectation of privacy rights in school lockers, desks, technology, network folders, and internet history or other school storage places, and the District exercises overriding control over such school property. Lockers, desks and other school storage places may be subject to inspection at any time by school administrators.
- i. Student lockers, desks or other school storage places are the property of the District and remain at all times under the control of the District. Students have no expectations of privacy therein. Students are expected, however, to assume full responsibility for the security of their lockers, and the District is not responsible for stolen items. A list of the locker or lock combinations to all student lockers shall be kept in the office of the building principal.
 - ii. The District retains the right to inspect student lockers, desks or other storage spaces at any time without a search warrant, without notice, and without student consent. Inspections may be conducted by authorized school personnel and/or law enforcement officials, and may be conducted with the assistance of drug-detecting dogs.

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL
PROPERTY AND AT SCHOOL FUNCTIONS

- f. Trained canines or related technologies may be utilized by the District in searches of students' possessions, school lockers, cars, desks or other school storage with prior approval of the plan by the Building Principal and Superintendent.

7. Police in the School

The police may search a student, or his/her locker in the presence of the principal or his/her designee, if they have a valid warrant to do so or if they have "probable cause" to believe that the student is in possession of contraband. When police are permitted to interview students in school, the students have the same Constitutional rights they have outside the school. Parents will be notified as soon as possible. If police wish to speak to a student concerning an out-of-school matter (in the absence of a warrant or probable cause for suspicion), they will be directed by school authorities to take the matter up directly with the student's parents except as provided in the Reporting Child Abuse and Maltreatment Policy.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Act and speak respectfully about issues/concerns.

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL
PROPERTY AND AT SCHOOL FUNCTIONS

13. Use non-sexist, non-racist and other non-biased language.
14. Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex.
15. Use communication that is non-confrontational and is not obscene or defamatory.
16. Report acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.

IV. ESSENTIAL PARTNERS

A. Parents

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their child(ren) to school ready to participate and learn.
3. Ensure their child(ren) attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their child(ren) be dressed and groomed in a manner consistent with the student dress code.
6. Help their child(ren) understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their child(ren) understand the consequences of their actions.
8. Convey to their child(ren) a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their child(ren)'s friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Reinforce instruction related to Civility, Citizenship, and Character Education.
14. Maintain a climate of mutual respect when dealing with school personnel.
15. Lead by example in a professional, respectful, courteous manner.

B. Teachers

All district teachers are expected to:

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL PROPERTY AND AT SCHOOL FUNCTIONS

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex, with the intent of strengthening students' self- concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Follow teachers' contract and faculty handbook.
6. Communicate with students and parents.
7. Communicate regularly with students, parents and other teachers concerning growth and achievement.
8. Report orally to a DAC any incident of harassment, bullying, and/or discrimination that they witness or that is reported to them, not more than one school day later; and file a written report not later than two (2) school days after the initial oral report.
9. Lead by example in a professional, respectful, courteous manner.

C. Other School Employees

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning
2. Assist students in their daily activities as directed by the classroom teacher(s) and administrator(s).
3. Maintain an environment of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation gender/gender identity, sex or any other legally protected status, which will strengthen students' confidence and promote learning.
4. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
5. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
6. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the school employee's attention to the Building Administrator and/or Dignity Act Coordinator in a timely manner.
7. Lead by example in a professional, respectful, courteous manner.

D. Administrators

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL PROPERTY AND AT SCHOOL FUNCTIONS

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex, with the intent of strengthening students' confidence and promote learning.
3. Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.
4. Evaluate on a regular basis all instructional programs.
5. Support the development of and student participation in appropriate extracurricular activities.
6. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
7. Provide anonymous opportunities for students to report incidents of harassment or discrimination within classrooms or in hallways, to the designated Dignity Act Coordinator.
8. Integrate within their lessons, instruction in Civility, Citizenship, and Character Education.
9. Report to the DAC any incident of harassment, bullying, and/or discrimination that they witness or that is reported to them, not more than one day later.
10. If acting as DAC, complete a report of any incident of harassment, bullying and/or discrimination that was reported to them, not more than one day later.
11. Lead by example in a professional, respectful, courteous manner.

E. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national ethnic group, religion, religious practice disability sexual orientation, gender (including gender identity or expression) or sex, with the intent of strengthening students' confidence and promote learning.
3. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
4. Inform the Board about educational trends relating to student discipline.
5. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
6. Work with district administrators in enforcing the code of conduct and

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL
PROPERTY AND AT SCHOOL FUNCTIONS

ensuring that all cases are resolved promptly and fairly.

7. Report incidents of bullying, discrimination and harassment that are witnessed—or otherwise brought to the Superintendent’s attention to the building administrator and/or Dignity Act Coordinator in a timely manner. Review in a timely manner all reports prepared by the Compliance Coordinator or DAC concerning an incident of alleged harassment, bullying and/or discrimination and ensure that appropriate reports are made to law enforcement and appropriate corrective actions have been taken in school.
8. Lead by example in a professional, respectful, courteous manner.

F. Board of Education

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Provide time for regularly scheduled in-service training for all school employees, including training in prevention and response to harassment or discrimination of students as defined by DASA.
4. Assure that instruction in Civility, Citizenship, and Character Education is integrated in classroom instruction.
5. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.

V. **STUDENT DRESS**

The intent of the dress code is to foster an environment that is sanitary, safe and conducive to teaching and student learning. It is also intended to provide guidance to prepare students for their role in the work place and society. As a general principle, students have the right to determine their own dress as it relates to taste and appearance. However, all students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students may be required to wear appropriate protective gear in applicable classes (e.g. Family Consumer Science, Technology, and physical education). Students shall not be permitted to wear apparel that:

- a. constitutes a substantial disruption or material interference with the mission, work or discipline of the school community
- b. constitutes a health or safety hazard (including clothing that promotes and/or

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL
PROPERTY AND AT SCHOOL FUNCTIONS

- endorses the sale or use of alcohol, Tobacco Products, Illegal Substances and/or encourages other illegal or violent activities);
- c. endangers the health, safety and welfare of self or others;
- d. includes any item that is profane, lewd, offensive, vulgar, obscene, libelous, or that denigrates another's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, disability or any other legally protected category; or
- e. otherwise infringes upon the rights of others.
- f. revealing clothing including undergarments.

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

VI. STUDENT CONDUCT

A. Behavior-Related Offenses and Consequences

Students are expected to conduct themselves in an appropriate and civil manner, with regard for the rights, safety and welfare of other students, district personnel, and other members of the school community, and for the care of school facilities and equipment.

The rules of student conduct listed hereafter are intended to focus on safety and respect for the rights and property of others. Students who do not accept responsibility for their own behavior and who violate school rules will be required to accept penalties for their conduct.

Disciplinary action will be firm, fair, and consistent so as to be the most effective in changing student behavior. The staff at a school has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school.

When determining the consequences, they will take the following into consideration:

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL
PROPERTY AND AT SCHOOL FUNCTIONS

- a. The nature of the offense and the circumstances which led to the offense.
- b. The age-appropriateness of the consequence.
- c. The student's prior disciplinary record.
- d. The effectiveness of other forms of discipline.
- e. Information from parents, teachers and/or others, as appropriate.
- f. The extent to which the offense interfered with the responsibility/rights/privileges/property of others.
- g. The extent to which the offense posed a threat to the health and safety of others.
- h. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lesser penalty than subsequent violations. However, the District may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue. In the case of students who are habitually disruptive or who frequently violate school rules, administrators have the prerogative of applying more severe penalties at any stage, including removal from class and suspension from school.

Although not all-inclusive, the following list of offenses on school property or at a school function and range of consequences apply in most circumstances.

B. Disciplinary Responses to Student Misconduct

The purpose of all discipline is to teach students appropriate and constructive behaviors. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous discipline record of the student.

This code divides types of misbehaviors into four levels of increasing seriousness, with more stringent disciplinary measures provided for at each level. If an infraction appears to fall between two levels, it should be categorized and dealt with at the less stringent level. At each level there are examples of infractions to be treated at that level. The list is intended to be descriptive rather than exhaustive. Each level also has a description of procedures which school officials should follow in administering discipline, and a menu of disciplinary choices. Because each child and each misbehavior is different, school officials should tailor the discipline for each infraction to best encourage the child to make better choices in the future.

Level A

These misbehaviors constitute minor infractions of school rules which cause little harm and minimal disruption. They are best handled quickly and informally. If

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL
PROPERTY AND AT SCHOOL FUNCTIONS

the behaviors continue, however, their very persistence may make them disruptive enough to cause them to be treated as more serious infractions with more stringent consequences.

Examples of Infractions

1. Failure to follow instructions
2. Classroom disturbance
3. Neglect of safety rules
4. Violations of bus rules
5. Violations of library rules
6. Litter/graffiti
7. Disturbance outside class
8. Violation of study hall privilege
9. Abuse of hall, locker, or library privileges
10. Tardiness
11. Absence (unlawful)
12. Inappropriate language
13. Failure to bring in a note for absence from school
14. Repeated taunting and/or teasing of others
15. Disrespect of others
16. Disorderly conduct
17. Driving/parking violations
18. Disruptive use of portable electronic devices
19. Possession of skate board, roller blade or scooter

Procedures

1. The supervising staff or observer intervenes and applies the most appropriate discipline.
2. The staff member maintains a record of offenses and actions taken. A copy of such record shall be shared with the appropriate personnel.
3. If misbehavior persists, the staff member needs to contact parents prior to conferring with the principal or the principal's designee.

Optional Disciplinary Responses

- A. Verbal reprimand
- B. Seat change
- C. Behavioral contract
- D. ISS
- E. Restriction and/or loss of privileges
- F. Special written assignments
- G. Recommend and refer for counseling
- H. Parental contact and/or conference
- I. Clean-up after school and/or payment of damages

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL PROPERTY AND AT SCHOOL FUNCTIONS

- J. Teacher, Lunch or Office Detention
- K. Warning letter
- L. Referral to in-school or out of school agency
- M. Any combination of the above

Level B

Misbehaviors included at this level are frequent and/or serious enough to disrupt the learning climate of the school and affect the student's own ability to learn. Some of these infractions may be a result of misbehaviors which continue even after disciplinary measures are taken under Level A. Because of the frequency and/or seriousness of these misbehaviors, the administrator assumes the major responsibility for corrective action.

Examples of Infractions

1. Consistent infractions of Level A misbehavior
2. Harassment or bullying of other students
3. Repeated misbehavior on the school bus
4. Petty theft
5. Gambling
6. Use of profanity or obscenity
7. Possession or distribution of pornographic materials
8. Leaving school without permission
9. Defiance and insubordination
10. Forgery
11. Cutting scheduled classes or detention
12. Harassment graffiti
13. Truancy
14. Cheating/Academic Dishonesty
15. Defamation
16. Failure to serve assigned consequences
17. Loitering

Procedures

1. The teacher or observer reports the infraction or refers the student to the administrator. A written report will be submitted to appropriate personnel.
2. The administrator meets with the student and/or the teacher and determines the most appropriate disciplinary response, and then informs the teacher of the action taken.
3. The parent or person responsible for parental control shall be notified.
4. The administrator maintains a record of the offense and the disciplinary

CODE OF CONDUCT FOR THE MAINTENANCE OF PUBLIC ORDER ON SCHOOL
PROPERTY AND AT SCHOOL FUNCTIONS

action taken.

Optional Disciplinary Responses

- A. Continuation of the more stringent Level A options
- B. Recommend or refer for sustained counseling
- C. Parental conference
- D. Temporary withdrawal of certain privileges or participation in school activities
- E. Teacher removal of a student from classroom*
- F. Suspension of school bus transportation
- G. In-school suspension
- H. Out-of-school suspension (except for truants)
- I. Any combination of the above

Level C

Classified at this level are behaviors which may cause lasting harm to the misbehaving student or which may threaten the health, safety, or emotional well-being of others in the school. If the misbehaviors at this level could violate criminal laws, administrators may, if they consider it appropriate, contact law enforcement officials. In most cases, however, these behaviors can best be remediated through disciplinary action at the school.

* Such removal shall be consistent with Section VIII (A) of this code

Examples of Infractions

- 1. Consistent infractions of Level B misbehavior
- 2. Repeated truancy
- 3. Possession or use of Tobacco Products on school property or a school bus
- 4. Extortion
- 5. Stealing and/or possession and/or sale of stolen property
- 6. Physically threatening other students
- 7. Serious acts of defiance or threatening a teacher or support staff
- 8. Fighting (physical harm)
- 9. Vandalism
- 10. Possessing, using, distributing or being under the influence of Illegal Controlled Substances, drugs or alcohol on school property or at school sponsored activities
- 11. Serious disruptive behavior
- 12. Leaving school grounds without permission

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

13. Interference in the execution of duties of school personnel
14. Cyberbullying.
15. Possessing or using a pellet or BB gun on school property or at school-related events
16. Computer/Electronic Communication misuse
17. Discrimination
18. Hazing
19. Trespassing

Procedures

1. The infraction is reported or the administrator investigates further and confers with staff members on the circumstances and immediate needs.
2. The administrator confers with the student and parent or person responsible for parental control about the documented misbehavior, its extent and consequences, and subsequent disciplinary action. If suspension is part of the action, the administrator follows appropriate procedures
3. If appropriate, the administrator contacts law enforcement officials
4. Administrator makes an accurate record of the infraction
5. Written statements are taken as needed

Optional Disciplinary Responses

- A. Continuation of appropriate Level B options
- B. Full withdrawal from participation in school activities
- C. Restitution for damages
- D. Referral to outside agency
- E. In-school suspension
- F. Out-of-school suspension (except for truants)
- G. Referral to superintendent for possible hearing
- H. Referral to judicial system
- I. Any combination of above

Level D

Except for unmodified Level C behavior, the acts listed at this level are clearly criminal. They represent a direct and immediate threat to the welfare of others or may result in serious injury to the student, other people, or property. In most cases, they require administrative action which immediately removes the student

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

from school and calls for the intervention of appropriate authorities.

Examples of Infraction

1. Consistent infractions of Level C misbehavior
2. Possession and/or sale of stolen property
3. Extortion from other students
4. Indecent exposure
5. Tampering with a fire alarm
6. Pulling a false alarm
7. Starting a fire on school property
8. Major vandalism
9. Grand theft
10. Possession and/or use of explosives or fireworks
11. Arson
12. Providing, selling, and use of Illegal Substances and/or alcohol on school property and/or at school-sponsored activities
13. Making a bomb threat
14. Assault and battery
15. Possession, use, and/or transfer of weapon or firearm on school property or at school-related activities
16. Hate crimes (incidents targeting individuals or groups with threats, ridicule, or violence, including written and electronically displayed ridicule)
17. Sexting
18. Sexual Harassment

VII. REPORTING AND RESPONDING TO VIOLATIONS

A. REPORTING POSSIBLE VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The Principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

B. Responding to Reports of Possible Harassment or Discrimination

1. In addition to the procedures described below for removal of disruptive students and possible suspension from attendance, the District provides a procedure for responding to reports of possible discrimination or harassment against students by another student, an employee, or any other person on school property or at a school function. The process is described in the District's Equal Opportunity and Nondiscrimination Policy.
2. The District has also designated a Dignity Act Coordinator for each school. Those coordinators are:

~~Brian Gallagher~~
Oneida High School
Telephone: (315) 363-6901

~~Amanda Larson~~
Otto Shortell Middle School
Telephone: (315) 363-1050

Molly Malgieri
Otto Shortell Middle School
Telephone: (315) 363-1050

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

~~Margaret Visalli~~ *Danielle Mullen*
Durhamville Elementary
Telephone: (315) 363-8065

Eric Coriale
North Broad Street Elementary
Telephone: (315) 363-3650

~~Molly Hagan~~ *Penny Houser*
Seneca Street Elementary
Telephone: (315) 363-3930

Moira Yardley
Willard Prior Elementary
Telephone: (315) 363-2190

The Dignity Act Coordinators are trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), and sex. They are available to speak with any person who has witnessed possible discrimination or harassment, or if that person has experienced treatment that may be prohibited discrimination or harassment.

C. No Retaliation for Reporting

No act of retaliation may be directed at any person who makes a good faith report of conduct by another person that may reasonably be a violation of this Code, or who assists in, or is part of, the investigation of such a report. To engage in such retaliation is considered a violation of this Code.

VIII. DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS

A. Removal of Disruptive Students from the Classroom and School Property.

1. Teacher Removal of a Disruptive Student from the Classroom
 - a. Teachers have a limited authority to remove Disruptive Pupils from the classroom. Such removal shall be consistent with this code of conduct.
 - b. A Disruptive Pupil may be removed from a teacher's classroom

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

by the teacher for no more than two (2) days of instruction for each incident of substantial disruption of the educational process or substantial interference with a teacher's authority. For elementary classroom it applies to the specific academic class.

- c. In order to initiate the removal of a student from the classroom, the teacher must first determine that a student is disruptive. The behaviors identified as Level B behaviors under Section VI Disciplinary Responses to Student Misconduct are illustrative of disruptive behavior warranting teacher removal from class. Behaviors which do not rise to the level defined as disruptive shall be subject to traditional disciplinary strategies, in accordance with this policy.

These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in administrator's office; (2) sending (with supervision) a student to the principal's office for the remainder of the class time only; (3) sending (with supervision) a student to a guidance counselor or other district staff member for counseling; or (4) assignment to time out, or "resolution and recovery". Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

In addition, teacher removal of a pupil from the classroom for behavior which warrants a more significant penalty, such as out-of-school suspension, does not preclude the greater discipline.

- d. If the pupil's behavior is merely disruptive (not presenting a continuing danger or an ongoing threat of disruption to the academic process) the teacher shall notify the student of the reasons for the removal prior to the removal and allow the student to present his/her version of the events. If the pupil's behavior does present a continuing danger or ongoing threat as stated above, the teacher may immediately remove the pupil from the classroom; and explain the basis of the removal and allow the student to present his/her version of the events within twenty-four (24) hours of the removal. If the twenty-four (24) hour period does not end

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

on a school day, it shall be extended to the corresponding time on the next school day.

- e. A teacher initiating removal of a student from the classroom pursuant to the provisions of this code of conduct shall inform the principal of the basis of the removal and complete a written disciplinary referral form detailing the basis of the removal.
- f. The principal or his/her designee (another administrator) must inform the parent of the reasons for the removal from class within 24 hours of the removal, provided that if such twenty-four period does not end on a school day, it shall be extended to the corresponding time on the next school day. On request, the student/parent must be given an opportunity to discuss reasons with principal or his/her designee. The teacher shall be involved in the conference, unless the principal decides based upon extenuating circumstances that it is not beneficial to have the teacher involved in such conference.
 - 1. If the student denies the charges, the student/parent must be given explanation of basis for removal and an opportunity to represent his/her version. This must take place within 48 hours of the removal. If the forty-eight (48) hour period does not end on a school day, it shall be extended to the corresponding time on the second school day next following the pupil's removal.
 - 2. The Principal or his/her designee must decide, by the close of business on the school day next succeeding the end of the 48 hour period for an informal hearing, whether the discipline will be set aside. The principal or his/her designee may only set aside discipline if:
 - a. The charges against the student are not supported by substantial evidence.
 - b. The student's removal is in violation of law.
 - c. The conduct warrants an out-of-school suspension and a suspension will be imposed.
- g. The District shall provide continued educational programming to students who are removed from class by a teacher. Such

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

programming shall include placement in an alternative educational program appropriate to individual student needs.

B. Student Suspension from School

1. Parental notice concerning student suspensions. When suspension of a student from attendance for a period of five days or less pursuant to section 3214(3) of the Education Law is proposed, school district officials shall immediately notify the parents or the persons in parental relation in writing that the student may be suspended from school. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the decision to propose suspension at the last known address or addresses of the parents or persons in parental relation. Where possible, notification shall also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents or persons in parental relation. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the parents or persons in parental relation of their right to request an immediate informal conference with the principal in accordance with the provisions of Education Law, section 3214(3)(b). Such notice and informal conference shall be in the dominant language or mode of communication used by the parents or persons in parental relation to the pupil. Such notice and opportunity for an informal conference shall take place prior to the suspension of the student unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.
2. The suspension of pupils for a period in excess of five (5) school days shall be conducted in accordance with the regulations of Section 3214 of the Education Law.
3. Minimum Periods of Suspension
 - a. Pupils Who Repeatedly are Substantially Disruptive

Pupils who repeatedly are substantially disruptive to the educational process or who substantially interfere with the

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

teacher's authority in the classroom shall be subject to a minimum out-of-school suspension of two (2) days. A student who is "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom" is defined as one who is removed from the classroom by a teacher more than four (4) times in a semester. Such suspension period may be reduced on a case by case basis consistent with law.

b. Students Who Bring to or Possess a Firearm or Weapon at School

1. In accordance with the Gun-Free Schools Law (20U.S.C.A. Section 3351), the Gun-Free Schools Act of 1994 (20 U.S.C.A. Section 8921), New York State Education Law Section 3214(3), and this Board policy, the punishment for bringing or possessing a firearm to school shall be a suspension from attendance upon instruction for a period of not less than one calendar year.

The Superintendent has the authority to modify the one year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the student's age, grade in school, prior disciplinary record, Superintendent's belief that other forms of discipline may be effective, input from parents, teachers and/or others; and other extenuating circumstances.

2. The superintendent shall refer a pupil who has been determined to have brought or possessed a weapon or firearm to school as follows:

If the pupil is under 16 years of age, to a presentment agency for a juvenile delinquency proceeding: except a pupil 14 or 15 years of age who qualifies for juvenile offender status in accordance with the Family Court Act, Article 3.

If the pupil is 16 years of age or older, or 14 or 15 years of age who qualifies for juvenile offender status, to the appropriate law enforcement agency.

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

- c. Minimum Suspension for Violent Pupils, other than Students Who Bring or Possess a Firearm or Weapon to School
 1. Teachers shall immediately report and refer a violent pupil to the principal or Superintendent for a violation of this code of conduct.
 2. Students who are deemed to be “violent pupils” as defined by Education Law Section 3214 (2-a) (a), other than those who bring or possess a firearm or weapon to school in violation of the Gun-free School Act and are subject to the provisions of subsection (b), above, shall be subject to a minimum out-of-school suspension of at least five (5) days. Such suspension may be modified or reduced on a case-by- case basis. In deciding whether to modify the penalty, the Superintendent and/or Principal may consider factors such as the student’s age, grade in school, prior disciplinary record, belief that other forms of discipline may be more effective, input from parents, teachers and others, and other extenuating circumstances.

C. Referrals

1. Counseling

The Guidance Office shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana or other illegal substance in violation of Penal Law § 221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

3. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court any student under the age of 16 who is found to have brought a weapon to school, except any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42). The Superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

IX. Procedure in the Early Identification and Resolution of Discipline Problems

- A. Pupil service personnel, administrators, teachers and others shall report students who are having problems or appear to be having problems regarding matters covered in the code of conduct to the building principal. Parents also are invited to advise the building principal of concerns the parents may have regarding their children pertaining to the code.
- B. Students are expected to report to teachers or to the building administrator any student who appears to be having discipline problems. Students are expected to cooperate in any conference or investigation of the incident regarding the discipline of that student.
- C. When the building principal is aware of, or has received a report from pupil service personnel, administrators, teachers, students or parents, the building principal shall conduct whatever inquiry the principal considers appropriate.
- D. If the building principal, after such inquiry, considers there is a basis for concern, the principal shall arrange to have a meeting with the parents and/or guardians and appropriate staff members to review the matter and create a plan to resolve the discipline problems.
- E. The purpose of the procedure is to identify early possible problems and to resolve these disciplinary problems. The district shall assign such support personnel to assist the parties, considering the resources available at any given time.

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

X. ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

XI. STUDENTS WITH DISABILITIES

A. The Board of Education recognizes that the need to address disruptive or problem behavior within its schools may result in the suspension, removal or other discipline of students with disabilities eligible for services under the Individuals with Disabilities Education Act (IDEA) and Article 89 of the Education Law (Article 89) and their implementing regulations. It also recognizes that these students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them.

1. A student with a disability may not be removed pursuant to Section 201.7 of the Regulations of the Commissioner of Education if the imposition of the 5 school day or 10 school day suspension or removal would result in a disciplinary change in placement based on a pattern of suspensions or removals as determined by school personnel in accordance with the criteria set forth in section 201.2 (3)(ii) except where the CSE has determined in accordance with section 201.4 that the behavior was not a manifestation of such students' disability, or the student is placed in an IAES as authorized under Commissioner's Regulations.

2. "Disciplinary change in placement" means a suspension or removal from a student's current educational placement that is either:

- a. for more than ten (10) consecutive school days; or
- b. for a period of ten (10) consecutive days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than ten (10) school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

B. Accordingly, it shall be the Board's policy that the procedures followed for suspending, removing or otherwise disciplining students with disabilities eligible for services under IDEA and Article 89 will conform with the procedural

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

safeguards required by applicable laws and regulations.

- C. This policy incorporates by reference the Procedural Safeguards for Students with Disabilities Subject to Discipline set forth in Part 201 of the Regulations of the Commissioner of Education, which implement the procedural protections provided under New York's Education Law and which coordinate the state's general procedures or suspension of students with disabilities with the requirements of IDEA and its implementing regulations.
1. The procedures relating to the discipline of students with disabilities require BOCES personnel who recommend the suspension or removal of students to work closely with Committees on Special Education, to establish clear guidelines for communication and decision making on disciplinary matters. The following provides a framework for the actions that schools must take when determining that a student with a disability will be suspended or removed for behaviors that violate the school code of conduct.

In order to initiate the removal of a student with a disability from the classroom, the teacher must first determine if the suspension will result in removing a student for more than ten (10) school days in a school year or impose a suspension or removal that constitutes a disciplinary change or placement.

- a. If no, the following procedure(s) must be followed in conjunction with the teacher's supervisor or director:
1. Suspensions shall be administered in accordance with Section 3214 of Education Law and application to Part 201 of the Regulations of the Commissioner of Education.
 2. Referral to the CSE may be made for either/or:
 - a. Addition and/or modification of the IEP for supplementary aids and services
 - b. Review or modification of an existing behavior intervention plan
 - c. Functional behavioral assessment
 - d. Change in placement
- b. If yes, the following procedure must be followed in conjunction with the teacher's supervisor or director:

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

1. A referral to the CSE for a Manifestation Hearing
 - a. If the behavior is related to the student's disability, unless the parent and district otherwise reach an agreement, immediately return the student to his or her current educational placement
 - b. If the behavior is not related to the student's disability, the student may be suspended or removed for the behavior.
- D. Moreover, consistent with the IDEA and New York Education Law, pupil service personnel, teachers and/or administrators who identify a student with a disability whose behavior is repeatedly interfering with his/her own or other's learning shall refer such individual to the CSE for a functional behavioral assessment and behavior intervention plan or, if one exists, for review of same.

XII. PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender (including gender identity or expression), sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
6. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Use tobacco, nicotine or e-cigarette products on school property or at a school function.
11. Possess or use weapons or ammunition that is commonly used with weapons on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
12. Loiter on or about school property.
13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

XIII. CONDUCT BY SCHOOL EMPLOYEES

- A. Acceptable conduct by school employees shall be consistent with the role of teachers and staff outlined in this code of conduct.
- B. Unacceptable conduct by school employees

Unacceptable conduct by school employees shall be evaluated consistent with the strategies and procedures for the maintenance and enforcement of public order on school property, other provisions of this code of conduct and other applicable laws, rules and collective bargaining agreements.

- C. Prohibition of Corporal Punishment
 1. The District recognizes the responsibility of all school personnel, including administrators, faculty and other employees, to see that proper standards of school behavior are maintained. All school personnel are expected to help in maintaining proper levels of supervision.
 2. No teacher, administrator, officer, employee or agent of the District shall use corporal punishment against a pupil.
 3. 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 4 of this section.
 4. In situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

employed, nothing contained in this section shall be construed to prohibit the use of reasonable physical force for the following purposes:

- a. To protect oneself from physical injury;
 - b. To protect another pupil or teacher or any other person from physical injury;
 - c. To protect the property of the school or others; or
 - d. 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.
5. The Superintendent of Schools is hereby directed to develop and implement a reporting procedure which will enable the District to summarize complaints relative to the alleged administration of corporal punishment. Such summaries will include references to the substance of each/all complaints, the result(s) of the investigation of each/all complaints, and whatever action(s), if any, was/were taken by the administration of the District. The summary of each/all complaints shall be available for submission to the Commissioner of Education in accordance with Commissioner's Regulations (semi-annually, by January 15th and July 15th of each year.

D. Acceptable Attire

Appropriate professional attire is expected to be worn by all staff members. Clothing shall be neat and clean, shall not be profane, lewd or offensive; not constitute a health or safety hazard (including clothing that promotes the use or sale of alcohol, tobacco and nicotine products, Illegal Substances and/or controlled substances) or a substantial disruption or material interference with the work or discipline of the school.

E. Communication with Parents, Students, Other School Employees, Administrators or other Persons on School Property

Employees of the district shall refrain from the use of profane, lewd, vulgar or abusive language which may incite or offend another person.

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

XIV. Standards and Procedures to Assure the Security and Safety of Students and School Personnel.

- A. The district has an established emergency management/school safety plan, which has been developed in accordance with applicable law and regulation to assure the security and safety of students and school personnel.

XV. Maintenance and Enforcement of Code of Conduct

- A. The Board will work to inform the community about this code of conduct by:
 - 1. Providing copies of an age-appropriate version of the summary of the code to all students, written in plain language so that students may understand the standards of respect and appropriate behavior that the school community expects from them. This shall take place at a general assembly held at the beginning of each school year and on an on-going basis at registration for those students who enter the district after the beginning year meeting.
 - 2. Making copies of the code available to all parents, students and community members throughout the school year.
 - 3. Mailing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
 - 4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
 - 5. Providing all new employees with a copy of the current code of conduct when they are first hired.
 - 6. Making copies of the code available for review by students, parents and other community members.
 - 7. Posting the code of conduct on the District's web site.

This Code shall be reviewed by the Board of Education on an annual basis and shall be amended when appropriate. In conducting the review, the board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently. The board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

Before making any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate. Amendments to the Code will be filed with the Commissioner of Education no later than thirty days after adoption.

B. Programs for Students:

The District shall develop and implement a program of instruction in grades Kindergarten through Grade 12 that supports development of a school environment free of harassment, bullying and/or discrimination, that raises student and staff awareness and sensitivity to harassment, bullying and /or discrimination, that instructs in the safe and responsible use of the internet and electronic communications and that includes a component on civility, citizenship and character education in accordance with Education Law. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community.

C. Programs for In-service Education for District Employees:

The Board will provide in-service education programs for all District staff members for the effective implementation of this Code, to promote a safe and supportive school climate while discouraging, among other things, harassment, bullying and discrimination against students by students and/or school employees and to include safe and supportive school climate concepts in the curriculum and classroom management. In-service education programs shall also include training on the social patterns of harassment, bullying and discrimination, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex, the identification and mitigation of harassment, bullying and discrimination, and strategies for effectively addressing problems of exclusion, bias and aggression in educational settings. The Superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The following are suggested programs that may be utilized for in-service education for all staff members for effective implementation of this Code: (1) School-oriented programs developed at the district and building level; (2) Superintendent's workshop days; and (3) faculty meetings.

POLICY

COMMUNITY RELATIONS

1005

CODE OF CONDUCT

XVI. Prohibition of Retaliation

- A. Any person having reasonable cause to suspect that a student has been subjected to discrimination or harassment by an employee or student, on school grounds or at a school function, who acting reasonably and in good faith, either reports such information to school officials, to the commissioner, or to law enforcement authorities or otherwise initiates, testifies, participates or assists in any formal or informal proceedings under this subdivision, shall have immunity from any civil liability that may arise from the making of such report or from initiating, testifying, participating or assisting in such formal or informal proceedings. Relatedly, neither the District, nor an employee or student thereof shall take, request or cause a retaliatory action against any such person who, acting reasonably and in good faith, either makes a report or initiates, testifies, participates or assists in such formal or informal proceedings.

Oneida City School District

Adopted: 06/12/01

Reviewed: 07/08/03

Revised: 01/10/06, 08/15/17, 04/23/18

**PLAIN LANGUAGE SUMMARY OF
THE ONEIDA CITY SCHOOL DISTRICT'S CODE OF CONDUCT**

I. Introduction

The District establishes this summary of its Code of Conduct for the Maintenance of Public Order on School Property and at School Functions (Policy No. 1005) to govern the conduct of students, teachers and other school personnel, and visitors. This summary does not replace the complete Code of Conduct.

II. Harassment, Discrimination, And Bullying Is Prohibited At School

You should never feel that it is not safe to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or for any other reason.

A student may not act toward another student in a way that reasonably might make that other student feel threatened or unsafe, or that might reasonably make that other student unable to concentrate on their school work, because of the other student's actual or perceived race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), or sex, or for any other reason. It is against school rules for any student or school staff member to do this by physical actions or by verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school-sponsored events.

III. The Role of Teachers, Administrators, Other School Personnel, the Board and Parents

Students, parents/guardians, instructional staff, administrators, the District Superintendent and the Board of Education are all parties in maintaining safe, orderly and effective schools. The roles of and expectations for each of these individuals are specified in the Code of Conduct.

The District Dignity Act Coordinators for each school are as follows:

~~Brian Gallagher~~ *Katny Davis Kevin Healy*
Oneida High School
Telephone: (315) 363-6901

~~Amanda-Larson~~ *Todd Widrick*
Otto Shortell Middle School
Telephone: (315) 363-1050

Molly Malgieri
Otto Shortell Middle School
Telephone: (315) 363-1050

**PLAIN LANGUAGE SUMMARY OF
THE ONEIDA CITY SCHOOL DISTRICT'S CODE OF CONDUCT**

~~Margaret Visalli~~ *Danielle Mullen*
Durhamville Elementary
Telephone: (315) 363-8065

Eric Coriale
North Broad Street Elementary
Telephone: (315) 363-3650

~~Holly Hagan~~ *Penny Houser*
Seneca Street Elementary
Telephone: (315) 363-3930

Moira Yardley
Willard Prior Elementary
Telephone: (315) 363-2190

The Dignity Act Coordinators are trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), and sex. They are available to speak with any person who has witnessed possible discrimination, harassment, or bullying or if that person has experienced treatment that may be prohibited discrimination, harassment, or bullying.

IV. Prohibited Conduct and Consequences

- A. The following conduct is prohibited on District property and at District events:
1. Willfully causing physical injury to any other person, or engaging in any physical altercation or fight, whether or not anyone is injured.
 2. Verbal or physical intimidation, including threatening to cause physical injury to any other person; acts that constitute harassment as defined in the Code of Conduct.
 3. Willfully damaging, defacing, or destroying property that doesn't belong to the person causing the damage, or removing or using such property without authorization; this includes the posting of notices, placards, and the like on surfaces where all such postings are prohibited.
 4. Entering into any private office of an administrator or staff member without permission.
 5. No one other than a student or employee may enter a classroom or the building beyond the administrative office without written permission of the Superintendent or his/her designee. Parents of students (who are not prohibited by being in their child's classroom by court order) need not

**PLAIN LANGUAGE SUMMARY OF
THE ONEIDA CITY SCHOOL DISTRICT'S CODE OF CONDUCT**

obtain written permission from the Superintendent or designee. However, such individuals must check in with the building principal's office upon arrival and departure. At that time confirmation of the meetings with individuals and appropriate time frames will be made.

6. Misuse of the District computer network, which includes any conduct that does not comply with the District Acceptable Use Policy.
7. Gambling.
8. Use of any tobacco product; and, with respect to students or other minors, the possession or sale, or attempted possession or sale, of any tobacco product.
9. Obstructing the free movement of persons and vehicles in any place to which these rules apply.
10. Deliberately disrupting or preventing the peaceful and orderly conduct of classes, lectures and meetings.
11. Having possession of any knife, shotgun, pistol, revolver, pellet gun or other firearm or weapon without the written authorization of the Superintendent, whether or not a license to possess the weapon same has been issued to.
12. The use, possession, sale, gift or purchase, or the attempt to sell, use, possess, buy or procure alcohol; and, with respect to students and other minors, being under the influence of alcohol.
13. The use, possession, sale, gift, or purchase, or the attempted use, possession, sale, gift, or purchase of:
 - a. marijuana or any substance listed by the local, state or federal government as a controlled substance;
 - b. synthetic marijuana, or cannabinoids, including, but not limited to, items labeled as incense, herbal mixtures, or potpourri;
 - c. any prescription medication other than in compliance with a valid prescription;
 - d. any non-prescription (over-the-counter) medication other than in accordance with the manufacturer's directions for use;

**PLAIN LANGUAGE SUMMARY OF
THE ONEIDA CITY SCHOOL DISTRICT'S CODE OF CONDUCT**

- e. any substance that the possessor or one of the persons involved in a transaction believes to be a substance described in this subsection;
or
 - f. any pipes, bongs, clips, or other paraphernalia associated with the use of any of the substances described in this subsection.
14. Communicating messages through words or symbols (including those printed on items of clothing) that (i) are profane, lewd, sexually explicit, vulgar or abusive; (ii) which may incite or offend another person on the basis of race, color, creed, religion, religious practice, national origin, weight, ethnic group, gender, gender identity, physical or mental ability, or affiliation with any school or non-school group, gang, or organization; (iii) advocates or encourages the use of alcohol, tobacco, or other prohibited substances; (iv) advocates, encourages, or celebrates the use of weapons or violence; (v.) constitutes a health or safety hazard or (vi.) creates, or reasonably might create, a substantial disruption or material interference with the mission, work or discipline of the school community.
15. Urging or aiding others in the commission of any of the acts prohibited.
16. Otherwise violating any law, school rule, or Board policy.
- B. Consequences of Engaging in Prohibited Conduct
- 1. In the case of a violation of the Code of Conduct:
 - a. Any visitor authorized to be on school premises or at a school function (other than students or staff) who is substantially disruptive or violates the rules of this code will be directed to leave the premises or function. In the event of his/her failure or refusal to do so, the Superintendent or designee shall cause his/her ejection from such property.
 - b. In the case of any unauthorized individual (other than students or staff) who is on school property or at a school function, the Superintendent or designee shall inform the individual that he/she is not authorized to remain and direct him/her to leave such premises. In the event of his/her failure to do so, the Superintendent or designee shall cause his/her ejection from such property. Nothing in this section should be construed as authorizing the presence of any such person at any time, nor affect his/her liability for prosecution for trespassing, loitering, etc., as prescribed in the Penal Law.
 - c. In the case of a student, charges for violation of any of these rules shall be presented and shall be heard and determined in the manner

**PLAIN LANGUAGE SUMMARY OF
THE ONEIDA CITY SCHOOL DISTRICT'S CODE OF CONDUCT**

provided in the applicable sections of the Code of Conduct or Section 3214(3) of the Education Law.

- d. In the case of any employee who is charged with misconduct and/or violation of these rules such discipline shall be administered in accordance with applicable law, contract, or Board of Education policy.

C. **Law Enforcement Agencies and Juvenile Delinquency Complaints**

1. Whether a particular act in violation of this Code is reported to a law enforcement agency shall be determined by the building Principal, in consultation with the Superintendent. When the District utilizes a School Resource Officer (SRO) who is an employee of a law enforcement agency, the SRO shall be the initial point of reporting.

V. **Student Rights and Responsibilities**

A. **Rights of Students**

1. Expect a school environment conducive to learning;
2. Be treated respectfully by those in the school community;
3. Receive notice of the expectations for their behavior, and, when circumstances permit, an opportunity to explain their conduct;
4. Access to educational and extracurricular activities on an equal basis, without regard to a persons actual or perceived race, color, creed, religion, national origin, weight, ethnic group, gender (including gender identity or expression), or physical or mental ability including conduct that reasonably causes or would reasonably be expected to cause emotional harm;
5. Learn in an environment free of discrimination, harassment, and bullying based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex or reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for their physical safety;
6. Participate equally in all school activities regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression) or sex;

**PLAIN LANGUAGE SUMMARY OF
THE ONEIDA CITY SCHOOL DISTRICT'S CODE OF CONDUCT**

7. Have complaints about school-related incidents that occur on school property or at school function, as well as to acts occurring off school property when those create or would foreseeably create a risk of substantial disruption within the school environment, and it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property investigated and responded to;
8. Any other rights afforded to students under the provisions of the Federal and State constitutions and the laws of the State of New York.

B. Responsibilities of the Students

1. Comply with the standards of conduct listed in the Code of Conduct Policy 1005.
2. Be aware of and obey all laws, school rules and regulations.
3. Accept responsibility for their own actions.
4. Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
5. Attend school regularly and punctually.
6. Maintain habits of personal cleanliness.
7. Respect school property and the property of others.
8. Strive for mutually respectful relationships with teachers and administrators, recognizing their role as surrogate parent in matters of behavior and discipline.
9. Report threats of violence, observed or overheard, made towards staff and students. Reports may be made anonymously and confidentiality will be respected to the extent possible.
10. Be honest in all situations.
11. Act and speak respectfully about issues/concerns.
12. Use non-sexist, non-racist and other non-biased language.
13. Respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

**PLAIN LANGUAGE SUMMARY OF
THE ONEIDA CITY SCHOOL DISTRICT'S CODE OF CONDUCT**

14. Use communication that is non-confrontational and is not obscene or defamatory.
15. Report acts of bullying, discrimination, harassment and other inappropriate actions that hurt others.

C. Security Searches (Students)

Physical evidence of misconduct will be gathered in accordance with the Code of Conduct Policy 1005. The Board of Education authorizes administrators to undertake searches of students and their possessions (e.g. pocket contents, bookbags, handbags, etc.) when there is reasonable individualized suspicion that a student has violated or is violating the law, District policy or regulation or school rules. The District also retains the authority to examine the contents of all school property, such as student lockers, staff work areas, and both physical and digital files.

D. Student Conduct

1. Acceptable and appropriate conduct by students shall be consistent with the standards of conduct and student responsibilities outlined in the Code of Conduct.
2. In addition, the following conduct is not acceptable if engaged in by students:
 - a. Stealing, lying, cheating, plagiarism or other acts of dishonesty.
 - b. Disrespect toward an administrator, faculty or other staff member, student or visitor.
 - c. Failure to attend District programs as scheduled, without a valid excuse, including failure to remain for the full scheduled school day.
 - d. Any willful act which disrupts the normal operation of the school community, including failure to comply with the directions of a teacher, administrator, or other staff member or volunteer.
 - e. Unacceptable behavior on buses being operated by or on behalf of the District, including not staying seated, throwing objects, excessive loudness or other activities that distract the driver of the bus.
 - f. Public displays of affection.

**PLAIN LANGUAGE SUMMARY OF
THE ONEIDA CITY SCHOOL DISTRICT'S CODE OF CONDUCT**

- g. Possession of any medication, prescription or non-prescription, on District property or while attending a District event, unless possession is authorized by the Student Medications Policy.

E. Appropriate Dress

- 1. Students are not permitted to wear articles of clothing, accessories, or jewelry that do not comply with the Code of Conduct.
- 2. Extremely brief or revealing clothing is not appropriate for school. Underwear and undergarments should be covered by outer clothing. Hats and other headgear are not permitted to be worn during the instructional day, except for medical, religious, or other approved purpose.
- 3. Students are not permitted to wear articles of clothing, accessories, or jewelry that constitute a health or safety hazard, including items that are, or reasonably may be perceived as being, associated with gang or other unlawful behavior.

F. Possession of a Firearm

A student who possesses a firearm on District property or at a District event shall be suspended out-of-school for a minimum of 12 months, provided that the Superintendent may modify this period of suspension on a case-by-case basis.

G. Disciplinary Responses to Student Misconduct

The purpose of all discipline is to teach students appropriate and constructive behaviors. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous discipline record of the student.

For students with disabilities refer to the applicable provisions of the Code of Conduct.

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- 1. The student's age
- 2. The nature of the offense and the circumstances which led to the offense

**PLAIN LANGUAGE SUMMARY OF
THE ONEIDA CITY SCHOOL DISTRICT'S CODE OF CONDUCT**

3. The student's prior disciplinary record
4. The effectiveness of other forms of discipline
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Responses to acts of harassment, bullying, and/or discrimination against students by students shall use measured, balanced, and age-appropriate remedies and procedures, with the goals of prevention and education, as well as intervention and discipline. We will consider the nature and severity of the conduct, the developmental age of the student engaging in the conduct, the actor's prior disciplinary record, and the impact of the conduct on the student at whom it was directed.

H. **Removal of Disruptive Students from the Classroom.**

Teachers are authorized by the Education Law and the Code of Conduct to remove a student from the teacher's classroom if the student is substantially disruptive of the educational process, or if the student substantially interferes with the teacher's authority over the classroom.

I. **Student Suspension from School**

1. The suspension of pupils shall be conducted in accordance with the Code of Conduct and with Section 3214 of the NYS Education Law.
2. **Minimum Suspension for Pupils who Repeatedly are Substantially Disruptive:** Pupils who repeatedly are substantially disruptive to the educational process or who substantially interfere with the teacher's authority in the classroom may be subject to an in-school or an out-of-school suspension.
3. **Minimum Suspension for Violent Pupils**

Students who are deemed to be "violent pupils" as defined by Education Law Section 3214 (2-a) (a) shall be subject to a minimum out-of-school suspension as defined by the Code of Conduct.

J. **PINS Petition/Referral to Human Services Agencies**

Students may be referred to outside agencies, as appropriate for assistance in addressing behavioral or other problems.

VI. Responses to Instances of Inappropriate Conduct

**PLAIN LANGUAGE SUMMARY OF
THE ONEIDA CITY SCHOOL DISTRICT'S CODE OF CONDUCT**

Students, Parents and others shall report students who are having problems or appear to be having problems regarding matters covered in the Code of Conduct to the building administrator.

Teachers and Counselors shall report orally to their principal, the Superintendent, or designee any incident of harassment, bullying, and/or discrimination that they witness or that is reported to them, not more than one day later; and file a written report not later than two (2) school days after the initial oral report.

Principals shall report to the Superintendent, or designee any incident of harassment, bullying, and/or discrimination that they witness or that is reported to them, not more than one day later.

The **Superintendent** shall process in a timely manner all reports of harassment, bullying, and/or discrimination, including insuring that an appropriate investigation is conducted and appropriate reports are made to law enforcement.

VII. Discipline of Students with Disabilities

The Board of Education recognizes that the need to address disruptive or problem behavior within its schools may result in the suspension, removal or other discipline of students with disabilities eligible for services under the Individuals with Disabilities Education Act (IDEA) and Article 89 of the Education Law (Article 89) and their implementing regulations. It also recognizes that these students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them.

VIII. Conduct by School Employees

Acceptable conduct by school employees shall be consistent with the role of teachers and staff outlined in the code of conduct.

IX. Prohibition of Corporal Punishment

A. No teacher, administrator, officer, employee or agent of the District shall use corporal punishment against a pupil. Corporal punishment means any act of physical force upon a pupil for the purpose of punishing that pupil.

B. However, reasonable physical force may be used: to protect oneself, another pupil, teacher or any other person from physical injury; to protect the property of the school or others; or to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of District functions, powers and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.

X. Standards and Procedures to Assure the Security and Safety of Students and School Personnel.

**PLAIN LANGUAGE SUMMARY OF
THE ONEIDA CITY SCHOOL DISTRICT'S CODE OF CONDUCT**

The district has an established emergency management/school safety plan, which has been developed in accordance with applicable law and regulation to assure the security and safety of students and school personnel.

XI. Copies of the District's Code of Conduct

This document is a plain language summary of the District's Code of Conduct. Copies of the District's Code of Conduct may be obtained through your student's school office or the Office of the Superintendent.

Policy

COMMUNITY RELATIONS

1301

DISTRIBUTION OF INFORMATION THROUGHOUT THE SCHOOLS

- I. The Board of Education of the Oneida City School District believes that the schools should avoid exploiting students, whether by advertising or otherwise promoting products or services, or securing participation in non-school related activities. The Board also recognizes that, pursuant to the New York State Constitution, it has no authority to permit the school premises to be used for commercial advertising. At the same time, the schools should inform and assist students to learn about programs, activities or information, which may be of help or service to them.
- II. Therefore, the Board of Education establishes this policy to govern the involvement of school facilities, staff and school children in the advertisement or promotion of any commercial, political or non-school agency, individual or organization in the schools which does not promote the educational or other best interests of students.
- III.
 - A. All requests by agencies, organizations, groups or individuals, including school organizations and employees, that the District post or otherwise disseminate curricular or non-curricular brochures, pamphlets, fliers or other documents shall be directed to the Building Principal at least two (2) weeks prior to the requested date of posting or circulation.
 - B. The Building Principal shall review such requests in accordance with the following:
 1. Information will not be distributed on behalf of any individual, organization or group for private gain;
 2. A worthy educational, civic or charitable purpose must be served, benefiting a substantial group in the community or promoting the educational or other best interests of students;
 3. Distribution of the brochure, pamphlet, flier or other document must not unreasonably interfere with the District's educational programs or activities.
 - C. No Materials shall be distributed or displayed that entail any of the following:
 1. Any material which has the primary purpose of advertising or promoting the purchase of any product or service that has no school purpose, or any similar commercial purpose; or
 2. Any material which has the primary purpose of soliciting charitable donations from students.

POLICY

COMMUNITY RELATIONS

1301

DISTRIBUTION OF INFORMATION THROUGHOUT THE SCHOOLS

- D. The Building Principal may grant or deny the request; or refer any request to the Superintendent ~~or Assistant Superintendent~~ for approval or disapproval.
- IV. Exhibitions in the schools of any books, articles, apparatus, films or other educational materials shall be adjudged by the principles of this policy on the basis of their actual educational value(s).
- V. Colleges, universities, armed service agencies, corporations, businesses and public service agencies shall be encouraged to bring career and occupational information to students. The Superintendent shall ensure that such activities are carefully monitored to restrict any commercial advertisement.
- VI. This policy shall not be construed as preventing a teacher from using instructional or informational materials, such as films, which bear only simple mention of the producing firm and which can be justified on the basis of their actual educational values.

Oneida City School District

Legal Ref.: Article 8(I), New York State Constitution; Education Law §414

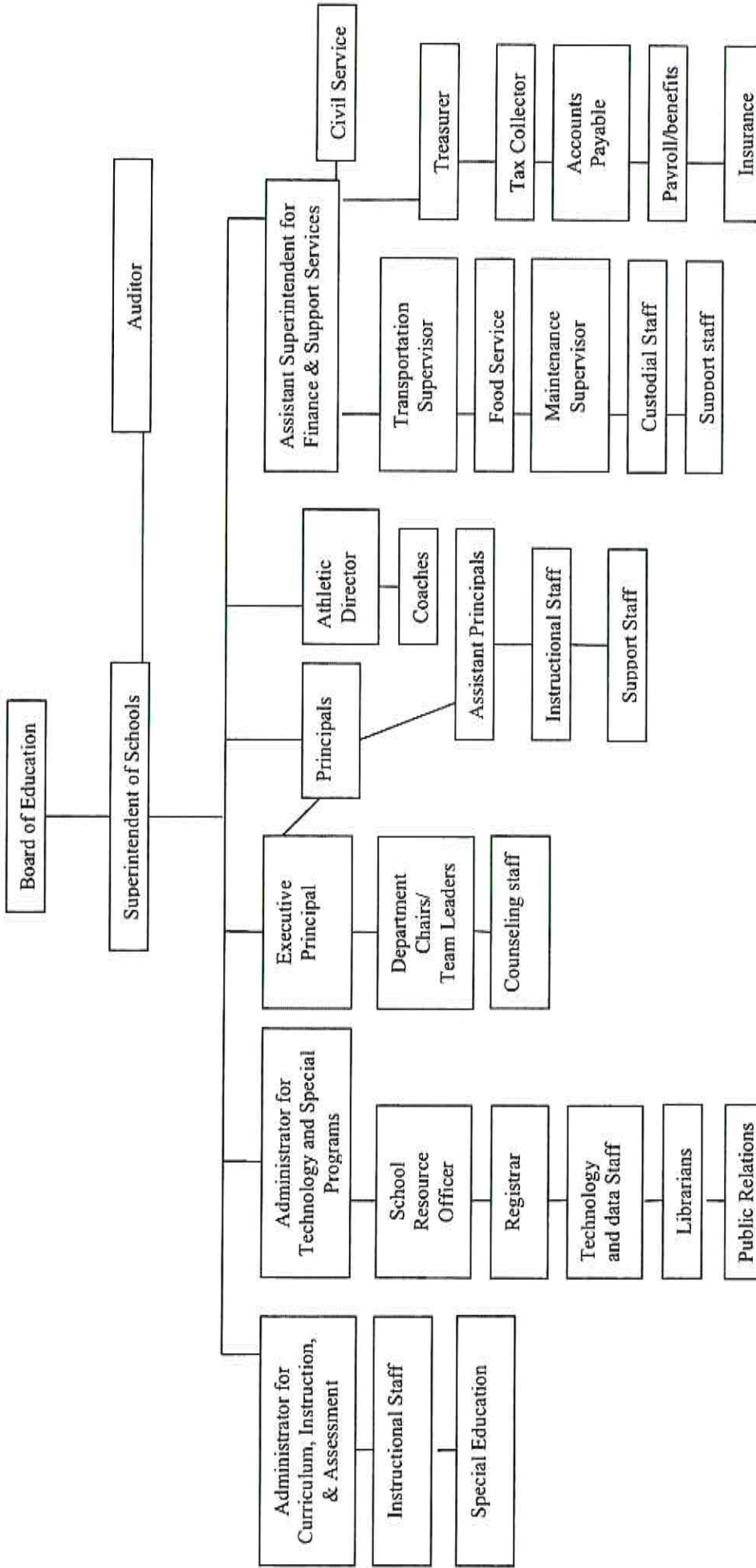
Adopted: 04/10/90

Reviewed: 07/08/03

Revised: 09/12/17, 04/23/18

ADMINISTRATIVE PERSONNEL - new proposed

ONEIDA CITY SCHOOL DISTRICT
PERSONNEL CHART



Regulation

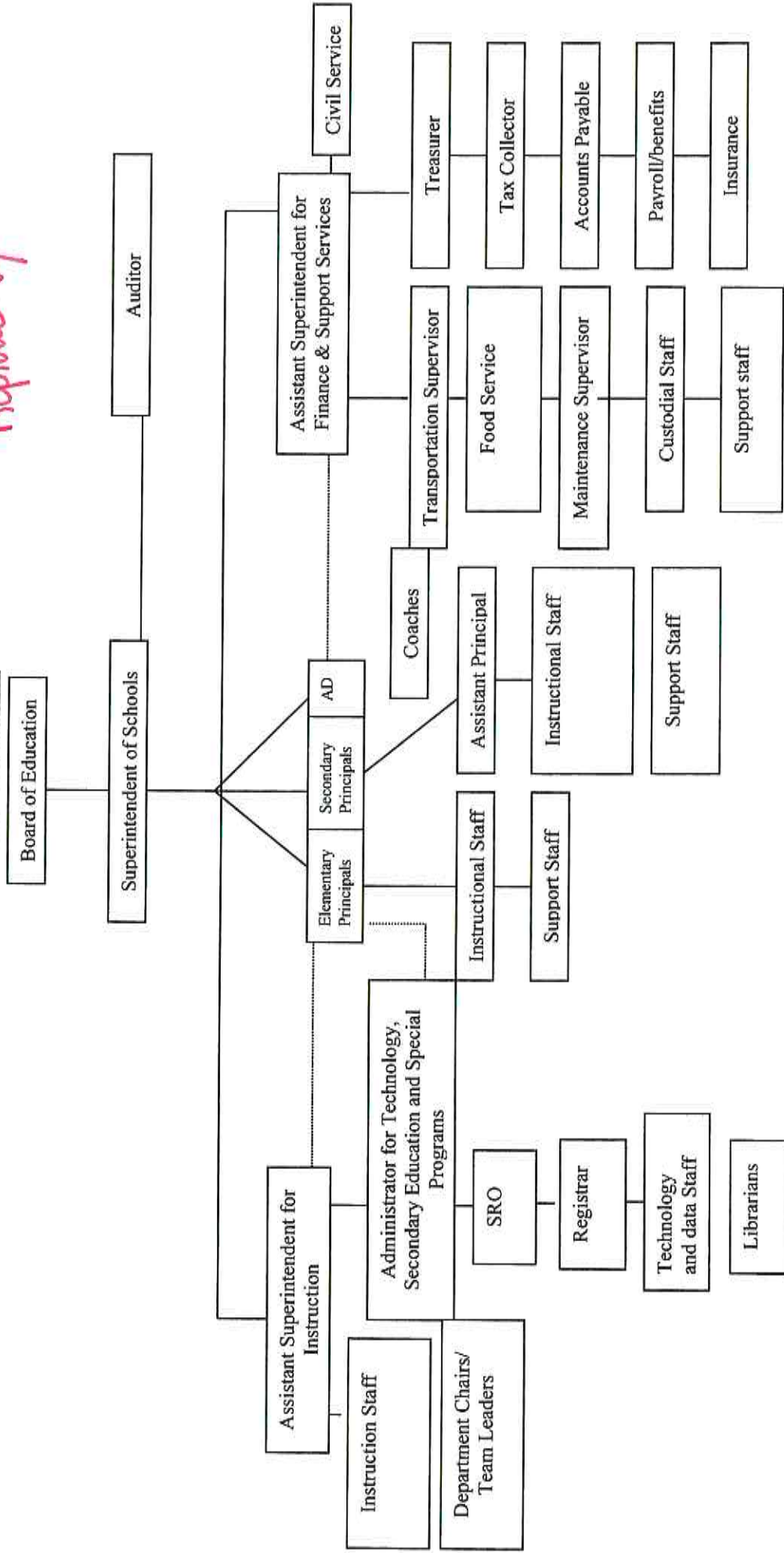
ADMINISTRATION

3002.1

ADMINISTRATIVE PERSONNEL

ONEIDA CITY SCHOOL DISTRICT
PERSONNEL CHART

Replace w/ new one



Oneida City School District
 Approved by the Superintendent: 11/13/18
 Adopted: 01/10/84 Rescinded by the Board: 11/13/18
 Revised: 02/10/04, 12/13/05

JOB DESCRIPTION: K-12 EXECUTIVE PRINCIPAL

I. Summary:

The K-12 Executive Principal shall exercise administrative, supervisory, coordinative, developmental, evaluative, and supportive services with respect to district wide the social emotional learning, career/college readiness, school climate/student engagement, parental involvement, and attendance programs and general operations of the High School in the Oneida City School District, under the direction of the Superintendent of Schools.

II. Major Responsibilities

- A. Unifies and leads all building administrators in the following programs: the social emotional learning, career/college readiness, school climate/student engagement, parental involvement, and attendance programs
- B. Provides instructional leadership to the K-12 schools that maximizes student success
- C. Supervises and coordinates the Social Emotional Learning and Career/College readiness programs to include: guidance counseling, counseling and social work
- D. Supervises and coordinates the K-12 school climate/student engagement and attendance programs
- E. Directs the equitable distribution of all K-12 educational shared resources for the social emotional learning, career/college readiness, school climate/student engagement, parental involvement, and attendance programs
- F. Coordinates monthly meetings with building principals and district office staff to increase student attendance, decrease student suspensions, increase positive school climates, and increase graduation rate for all sub-groups.
- G. Collaborates with Administrator for Curriculum, Instruction, and Assessment to use data to effectively monitor and evaluate student progress and promote instructional improvement
- H. Stays current in and demonstrates comprehensive knowledge of effective, research based practices to improve student achievement
- I. Supervises and coordinates the department chairs and coordinators

- J. Leads the character development mandates and supports teacher's efforts to design and implement activities that promote character development
 - K. Interacts with K- 12 parents and school community members to build supportive relationships
 - L. Facilitates ongoing communication between all K-12 administrators
 - M. May serve as a second principal observation in all K-8 buildings
 - N. Coordinates, promotes and communicates high school building level activities
 - O. Develops and maintains an effective program of school discipline and control consistent with the District Code of Conduct
 - P. Ensures safety and adequate supervision of students during all school sponsored activities
 - Q. Coordinates initial stages of hiring process with high school building staff
 - R. Develops, revises and maintains teacher and student handbooks on an annual basis
 - S. Monitors and ensures compliance with all federal, state and district reporting and testing/assessment requirements
 - T. Makes recommendations and manages high school building level financial resources through the district budgeting process.
 - U. Fosters communication and collaboration among faculty, staff, parents and students to support high school goals.
 - V. Supports and encourages students in extracurricular activities and settings
 - W. Ensures compliance of contracts as they apply to the building personnel and issues.
 - X. Completes evaluations for high school staff and makes recommendations regarding probation, tenure and dismissal of staff
 - Y. Performs all other duties as determined by the Superintendent of Schools.
- III. Organizational Relationships
- A. Maintain a cooperative relationship with administrative staff and faculty.
 - B. Responsible to the Superintendent

IV. Qualifications

- A. No person shall be appointed K-12 Executive Principal of the Oneida City School District unless he/she meets district wide leader/administrator certification requirements of the State of New York.

- B. Preferred experience
 - a. 3-5 years building administrative experience
 - b. Supervision of district-wide programs, including but not limited those related to programs supporting students with disabilities and/or students in poverty

Policy

ADMINISTRATION

3207

JOB DESCRIPTION: ADMINISTRATOR FOR TECHNOLOGY, AND SPECIAL PROGRAMS

I. Summary:

The Administrator for Technology, Secondary Education, and Special Programs shall exercise administrative, supervisory, coordinative, developmental, evaluative, and supportive services with respect to technology, and special programs that support these services in the Oneida City School District, ~~under the direction of the Assistant Superintendent for Instruction.~~

II. Major Responsibilities

- A. Coordinate the development and operation of technology programs.
- B. Plan and carry out a program of curriculum review and development for technology.
- C. Coordinate the planning, development, and problem-solving of the district-wide public relations and technology program including purchase, staff training and integration of technology.
- D. Assist in coordinating the development and operation of federally-funded programs.
- E. Coordinate the pursuit of additional federal, state, and local funding.
- F. Coordinate with principals plans for Superintendent's Conference Days for secondary teachers.
- G. Assist in the coordination and guidance for selection and use of textbooks and other teaching materials for secondary teachers.
- H. Coordinate with the Administrative Team district-wide for the implementation of special program requirements to include; data analysis, Project SAVE and other safety planning/implementation/monitoring requirements.
- I. Serve as the designated liaison with the school-operated computer services staff and with the Board of Cooperative Educational Services processing division.
- J. Perform any duties related thereto.

POLICY

ADMINISTRATION

3207

JOB DESCRIPTION: ADMINISTRATOR FOR TECHNOLOGY, ~~SECONDARY~~
EDUCATION AND SPECIAL PROGRAMS

III. Organizational Relationships

- A. Responsible to the Superintendent or designee.
- B. Cooperative relationship with administrative staff and faculty.

IV. Qualifications

No person shall be appointed ~~Assistant Superintendent~~ *Administrator for Technology and special programs* of the Oneida City School District unless he/she meets certification requirements of the State of New York.

V. Contract

The Board of Education shall appoint, by Board Resolution a contract for a period not exceeding five (5) years.

Oneida City School District

Adopted: 04/19/04

Revised: 11/13/18

JOB DESCRIPTION: ADMINISTRATOR FOR CURRICULUM, INSTRUCTION, & ASSESSMENT

I. Summary:

The Administrator for Curriculum, Instruction, & Assessment shall exercise administrative, supervisory, coordinative, developmental, valuative, and supportive services with respect to instruction and general operations in the Oneida City School District, under the direction of the Superintendent of Schools.

II. Major Responsibilities

- A. Oversees all ESSA programs and requirements. Responsible for application, performance report, and monitoring of funds.
- B. Assists in the development and coordination of the sections of budgets that pertain to curriculum and staff development.
- C. Develops district wide plans, including Professional Development Plan, AIS/RTI plan, etc..
- D. Supervise and coordinate Title I programs, home schooling, home tutoring, homeless, and residency/special permissions.
- E. Works with building principals and teams to develop and implement the school improvement process (data analysis, goal setting, action plans, etc).
- F. Assists in the evaluation of academic programs, grading and assessment, and their effect on student achievement.
- G. Guides development, implementation, and evaluation of orientation, mentoring, curriculum work, and in-service training programs for professional personnel.
- H. Leads in the development and maintenance of a positive coordinated educational program designed to meet the needs of all children.
- I. Assists in keeping the community informed about the curriculum and instructional programs and designs and implements feedback from staff, parent, student, and community members regarding curriculum and instruction.
- J. Leads in the continued development of grading policies, report cards and honor roll policies.

- K. Coordinates all elementary and middle school testing and scoring
- L. Assist in the recruitment and selection of professional and non-professional personnel.
- M. Maintain curriculum and instruction website
- N. Serve as second principal observation
- O. Attend all Board of Education meetings.
- P. Perform any duties related thereto.

III. Organizational Relationships

- A. Maintain a cooperative relationship with administrative staff and faculty.
- B. Responsible to the Superintendent

IV. Qualifications

No person shall be appointed Administrator for Curriculum, Instruction, & Assessment of the Oneida City School District unless he/she meets certification requirements of the State of New York.

V. Contract

The Board of Education shall appoint, by Board Resolution a contract for a period not exceeding five (5) years.

Policy

FISCAL MANAGEMENT

4302

ONLINE BANKING POLICY

- I. It is policy of the Board of Education to develop, maintain and utilize clear, concise and detailed accounting for all financial transactions under its purview in accordance with the School Districts Accounting and Reporting Manual. To assist with this requirement, the District shall direct the Assistant Superintendent for Finance to establish internal controls and procedures aimed at minimizing the risk for any error and/or misappropriation of funds related to banking services. The transferring of funds via online banking between various accounts and the transfer of funds from District accounts to non-district accounts shall be properly monitored.
- II. Online Banking: The Board shall enter into a written agreement with its designated depository bank(s) for online banking and electronic or wire transfers, which includes the implementation of a security procedure for all transactions. The following individuals are involved in various online banking transactions: the District Treasurer, the Superintendents Secretary, and ~~Assistant Superintendent for Instruction~~ acting as Deputy Treasurer, the Assistant Superintendent for Finance's Secretary, the Senior Payroll Clerk and the Payroll Clerk. Each shall have separately established user name(s), password(s), and access rights, along with separate banking security tokens.
- III. Electronic or Wire Transfers: Procedures will be developed and implemented specifying who is authorized to initiate, approve, transmit, record, review and reconcile electronic transactions. Limitations on the dollar amount of individual wires as well as limitations on the maximum dollar amount of wires, per day, will be set. At least two individuals will be involved in each transaction where funds are disbursed from a district account to an outside entity. Authorization and transmitting functions will be segregated. The three areas used by the District include:
- A) Transfers between District Bank Accounts
 - B) Automated Clearing House (ACH) Transactions, (Direct Deposits)
 - C) Wire Transfers to Outside Organizations and between district Banks.
- IV. Additional Security Measures: Procedures will be developed to strengthen controls over reducing the risk of fraudulent activities. These may include the use of Payee Check Positive Pay and ACH debit blocks and filters on high volume District accounts. Procedures will also include the corrective action plan should fraudulent activity be suspected.

Oneida City School District

Adopted: 04/23/18*

Regulation

FISCAL MANAGEMENT

4302.1

ONLINE BANKING PROCEDURE

- I. Transfer between District Bank Accounts:
- A. A transfer between district bank accounts is defined as the ability to transfer funds between Board approved bank accounts for the purpose of satisfying claims, paying employees and investing funds.
 - B. Such transfers are processed by the District Treasurer through the secured banking website using appropriate passwords on an as-needed basis at a designated computer for banking only.
 - C. The District Treasurer provides oversight by daily monitoring of all District bank accounts and bank transactions. Further, on a monthly basis, the Claims Auditor reviews and approves all claims through her/his audit of all warrants.
 - D. Monthly bank reconciliations are prepared by the Assistant Superintendent for Finances Secretary and reviewed and approved by the Assistant Superintendent for Finance.
- II. Automated Clearing House (ACH) Transfers:
- A. ACH transfers are defined as a more secure method of transferring funds to outside organizations. Though similar to wire transfers, ACHs are preferred due to additional controls developed by the districts' banks.
 - B. ACH transfers are initiated by the District Treasurer on the secured banking website on an as-needed basis, after being approved by the Claims Auditor and/or Purchasing Agent. The Superintendent's Secretary or ~~Assistant Superintendent for Instruction~~, acting as Deputy Treasurer reviews the proposed transfer and releases the transaction through the secured banking website, on a designated computer for banking only. *Administer for Curriculum Instruction! Assessment*
 - C. The Senior Payroll Clerk initiates the payroll direct deposit ACHs. The District Treasurer/Deputy Treasurer reviews the proposed transfer and releases the transaction through the secured banking website.
 - D. On a monthly basis, the Claims Auditor reviews and approves of such transfers through her/his audit of all warrants.
- III. Wire Transfers to Outside Organizations (Debt Service Payments)
- A. The District Treasurer will prepare the supporting documentation for the wire transfer of funds. The District Treasurer/Deputy Treasurer will initiate the transfer per receipt of all supporting documentation using the secured banking website.
 - B. The Assistant Superintendent for Finance and the Claims Auditor review the proposed wire transfer and authorize the release of the transaction through the secured banking website, on a designated computer for banking only. The

REGULATION

FISCAL MANAGEMENT

4302.1

ONLINE BANKING PROCEDURE

approver will initial the backup agreeing the amount on the wire transfer form to the amounts on the backup document(s).

- C. The District Treasurer/Deputy Treasurer will log on to the on-line banking system to complete the wire transfer form, which will then be cued for approval by another designated approver. The Superintendents Secretary or ~~Assistant Superintendent for Instruction~~, acting as Deputy Treasurer will log on to the on-line banking system to approve and release the wire transfer prepared by the District Treasurer. A username password and token is required for log-in. In addition, and as a secondary security procedure, the banks will personally contact the District Treasurer or designee randomly as verification that the wire was legitimately executed; and written documentation of each transaction will be properly filed in the Business Office. The Superintendents Secretary or ~~Assistant Superintendent for Instruction~~, acting as Deputy Treasurer will provide the call back verification in the absence of the District Treasurer. The Claims Auditor will review the wire disbursement after the release of the wire as part of the cash disbursement review, as authorized by the NYS Comptroller.

Administrator for Curriculum, Instruction and Assessment

IV. Additional Security Measures Procedures

The District shall:

- Utilize Payee Check Positive Pay on our General Fund, School Lunch Fund, Trust & Agency Fund, Federal Fund, Capital Fund and Payroll checking accounts in an effort to reduce the risk of fraudulent activities.
- Implement ACH debit block on our General Fund accounts and ACH debit filters on high volume checking accounts where it makes sense.
- Utilize ACH and Payee Check Positive Pay daily email notifications for exceptions on checking accounts (General Fund, School Lunch Fund, Trust & Agency Fund, Federal Fund, Capital Fund and Payroll).
- Establish ACH debit limit (Community Bank \$3,000,000, M&T Bank \$unlimited).
- Establish wire transfer limits (Community Bank \$4,000,000, M&T Bank \$unlimited).
- Establish wire transfer call back provision with bank (Randomly performed at unknown intervals).
- Use a dedicated computer for online banking.
- All checks received by the District are logged by the Assistant Superintendent for Finances Secretary.
- A reconciliation of cash receipts processed in the system to deposit slips and the check log is performed monthly by the Assistant Superintendent for Finances Secretary.
- Strive to provide:

REGULATION

FISCAL MANAGEMENT

4302.1

ONLINE BANKING PROCEDURE

- o Updated network security with high level internet security and firewall protection
- o Updated PC and email security
- o Updated anti-virus software

The Treasurer shall:

- Review accounts daily to identify unauthorized ACH debits.
- Monitor/review encrypted files for banking non-check disbursements.
- Review use of repetitive ACH/wire payment templates to prevent unauthorized modifications to key fields, such as beneficiary information.
- Immediately notify the Bank's Government Banking Team if potential fraud is detected on any account. The Government Banking team will take measures to secure the District's accounts which could include the immediate securing or closing of accounts, or suspending the District's online banking. Should this occur, the District Treasurer will also notify all individuals involved with online banking transactions (Assistant Superintendent for Finance, ~~Assistant Superintendent for Instruction~~, acting as Deputy Treasurer, Superintendent's Secretary, and the Assistant Superintendent for Finance's Secretary), as well as the Superintendent of Schools.

The Assistant Superintendent for Finance shall:

- Set authorization rights for each online banking user.

Oneida City School District

Approved by the Superintendent: 04/23/18*

*Administrator
for Curriculum
Structure &
Assessment*

Oneida City School District

SUPERINTENDENT'S REGULATION

FISCAL MANAGEMENT

4700.1

CELLULAR TELEPHONES

- I. The following positions are authorized for district-owned cellular telephone:
- ~~Assistant Superintendent (1)~~
 - ~~Athletic (1)~~
 - Transportation (1)
 - Head of Building and Grounds (1)
 - Maintenance Workers (5)
 - District Office (1)
- II. District cellular telephones are provided for business purposes. Employees will reimburse the district for cellular telephone charges incurred that are not of a business nature. Reimbursement will occur within fifteen (15) school days of notice.

Approved by the Superintendent: 04/23/18
Adopted: 12/13/05

Oneida City School District

SUPERINTENDENT'S REGULATION

FISCAL MANAGEMENT

4701.1

CREDIT CARDS

I. The following positions are authorized to use a District issued credit card:

- Superintendent (1)
- Assistant Superintendent for Finance (1)
- ~~Assistant Superintendent for Instruction (1)~~
- ~~Director of Technology (1)~~

*Administrator for
Technology & Special
Programs*

*Administrator for Curriculum,
Instruction, & Assessment*

Approved by the Superintendent: 04/23/18
Adopted: 12/13/05

Regulation

SUPPORT OPERATIONS

5300.1

REGULATIONS FOR ACCESS TO BLOCKED INTERNET SITES

I. Unblocking a Specific Internet Site:

If an Oneida City School District staff member finds an Internet site that is blocked and access to the information contained on the site is required either for the performance of their job or for access by students, they may make a request to the Administrator for Technology and Special Programs to have the site unblocked.

- a. If the site does not contain any objectionable material, a request will be made through the Madison/Oneida Regional Information Center (MORIC) to have the site unblocked.
- b. If there is any question about the content of the information contained on the site, the District Technology Committee and/or MORIC staff may be consulted when making a decision. Final decision for unblocking any site remains with the Superintendent.

II. Obtaining a Internet Filtering Override Account:

Oneida City School District staff members who require frequent access to blocked sites for bona fide research or other lawful purposes related to the performance of their job may request an Internet Filtering Override Account.

The staff member will need to complete and sign a "Request for Internet Filtering Override Account" form (~~Regulation 5300.2~~). All requests will be reviewed and signed by the building Principal and forwarded to the Administrator for Technology and Special Programs. The Superintendent has the final decision in the issuing of all override accounts. The Administrator for Technology and Special Programs will maintain a record of all requests and a list of override accounts.

Oneida City School District

Approved by the Superintendent: 07/06/18

Adopted: 09/14/10

Regulation

STUDENTS

7008.1

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

I. Purpose of Regulation

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

II. Procedures

1. When a parent or guardian requests that a child be enrolled, the child must be enrolled immediately on a conditional basis, and the child is expected to begin attendance the next day or as soon as necessary arrangements can be made. However, attendance will be delayed until there is proof of required immunizations.
2. The Superintendent or Superintendent's designee makes a determination of whether the child is entitled to continue attendance in the District within three (3) business days of the child's initial enrollment. This time period may be extended where additional documentation is required, or verification is required.
3. In the course of making any determination regarding student residency, the Superintendent or Superintendent's designee, will afford the parent(s), or the person in parental relation, or the child, as applicable, the opportunity to submit information concerning the child's right to attend school in the District.
4. The Superintendent or Superintendent's designee may require the production of relevant documents to verify that the child to be enrolled resides with the parent or person in parental relation, and that the parent or person in parental relation maintains a physical presence in the District that qualifies as a residence.

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

To establish that the adult maintains a residence in the District, the District first requests this documentation:

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

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

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

- Pay stub;
 - Income tax form;
 - Utility or other bills;
 - Membership documents based on residency (e.g., library card);
 - Voter registration documents;
 - State or other government issued identification or documents relating to government services or benefits, and
 - Evidence of custody of the child.
5. When the Superintendent or Superintendent's designee determines that the child is neither a resident nor entitled to attend the schools of the District as a homeless child, the following steps will be taken:
- Written notice of the determination will be provided within two (2) business days to the parent, the person in parental relation or to the child. Such notice shall include the basis for the determination, the date of exclusion from the District, and a statement regarding the right to appeal an adverse determination to the Board of Education, in accordance with Section 310 of the New York State Education Law, within ten (10) days of the determination.
 - If upon the appeal to the Board of Education, the parent wishes to appeal to the Commissioner, an adverse determination to the Commissioner may be obtained from the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234, in accordance with Section 310 of the New York State Education Law, within thirty (30) days of the date of the determination.

III. Presumption of Residency With Parents

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

REGULATION

STUDENTS

7008.1

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

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

IV. Parents With Separate Residences

1. Where a student is living with one parent denominated the custodial parent by virtue of a court order, the child's residence is presumed to be that of the custodial parent.
2. Where there is a court determination of joint custody, and a child spends substantial amounts of time with each parent, the family may jointly designate one residence or the other as the residence of the child. If the family can not agree on a joint designation, the Superintendent will make a determination based on the factors described above.

V. Child Living With Adult Other Than Parent

1. If a child claims a residence with an adult other than the child's parent, and a parent of the child is competent and not incarcerated, the Superintendent will require convincing evidence that the parent has transferred custody and control of the child to the adult with whom the child is living, and relinquished both parental responsibility and parental authority.
2. Resident status will be denied if the Superintendent or Superintendent's designee determines that the sole reason the student is living with the non-parent adult is in order to attend school in this District.
3. A child living with an adult other than a parent may qualify for enrollment as an emancipated minor, or as a homeless child.

VI. Emancipated Minor

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

REGULATION

STUDENTS

7008.1

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

2. The Superintendent or Superintendent's designee may require documentation from a person who claims the status of an emancipated minor. Such documentation may include, but shall not be limited to, such things as proof of the person's age and means of support; an explanation of the circumstances surrounding the person's emancipation, including a description of the person's relationship with any living parents; and evidence that the student is not receiving any support from parents. Proof of eligibility for public assistance as an emancipated minor will be deemed to establish a student's status for purposes of residency. The District may require a sworn statement or affidavit from the student as proof of emancipation and residence. (See Regulation 6014.2)

Oneida City School District

Approved by the Superintendent: 09/12/17, 09/10/19

Adopted: 12/13/05

Policy

STUDENTS

7028

DETERMINATION OF STUDENT RESIDENCY

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

- II. The Superintendent shall promulgate a regulation describing principles and procedures for determining a child's residency status. All such principles and procedures shall comply with applicable statutes and regulations.

Oneida City School District
Legal Ref: 8 NYCRR 100.2(y)
Adopted: 12/13/05
Revised: 09/12/17

SAFETY POLICY STATEMENT

We consider the safety and well-being of students, employees, and the general public of prime importance in all school activities. Consequently, we must strive to provide a safe school environment by insuring that:

1. All students and employees are provided all reasonable safeguards to insure safe educational and working conditions.
2. All instructional material, equipment, tools, machines, and vehicles are maintained in good working condition.
3. Any unsafe condition or practice noticed by an employee will be corrected and/or reported to the safety coordinator immediately.
4. Continue to study and develop safe work methods and train students and employees in these methods.
5. Continue to comply with federal, state and local laws regarding accident prevention.

Responsibility for developing, directing, and coordinating all safety policies and activities rests with the Safety Coordinator:

~~Mr. Gregory Race~~ Mr. James Rowley

The success of accident prevention program depends on the continuing and sincere efforts of all employees and students regarding their active participation and support.

Adopted: 06/09/92

REVIEW OF INSTRUCTIONAL MATERIALS

- I. Occasional objections to a selection of instructional materials will be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials. "Instructional Materials" shall mean any book, or book substitute, which includes hardcover or paperback books, workbooks or manuals in print, electronic, or other media.
- II. Procedure for Reconsideration of Instructional Materials:

- A. Objections to instructional materials shall be directed to the building staff first. The School Administrator will be informed of all objections to instructional material.
- B. In the event that a complaint is not resolved informally, a Request for Reconsideration of Printed and Published Materials Superintendent's Regulation 8301.1 will be completed and submitted by the complainant to ~~Assistant Superintendent for Instruction.~~ *Administrator for Curriculum, Instruction, &*

The Superintendent will establish a committee to evaluate the formal Request for Reconsideration of Printed and Published Materials. *Assessment*

1. The committee, composed of members of the faculty, community and the administration will:
- a. Read and examine materials referred to them.
 - b. Check general acceptance of the materials by reading reviews.
 - c. Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context.
 - d. Meet to discuss the material and to prepare a report containing the committee's recommendations and disposition of the matter.
 - e. Submit a copy of the report to the Superintendent for his/her review and disposition of the matter. This report of the committee shall explain the selection system, give the guidelines used for selection, cite authorities used in reaching a decision and give an explanation of the committee's recommendation.

POLICY

INSTRUCTION

8301

REVIEW OF INSTRUCTIONAL MATERIALS

2. If the complainant is not satisfied, he/she may appeal the decision to the Superintendent for his/her review and disposition of the matter. The complainant shall be afforded the opportunity to appear and present arguments or documentation.
 3. If the complainant is still not satisfied, he/she may ask the Superintendent to present an appeal to the Board of Education which will make a final determination of the issue. The Superintendent will deliver a copy of the complaint, the report of the committee and his/her determination to the Board. The Board of Education may seek assistance from its legal counsel and outside organizations such as the American Library Association for Supervision and Curriculum Development, etc. in making its determination.
- III. Instructional materials under reconsideration will remain in circulation until a final decision is reached.

Oneida City School District

Legal Ref: NYS Education Law Sections 701, 702 and 704; 8 NYCRR 21.1

Adopted: 06/11/90

Revised: 05/17/11, 05/17/16

REVIEW OF EXAMS

- I. School Exams, Projects, Research Papers
 - A. Pupils and parents of pupils who have taken local unit, mid-term or final exams, research papers, or projects have the right to review their pages/projects after they have been graded and recorded on their permanent record or report card.
 - B. Answer papers/projects should be reviewed in the presence of the principal or his/her designee. Copies of local answer papers will not be provided to parents or pupils.
 - C. Occasionally, the accuracy of the local rating may be questioned by a pupil or pupil's parent. When the accuracy of the local rating is questioned and the difference cannot be resolved, the principal may refer the paper to a building's committee of teachers.
 - D. Any decision to modify the local rating shall be made by the principal and/or the Superintendent, or the Superintendent's designee.

- II. State Regents Exams (RCTS, Occ. Ed. Prof. and Second Language Prof.)
 - A. Pupils and parents who have taken Regents examinations, Regents competency tests, occupational education proficiency examinations, and second language proficiency examinations have the right to review the pupils' answer papers after records.
 - B. If a pupil's answer paper has been sent to the Department, the principal should contact the Office of State Assessment and the paper will be returned to the school.
 - C. Answer papers should be reviewed in the presence of the principal, or his/her designee, to ensure that the answer papers are not changed as they are being reviewed. Copies of answer papers may be provided to pupils and their parents on request.
 - D. Occasionally, the accuracy of the local rating of an answer paper may be questioned by a pupil or pupil's parent. When the accuracy of the local rating of an answer paper is questioned by a pupil or pupil's parent(s), the ~~high-school~~ principal or Superintendent or Superintendent's designee, may initiate a local review of the pupil's examination paper. This review will be conducted by local school district staff members who were not involved in the initial grading of the pupil's examination paper. Any decision to modify the local rating shall be made by the ~~high-school~~ principal and/or the Superintendent or Superintendent's designee.
 - E. In the event that the school district has utilized all staff members in the initial rating process, the principal and/or Superintendent or Superintendent's designee, may refer the answer paper to a regional scoring center at the Madison Oneida Board of Cooperative

REVIEW OF EXAMS

- Educational Services BOCES. The regional center will utilize independent scorers to re-rate the exam paper. Any decision to modify the local rating based on the recommendation of the regional center shall be made by the ~~high school~~ principal and/or the Superintendent or Superintendent's designee.
- F. When the accuracy of the local rating of an answer paper is questioned by a pupil or pupil's parent(s) and the difference cannot be resolved at the local level; the ~~high school~~ principal may refer the answer paper to the Office of State Assessment to be re-rated. The Office of State Assessment maintains a process by which the high school principal or Superintendent of Schools may make a request to have the Department re-rate the exam.
- G. The answer paper will be re-rated and returned to the school, showing both the local rating and the Department rating. Any decision to modify the local rating shall be made by the ~~high school~~ principal and/or the Superintendent or the Superintendent's designee.
- H. Upon receiving the recommendations of the regional scoring and/or Office of State Assessment, the decision to modify the local rating by the principal and/or Superintendent or Superintendent's designee shall be final.

Oneida City School District

Legal Ref: School Administrator's Manual, 2015 Edition

Adopted: 05/17/16

Promulgated: 12/98

SUBJECT: POLICY ON DATA SECURITY AND PRIVACY

The Board of Education is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing Personally Identifiable Information (“PII”) to others. The Board adopts this policy to implement the requirements of Education Law § 2-d and its implementing regulations.

Parent and Student Rights Under State and Federal Law

This Policy shall include all protections given to parents/persons in parental relationship and students pursuant all State and federal laws that protect student data, including but not limited to Board policies implementing the Family Educational Rights in Privacy Act and the Americans with Disabilities Act.

Parents Bill of Rights

The Superintendent, or designee, shall publish a Parents Bill of Rights in an appropriate location on the District’s website which shall inform parents:

- (1) A student’s personally identifiable information cannot be sold or released for any commercial purposes;
- (2) Parents have the right to inspect and review the complete contents of their child’s education record, and the process for requesting such review;
- (3) State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred;
- (4) A complete list of all student data elements collected by New York State is available for public review on the State’s website, including link to that information, or by writing to the address and individual designated by the State including the contact information; and
- (5) Parents have the right to have complaints about possible breaches of student data addressed, and the process for making such complaints. Complaints should be directed to the Data Protection Officer, with contact information.

Use and Disclosure of Personally Identifiable Data

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Every use and disclosure of personally identifiable information by the educational agency shall benefit students and the educational agency (e.g., improve academic achievement, empower parents and students with information, and/or advance efficient and effective school operations).

No personally identifiable information may be included in public reports or other documents, unless otherwise authorized by law.

Nothing in Education Law § 2-d or this policy should be construed as limiting the administrative use of student data or teacher or principal data by a person acting exclusively in the person's capacity as an employee of the District.

Chief Privacy Officer

The District will comply with its obligation to report breaches or unauthorized releases of student data or teacher or principal data to the Chief Privacy Officer in accordance with Education Law § 2-d, its implementing regulations, and this policy.

Data Protection Officer

The Board of Education shall designate a Data Protection Officer who shall be responsible for the implementation and oversight of this policy and any related procedures including those required by Education Law § 2-d and its implementing regulations. The Data Protection Officer will also serve as the main point of contact for data privacy and security for the District.

The Superintendent shall ensure that the Data Protection Officer has the appropriate knowledge, training, and experience to administer these functions. The Data Protection Officer may perform these functions in addition to other job responsibilities.

District Data Privacy and Security Standards

The District will use the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1) ("Framework") as the standard for its data privacy and security program.

Third-Party Contractors

Any and all contracts between the District and third-party contractors, under which a contractor will receive student data or teacher or principal data, shall include provisions requiring that the contractor maintain the confidentiality of shared student data or teacher or principal data in accordance with law, regulation, and District policy.

In addition, the District will ensure that the contract or written agreement includes a signed copy of the Parents Bill of Rights and the contractor's data privacy and security plan, in compliance with Part 121 of the Commissioner's regulations and that has been accepted by the District.

The District will publish on its website a supplement to the Bill of Rights for any contract or other written agreement it has entered with a third-party contractor that will receive PII from the District. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the District's data and/or technology infrastructure.

Agreements subject to this policy include any agreement created in electronic form and signed with an electronic or digital signature or a click wrap agreement that is used with software licenses, downloaded and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.

Reporting a Breach or Unauthorized Release

The Superintendent or designee will report every discovery or report of a breach or unauthorized release of student data or teacher or principal data within the District to the Chief Privacy Officer without unreasonable delay, but no more than ten calendar days after the discovery.

Annual Data Privacy and Security Training

The Superintendent or designee shall ensure that annual data privacy and security awareness training is provided the District's officers and staff with access to PII. This training will include, but not be limited to, training on the applicable laws and regulations that protect PII and how staff can comply with these laws and regulations. This training may be delivered using online training tools. Additionally, this training may be included as part of the training that the District already offers to its workforce.

Notification of Policy

This policy will be published on the District's website and a copy shall be given to all officers and staff.

Education Law § 2-d
8 NYCRR Part 121

Adoption Date

(Board Policies 7240, 7241)

DATA PRIVACY PLAN AND PARENTS' BILL OF RIGHTS FOR DATA SECURITY AND PRIVACY

Pursuant to Section 2-d of the Education Law, agreements entered between the District and a third-party contractor which require the disclosure of student data and/or teacher or principal data that contains personally identifiable information ("PII") to the contractor, must include a data security and privacy plan and must ensure that all contracts with third-party contractors incorporate the District's Parents' Bill of Rights for Data Security and Privacy.

As such, the [NAME of CONTRACTOR] agrees that the following terms shall be incorporated into the contract for services ("the Contract") and it shall adhere to the following:

1. The Contactor's storage, use and transmission of student and teacher/principal PII shall be consistent with the District's Data Security and Privacy Policy available here: [INSERT WEB ADDRESS OF POLICY]
2. Contractor shall not sell personally identifiable information nor use or disclose it for any marketing or commercial purpose or permit another party to do so.
3. The exclusive purposes for which the student data or teacher or principal data will be used under the contract are set forth in Paragraph ___ of the Contract only for the term of the Contract as set forth in Paragraph ___.
4. The Contract shall maintain the following administrative, operational and technical safeguards and practices in place to protect PII, which shall align with the NIST Cybersecurity Framework, including:
 - a. PII data will be protected using encryption while in motion and at rest by [ENTER HOW].
 - b. PII will be stored in a manner as to protect its security and to mitigate any potential security risks. Specifically, all student data and/or teacher or principal data will be stored by [ENTER HOW STORED]. The security of this data will be ensured by [ENTER SECURITY SAFEGUARDS].
 - c. Physical access to PII by individuals or entities described in paragraph 3 above shall be controlled as follows: [DESCRIBE]
5. The Contractor shall ensure that no PII is disclosed to employees, subcontractors, or other persons or entities unless they have a legitimate educational interest and only for purposes necessary to provide services under the Contract.
 - a. By initialing here _____ Contractor represents that it will not utilize any subcontractors or outside entities to provide services under the Contract and shall not disclose any PII other than as required pursuant to paragraph 6 below.

b. [IF SUBCONTRACTORS ARE USED DESCRIBE HOW CONTRACTOR WILL "MANAGE RELATIONSHIPS"]

6. Contractor shall ensure that all employees, subcontractors, or other persons or entities who have access to PII will abide by all applicable data protection and security requirements, including, but not limited to those outlined in applicable laws and regulations (e.g., FERPA, Education Law Section 2-d). Contractor shall provide training to any employees, subcontractors, or other persons or entities to whom it discloses PII as follows: [DESCRIBE]
7. Contractor shall not disclose PII to any other party other than those set forth in paragraph 4 above without prior written parental consent or unless required by law or court order. If disclosure of PII is required by law or court order, the Contractor shall notify the New York State Education Department and the District no later than the time the PII is disclosed unless such notice is expressly prohibited by law or the court order.
8. Upon expiration of the contract, the PII will be returned to the District and/or destroyed. Specifically, [ENTER TRANSFER AND/OR DESTRUCTION INFORMATION (i.e., whether, when and in what format the data will be returned to the district, and/or whether, when and how the data will be destroyed)]
9. The parent, student, eligible student, teacher, or principal may challenge the accuracy of the student data or teacher or principal data collected by [ENTER PROTOCOL; (i.e., in writing, to whom)]
10. The Contractor shall take the following steps to identify breaches or unauthorized releases of PII and to notify the District upon learning of an unauthorized release of PII. [DESCRIBE – below are minimum requirements]
 - a. Provide prompt notification to the District no later than seven (7) calendar days from date of discovery of a breach or unauthorized release of PII. Contractor shall provide notification to the District's data privacy officer by phone and by email.
 - b. Contractor shall cooperate with the District and law enforcement to protect the integrity of the investigation of any breach or unauthorized release of PII.
 - c. Where a breach or unauthorized release is attributed to the Contractor, the Contractor shall pay for or promptly reimburse the District for the full cost of such notification.

The District shall publish this contract addendum on its website.

Vendor Signature

Date

Policy

Draft 03/04/2019

7202 Renumber/Revise 7053

STUDENTS

STUDENT ALCOHOL, AND DRUG ABUSE

Tobacco

I. Policy

as defined in Code of Conduct

The Board of Education recognizes that the use of drugs, alcohol, and/or tobacco, is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, manufacturing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored event or on school property at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances.

II. Philosophy

- A. While the District can and must assume a leadership role in alcohol and other substance use/abuse prevention, this goal will be accomplished only through collaborative efforts of staff, students, parents/guardians and the community as a whole.
- B. A certifiable comprehensive program shall be developed addressing alcohol, tobacco, drugs, inhalants, and other substances.

III. Primary Prevention

- A. Preventing or delaying alcohol, tobacco, drugs, and other substance use/abuse by students shall be the major focus of a comprehensive K-12 program in which proactive measures of prevention and early intervention are emphasized. This program shall include:
 - 1. A sequential K-12 curriculum that will be developed and incorporated into the total educational process. This curriculum shall be concerned with education and prevention in all areas of alcohol, tobacco, drugs, and other substances uses/abuse;
 - 2. Training school personnel and parents/guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials.
 - 3. An effort to provide positive alternatives to alcohol and other substances use/abuse through the promotion of drug/tobacco/alcohol/inhalant-free special events, service projects and extracurricular activities that will develop a positive peer influence.

POLICY

Draft 03/04/2019

7202 Renumber/Revise 7053

STUDENTS

STUDENT ALCOHOL AND DRUG ABUSE

4. Community education about the issues of alcohol, tobacco, and other substance use/abuse as a basis for providing a consistent message to district youth.

IV. Staff Development

There shall be ongoing training of District staff about the components of an effective alcohol, tobacco, inhalants, drug, and other substances program. Training shall include, but not be limited to, District policies and regulations and the staff's role in implementing such policies, and regulations. Teachers shall be trained to implement the District's K-12 alcohol, tobacco, drugs, inhalants, and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

V. Intervention

- A. School-based intervention services shall be made available to all students, grades K-12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol, tobacco, drugs, and other substances and to identify students considered to be at risk for use/abuse.
- B. Intervention programming shall include:
 1. Counseling of students in groups and as individuals on alcohol, tobacco, drugs, and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose.
 2. Referring students to community or other outside agencies when their use/abuse of alcohol, tobacco, drugs, and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services;
 3. Providing a supportive school environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing student and/or family counseling and emphasizing positive alternatives to alcohol, tobacco, drugs, and other substance use/abuse.
 4. Developing a parent network to serve as a support group and provide a vehicle of communication for parent education;
 5. Ensuring confidentiality as required by state and federal law.

POLICY

Draft 03/04/2019

STUDENTS

7202 Renumber/Revise 7053

STUDENT ALCOHOL AND DRUG ABUSE

VI. Disciplinary Measures

- A. Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the District's Code of Conduct on ~~School Property Policy 1010 and Regulation 7202.1 7053.1~~ Drugs and Alcohol Detection. 1005

VII. Implementation, Dissemination and Monitoring

- A. It shall be the responsibility of the Superintendent to implement the alcohol, tobacco, drugs, and other substances Board policy by collaboration with school personnel, students, parents/guardians and the community at large.
- B. Additionally, copies of Board policy shall be disseminated to District students, staff, parents/guardians and community members. The Superintendent shall periodically review the drug and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Oneida City School District

Legal Ref: 20 USC 7101; NYS Education Law Sections 804, 806, 3028-a; 8 NYCRR 100.2, 1003; Safe Drug Free Schools and Communities Act

Cross Ref: Policies 1011 Community Use of School Facilities, 1010 Code of Conduct, 0025 Tobacco, Nicotine and E-Cigarette Use Prohibited ~~Smoking Tobacco Use~~, 6043 0021 Drug Free Workplace

Adopted: 04/10/90

Revised: 01/10/12, _____

STUDENTS

EXTRA-CURRICULAR PARTICIPATION

It is acknowledged that extra-curricular activities help to further the development of students as responsible citizens. However, it should be considered a student privilege to participate in extra-curricular activities at the Oneida High School and the Otto Shortell Middle School. Student participation carries with it an obligation to act in a responsible manner, since the participating student represents the Oneida High School and the Otto Shortell Middle School. To participate in any extra-curricular activities for the day, the student must be in attendance by 9:30 A.M., unless the student is legally excused.

A student who is a participating member of an extra-curricular (non-creditbearing) club/organization at O.H.S. or O.S.M.S., and who is found in violation of the ~~Student Disciplinary Code~~. **Code of Conduct**. (see Student Handbook) during school hours or during any school approved activity on or off of school property (athletic contests, dances, field trips, etc.) is subject to the consequences found in the ~~Student Disciplinary Code~~. **Code of Conduct**. However, this policy may be invoked if a student's pattern of behavior displays frequent violations of the Code. Any misconduct that is in violation of the law at any time or in any location, which results in the arrest of the student participant, may be reason for further disciplinary action to be taken. The determination of use or possession of any alcoholic beverages or illegal or illicit substances may also result in further disciplinary consequences ("In possession of" shall include hosting parties where these substances are present.). The school district will act at the earliest possible opportunity. A committee consisting of the advisor(s) of the extra-curricular activity/activities which the student is participating in and the assistant building principal (or designee) will review the violation and determine the consequences. Parents will be notified of the violation and the student and parents are expected to attend a meeting to discuss the alleged violation. An appeal of the decision may be made within five days to the building principal and to the deputy superintendent or assistant superintendent of schools.

The consequences to the participating student may be one or all of the following:

- Placement on probation for a specified period of time.
- Assignment to perform specified community service.
- Activity Suspension
- Removal from the extra-curricular activity.

This list is not exhaustive nor is it intended to be all-inclusive. The committee may consider the honesty and cooperation of students when assessing the above consequences, with respect to the first infraction.

Oneida City School District

Adopted: 11/12/02

Revised: 12/14/10, _____

Policy

ADMINISTRATION

3201

~~DELETE~~

JOB DESCRIPTION: ASSISTANT SUPERINTENDENT FOR INSTRUCTION

I. Summary:

The Assistant Superintendent shall exercise administrative, supervisory, coordinative, developmental, evaluative, and supportive services with respect to instruction and general operations in the Oneida City School District, under the direction of the Superintendent of Schools. In the absence of the Superintendent of Schools, the Assistant shall have general supervisory responsibilities for the school district. This administrative authority shall also apply to support services with respect to elementary and secondary instruction, staff development and pupil services in the Oneida City School District, under the direction of the Superintendent of Schools.

II. Major Responsibilities

- A. Act for the Superintendent in his/her absence, when so directed, and to represent the administration when the occasion requires.
- B. Assist the Superintendent in the general organization and administration of the schools.
- C. Consult periodically with all departments of the school system.
- D. Assist in the recruitment and selection of professional and non-professional personnel.
- E. Supervise and recommend priorities in curriculum and instructional areas, including selection of instructional materials.
- F. Monitor relations of directors, coordinators, and department chairpersons with principals.
- G. Assist in managing goal-setting priorities for the District and coordination of the District's initiatives.
- H. Coordinate the development and operation of federally-funded programs.
- I. Assist the Superintendent in the preparation of reports, recommendations, and documents requested by the Board of Education.
- J. Prepare policy recommendations as requested by Board of Education.
- K. Assist with negotiations for all District bargaining units.

POLICY

ADMINISTRATION

3201

JOB DESCRIPTION: ASSISTANT SUPERINTENDENT FOR INSTRUCTION

- L. Coordinate student attendance, residency, displaced students, transfers, foster placement, and discipline.
 - M. Attend all Board of Education meetings.
 - N. Arrange for the preparation, maintenance, and use of pupil records and student assessment.
 - O. Supervise and recommend development of an effective inservice education program and plan for the instructional staff of the District and serve as liaison with BOCES administrators in developing inservice programs for district teachers.
 - P. Coordinate the integration of instructional programs including instructional plans among the elementary schools and articulate curricula between elementary and secondary grade levels and between the elementary and secondary schools.
 - Q. Supervise and coordinate pupil service programs to include: special education testing and psychological services.
 - R. Serve as the designated liaison with federal authorities for federal grants.
 - S. Perform any duties related thereto.
- III. Organizational Relationships
- A. Maintain a cooperative relationship with administrative staff and faculty.
 - B. Responsible to the Superintendent
- IV. Qualifications
- No person shall be appointed Assistant Superintendent of the Oneida City School District unless he/she meets certification requirements of the State of New York.
- V. Contract
- The Board of Education shall appoint, by Board Resolution a contract for a period not exceeding five (5) years.

POLICY

ADMINISTRATION

3201

JOB DESCRIPTION: ASSISTANT SUPERINTENDENT FOR INSTRUCTION

Oneida City School District

Adopted: 06/13/94

Revised: 04/19/04, 11/13/18

DELETE

Regulation

STUDENTS

Draft 03/04/2019

7202.1 Renumber/Revise 7053.1

DRUGS AND ALCOHOL DETECTION

I. If a student is found consuming, sharing and/or selling, using and/or possessing alcoholic beverages, illegal drugs or paraphernalia for the use of such drugs, prescribed medication that are not his/her own, on any school property, at any school function, or on any school vehicle, the following actions will occur:

- a. the student's parent/guardian will immediately be notified
- b. a report will be made to a law enforcement agency, as appropriate; and
- c. the student will be suspended for up to 5 days.

If a student repeats this violation, the following actions will occur:

- a. the student's parent/guardian will immediately be notified
- b. a report will be made to a law enforcement agency, as appropriate; and
- c. the student will be suspended out of school for 5 days and sent to a Superintendent's Hearing.

II. If a student is found to be selling or distributing alcohol, an illegal drug, or prescribed medication on any school property, at any school function, or on any school vehicle, the following actions will occur:

- a. the student's parent/guardian will immediately be notified
- b. a report will be made to a law enforcement agency, as appropriate; and
- c. the student will be suspended out of school for 5 days and sent to Superintendent's Hearing.

If a student repeats this violation, the following actions will occur:

- a. the student's parent/guardian will immediately be notified
- b. a report will be made to a law enforcement agency, as appropriate; and
- c. the student will be suspended out of school for 5 days and sent to Superintendent's Hearing.

III. If a staff member has reasonable suspicion that a student is consuming, using alcoholic beverages, illegal drugs, prescribed medication that is not his/her own, or possessing any drug paraphernalia on any school property, at any school function or on any school vehicle, the staff member has the right to request that the student take a saliva-based drug test, Breathalyzer, or Alco-sensor test, or to smell the student's breath. The building administrator will make the final determination of the need to administer such test. The building administrator or designee will administer the test. If a student refuses to submit to the request, disciplinary action will be the same as if the student was found guilty.

REGULATION

Draft 03/04/2019

7202.1 Renumber/Revise 7053.1

STUDENTS

DRUGS AND ALCOHOL DETECTION

- IV. Each student is required to keep prescribed medication in the health office during the academic day unless otherwise authorized by a physician (Policy 7102 7054, Student Medications).
- V. Any staff member having reasonable cause to suspect that a student under twenty-one (21) years of age is addicted to a narcotic drug or under the influence of a dangerous drug, who reports such information to the appropriate secondary or elementary school officials pursuant to the school's drug policy, shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making such a report.

Oneida City School District

Adopted: 07/10/07

Revised: 01/10/12, _____

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: BOE REPORT
DATE: MAY 19, 2020

Mr. Bob Group will give his Board President's Report.

FOR INFORMATION ONLY

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: BUDGET
DATE: MAY 19, 2020

Discussion regarding budget.

FOR DISCUSSION ONLY

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: RECOMMENDATION FOR ELECTIVE CHANGE
DATE: MAY 19, 2020

Discussion regarding recommendation for elective change.

FOR DISCUSSION ONLY

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: SUPERINTENDENT REPORT
DATE: MAY 19, 2020

Ms. Mary-Margaret Zehr will give her Superintendent's Report.

FOR INFORMATION ONLY

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: ASSISTANT SUPERINTENDENT FOR FINANCE REPORT
DATE: MAY 19, 2020

Mr. Jim Rowley will give his Assistant Superintendent for Finance Report.

FOR INFORMATION ONLY

TO: MEMBERS, BOARD OF EDUCATION
FROM: MARY-MARGARET ZEHR
RE: EXECUTIVE SESSION
DATE: MAY 19, 2020

We are recommending approval to enter into Executive Session for the purpose of the employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person;

RECOMMENDED ACTION

Motion to enter into Executive Session as submitted.

MOTION MADE BY _____

SECONDED BY _____

A ___ N ___