

GENERAL BROWN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION
17643 Cemetery Road - P.O. Box 500 - Dexter, New York 13634

REGULAR MEETING
Monday, December 3, 2018 5:30 p.m.
Cafeteria - Jr./Sr. High School
Preliminary
AGENDA

5:30 p.m. Call to Order - Pledge of Allegiance
REGULAR MEETING

APPROVAL OF AGENDA

PRESENTATIONS / GUESTS

- Visual and Performing Arts Celebration
- Ms. Stephens' Technology Students

PUBLIC COMMENT REQUESTS

- Mr. Michael Ward
- Mrs. Julie Ward
- Ms. Ashlee Ward
- Mr. Mark Shuler
- Ms. Rylee Ganter
- Mr. James Blunden

CONSENT AGENDA

1. Approval of Minutes as listed:
 - November 13, 2018 - Regular Meeting
2. Approval of Building and Grounds Requests as listed:
 - JSBS turf field - November 18, 2018 from 11:00 a.m. to 3:00 p.m. - Dexter Pop Warner - Regional Pop Warner game
 - JSBS cafeteria - November 28, 2018 from 7:30 p.m. to 8:00 p.m. - Dexter Pop Warner
3. Approval of Conferences and Workshops as listed:
 - Barbara J. Case - PAX Good Behavior Informational Meeting - Gouverneur Community Center - December 5, 2018
 - Joseph O'Donnell - PAX Good Behavior Informational Meeting - Gouverneur Community Center - December 5, 2018
 - Erica Hartle - Mental Health Issues in the Classroom - Crowne Plaza, Syracuse - January 18, 2019
 - Kelly Fahey - Mental Health Issues in the Classroom - Crowne Plaza, Syracuse - January 18, 2019
 - Melissa Nabinger - Mental Health Issues in the Classroom - Crowne Plaza, Syracuse - January 18, 2019
 - Sabrina Dettmer - Mental Health Issues in the Classroom - Crowne Plaza, Syracuse - January 18, 2019
4. Approval of Conferences and Workshops as per *My Learning Plan* Report 11/29/18
5. Approval of Financial Reports / Warrants

REGULAR AGENDA

Other Discussion and Action Items

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information from Board Members
2. Staff Member Reports as provided
3. Staff Member Presentations: (None at this time)

Items for Board Information / Discussion

4. Board discussion - Policy Review
 - ❖ 1st Reading - draft Policy #3440 (new) - Nondiscrimination in Public Accommodations
 - ❖ 1st Reading - draft Policy #6121 (replaces current policy #6121 & #6120) - Prohibition of Discrimination and Harassment (Including Sexual Harassment) in Employment

- ❖ 1st Reading - draft Policy #7550 (replaces current policy #7550) - Prohibition of Discrimination, Harassment, and Bullying
- ❖ 1st Reading - draft Policy #7590 (replaces current policy #3420) - Nondiscrimination of Educational Services
- ❖ 1st Reading - draft Policy #7132 (revising current policy #7132) - Non-Resident Students

5. Board Discussion - continuing discussion of District reconfiguration
6. Board Information / Discussion - AT&T cell tower
7. Board Information / Discussion - First Quarter Marking Period Data

Items for Board Discussion / Action

8. Board Action - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action to approve the following: **Because six months or more have passed without challenge to the most recent election and budget vote**, held May 15, 2018, that the ballot box be opened and the ballots contained therein, together with any unused ballots be destroyed.
9. Board Action - Approval of **Committee on Special Education Reports**

ITEMS FOR BOARD ACTION - PERSONNEL

10. Board Action - Approval of increase in the non-employee snow plow vendor rate from \$20 to \$25 per hour.
11. Board Action - Additional personnel changes as listed:

(A) Retirements:

Name	Position	Effective Date

(B) Resignations:

Name	Position	Effective Date
Lindsay Hanson	JV Girls' Basketball Coach	11/25/2018

(C) Appointments:

Name	Position	Annual Salary Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
^Bethany Goodspeed (Amended appointment date)	10-Month Typist	No change	1-Yr. Probationary appointment 52-week from 11/19/18 to 11/18/19	^Correction 11/19/2018 (from 11/14/2018)
^Richard J. Butler (Amended appointment date)	4-Hour Teacher Aide	No change	n/a	^Correction 11/20/2018 (from 11/14/2018)
Dustyn J. Helmer	Substitute Teacher	\$80 per day	n/a	12/4/2018

(D) PAID Coaching Appointments:

Name	Winter 2018 Sports	Coaching Certification	Effective Date
Stacey Bauter	Interim Co-coach Girls' Varsity Basketball	Temporary Coaching License****	11/26/2018
Drew T. Heise	Interim Co-coach Girls' Varsity Basketball	Temporary Coaching License****	11/26/2018
Lila M. Ward	Co-coach Girls' Jr.-Varsity Basketball	Temporary Coaching License****	11/26/2018
Matthew M. Milkowich	Co-coach Girls' Jr.-Varsity Basketball	Temporary Coaching License****	11/26/2018

(E) UNPAID Coaching Appointments:

Name	Winter 2018 Sports	Coaching Certification	Effective Date

Coaches possess the following [as mandated by NYSED]:

Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Fingerprint Clearance / [Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences as required] *

Non-Teaching Temporary or Professional Coaching License and/or 2nd - 4th Renewal as required: Child Abuse / School Violence / DASA / First Aid / CPR /

ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

12. FINAL Fingerprint Clearance - Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the General Brown Central School District, two sets of the following prospective employees’ fingerprints for employment have been submitted to NYSED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received FINAL CLEARANCE from SED:

- **Dustyn J. Helmer** - Substitute Teacher
- **Bria N. Podvin** - Student Teacher (Spring 2019 BGP)
- **Miranda R. Erb** - Student Teacher (Spring 2019 BGP)

SUPERINTENDENTS’ REPORTS

- 13. Assistant Superintendent - Mrs. Smith
- 14. Superintendent - Mrs. Case

CORRESPONDENCE & UPCOMING EVENTS

- 15. Correspondence Log

ITEMS FOR NEXT MEETING - January 7, 2018 - Regular Meeting will begin at 5:30 p.m. at ***Dexter Elementary School***

- 16. _____ / _____ / _____

PROPOSED EXECUTIVE SESSION

- 17. **A motion will be requested to enter executive session** for the discussion of the employment history of two particular individuals.

RETURN TO OPEN SESSION

- 18. **A motion is requested to adjourn the executive session** and reconvene the regular meeting.

MOTION FOR ADJOURNMENT

- 19. **There being no further business or discussion,** a motion is requested adjourn the regular meeting.

*Items added after the preliminary agenda was sent to the Board of Education.

GENERAL BROWN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION
17643 Cemetery Road - P.O. Box 500 - Dexter, New York 13634

REGULAR MEETING
Tuesday November 13, 2018 5:30 p.m.
Cafeteria - Jr./Sr. High School
Unapproved
MINUTES

REGULAR MEETING

The meeting was called to order at 5:30 p.m. by President Klindt, followed by the Pledge of Allegiance

MEMBERS PRESENT: Sandra Young Klindt, President; Natalie Hurley, Vice President; Daniel Dupee II; Brien Spooner; Jamie Lee; Albert Romano, Jr.; Kelly Milkowich

OTHERS PRESENT: Lisa K. Smith, Assistant Superintendent; Gary Grimm, Transportation Supervisor/Operations Manager; David Ramie, Principal Dexter Elementary; Nicole Donaldson, Principal Jr.-Sr. High School; Jennifer Stanton, Assistant Principal Jr.-Sr. High School; Melissa Nabinger, Director of Student Services; Deanna Gullquist, Network Administrator; Debra Bennett, District Clerk; Mr. Brian Nortz, Athletic Coordinator; Mr. Eric Phillips and several students from Government class

APPROVAL OF AGENDA

Motion for approval by Kelly Milkowich, seconded by Jamie Lee, with motion approved 7-0.

PRESENTATIONS / GUESTS

— Jefferson-Lewis BOCES Visitation Team - District Superintendent Stephen Todd, Michele Traynor and Leslie LaRose: Updates regarding BOCES programs, facilities, and initiatives.

PUBLIC COMMENT REQUESTS

— No requests at this time.

CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Daniel Dupee, and seconded by Kelly Milkowich - Motion approved 7-0.

1. Approval of Minutes as listed:
 - October 1, 2018 - Regular Meeting

2. Approval of Building and Grounds Requests as listed:
 - JSHS turf field - October 15 & 16, 2018 from 6:00-8:30 p.m. - Sectional game Lyme CSD- Boys JV and V soccer sectional games
 - DEX gymnasium - Wednesdays from October 17, 2018 to March 13, 2019 from 7:30-10:30 p.m. - Men's Basketball-Daniel Dupee
 - DEX gymnasium - Sundays from October 21, 2018-March 17, 2019 from 9:00-11:00 a.m. - Men's Basketball - Daniel Dupee
 - JSHS cafeteria - November 1, 2018 from 4:30-8:30 p.m. - Highland Planning / Jefferson County Area Transportation Council - Public meeting
 - JSHS turf field/locker rooms - March 27,30, 2019 and April 6,10,13,17,24,27, 2019 with times as per schedule - Jefferson Community College - Lacrosse games
 - JSHS gymnasiums - October 27, 2018 from 10:00 a.m. to 8:00 p.m. - Victory Athletics - basketball tournament

3. Approval of Conferences and Workshops as listed:
 - Barbara J. Case - Open House Celebration - Victims Assistance Center, Watertown - October 18, 2018
 - Barbara J. Case - Live Broadcast Education Session: Educational Stability of Students in Foster Care - JLBOCES - October 29, 2018
 - Barbara J. Case - JCC Community Breakfast - Jefferson Community College - October 30, 2018
 - Lisa Polatas - Therapies in the School - Education Resources - Sheraton Framingham Hotel, Framingham, MA - November 15-16, 2018
 - Kristi Bice - nVision User Group Meeting - JLBOCES - November 29, 2018
 - Stacy Latham - Basic Course for School Bus Monitors/Attendants - JLBOCES - November 30 and December 1, 2018
 - James P. Nevers - NYS Regional Industry Seminars/NYS School Nutrition Association - Holiday Inn Syracuse, Liverpool - December 19, 2018
 - Erin Heller - Mental Health Issues in the Classroom - Crowne Plaza, Syracuse - January 18, 2019
 - Amy Moore - Mental Health Issues in the Classroom - Crowne Plaza, Syracuse - January 18, 2019
 - Lisa Tyo - Mental Health Issues in the Classroom - Crowne Plaza, Syracuse - January 18, 2019
 - Ashley Lothrop - Mental Health Issues in the Classroom - Crowne Plaza, Syracuse - January 18, 2019

- Julia Russell - Mental Health Issues in the Classroom - Crowne Plaza, Syracuse - January 18, 2019
- 4. Approval of Conferences and Workshops as per *My Learning Plan* Report 11/8/18
- 5. Approval of Financial Reports / Warrants

REGULAR AGENDA

Other Discussion and Action Items

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information from Board Members
 - NYSSBA Conference - Mrs. Milkowich provided notes from the conference, and Dr. Klindt shared highlights as well.
 - Strategic Plan - Ms. Hurley provided a summary of the progress made regarding the Strategic Plan.
 - Junior Honor Society Induction - Mr. Romano and Mr. Dupee shared highlights of the induction ceremony.
2. Staff Member Reports as provided
3. Staff Member Presentations:
 - Academic Achievements: End of Year Reports (2017-2018) Highlights, NYS Assessment Updates were provided by Ms. Donaldson and Mr. Ramie
 - Fall Sports Update was provided by Mr. Nortz

Items for Board Information / Discussion

4. Board Discussion - continuing discussion of District reconfiguration: After reflecting upon data and feedback from Strategic Planning committee meetings, there was consensus of the Board of Education to continue to move forward with the process of reconfiguration.
5. Board Information - "Friendship" payment in lieu-of-taxes has been received from Brown Park Housing Corporation in the amount of \$400.
6. Board Information - Discussion of the placement of an AT&T cell tower on school property: Following discussion, there was consensus of the Board of Education to request that Mrs. Smith move forward with obtaining additional information.

Items for Board Discussion / Action

7. Board Discussion / Action - DASNY Grant - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to authorize the use of District funds in an amount *not to exceed* \$35,000 for in-kind contributions for the awarded **DASNY Grant "Distributed Antenna System for Emergency Communication"**.
Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 7-0.
8. Board Discussion / Action - Approval of **Overnight Field Trip Request for Sporting Event on December 27, 2018**
Motion for approval by Kelly Milkowich, seconded by Albert Romano, with motion approved 7-0.
9. Board Discussion / Action - Approval of **Overnight Field Trip Request for Sporting Event on January 4, 2019**
Motion for approval by Albert Romano, seconded by Jamie Lee, with motion approved 7-0.
10. Board Action - Approval of **Long Range Financial Plan 2018-2019**
Motion for approval by Albert Romano, seconded by Kelly Milkowich, with motion approved 7-0.
11. Board Action - Approval of **Final School Tax Collector Reports and Warrant**
Motion for approval by Kelly Milkowich, seconded by Jamie Lee, with motion approved 7-0.
12. Board Action - Approval of **Committee on Special Education Reports**
Motion for approval by Albert Romano, seconded by Jamie Lee, with motion approved 7-0.

ITEMS FOR BOARD ACTION - PERSONNEL

13. Board Action - Approval of **2018-2019 Substitute Instructional and Non-Instructional Personnel Item #11-D**, as continued from the Organizational Meeting held July 3, 2018.

- ❖ Cindy Fusco - Substitute Teacher
- ❖ Tasha Kitto - Substitute Teacher / Substitute Teacher Aide

Motion for approval by Natalie Hurley, seconded by Daniel Dupee, with motion approved 7-0.

14. Board Action - Personnel changes as listed:

A motion for approval of the following PERSONNEL CHANGES, with *effective dates* as listed is made by Kelly Milkowich, seconded by Daniel Dupee, with motion approved 7-0.

(A) Retirements:

Name	Position	Effective Date
^Deanna M. Guyette (amended retirement date)	Network Administrator	^January 31, 2019 (amended from February 1, 2019)

(B) Resignations:

Name	Position	Effective Date
Lori Elmer	4-Hour Aide	10/19/2018

(C) Appointments:

Name	Position	Annual Salary Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Lori Elmer	Substitute Aide	\$11.46 per hour	n/a	11/14/2018
Hannah M. Smithers	Substitute Teacher	\$80 per day	n/a	11/14/2018
Meganne K. Brenon	Substitute Teacher	\$80 per day	n/a	11/14/2018
Shannon M. Strough	Substitute Teacher	\$90 per day	n/a	11/14/2018
Wendy S. Yodice	Substitute Aide	\$11.46 per hour	n/a	11/14/2018
Sean W. Latham	Substitute Teacher	\$80 per day	n/a	11/14/2018
.....	Substitute Teacher Aide	\$11.46 per hour	n/a	11/14/2018
Jenna A. Matthews	Substitute Teacher Aide	\$11.46 per hour	n/a	11/14/2018
Jessica L. Cupernall	Occupational Therapist	\$48,370 annually (no change)	1-Year Probationary appointment (52-week) from 11/14/18-11/13/19	11/14/2018
Bethany A. Goodspeed	10-Month Typist	\$17,567 annually-Step 1	1-Year Probationary appointment (52-week) from 11/14/18-11/13/19	11/14/2018
Richard J. Butler	4-Hour Teacher Aide	\$8,248 annually-Step 4	n/a	11/14/2018

(D) PAID Coaching Appointments:

Name	Winter 2018 Sports	Coaching Certification	Effective Date
^Lila Ward - Appointment amended from unpaid coach to paid coach	Girls Soccer	Temporary Coaching License****	8/28/2018
Matthew J. Fiske	JV Boys Basketball	Teacher-Coach*	11/14/2018
Stephen P. Brenon	Modified Wrestling	Temporary Coaching License****	11/14/2018
Shellie L. Miner	Varsity Cheerleading Assistant	Temporary Coaching License****	11/14/2018

(E) UNPAID Coaching Appointments:

Name	Winter 2018 Sports	Coaching Certification	Effective Date
^Chad O. Snow - Appointment amended from paid coach to unpaid coach	Modified Wrestling	Temporary Coaching License 2 nd -4 th Renewal****	10/02/2018
Gary D. Black	Varsity Basketball Assistant	Temporary Coaching License****	11/14/2018

Coaches possess the following [as mandated by NYSED]:

Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Fingerprint Clearance / [Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences as required] *
Non-Teaching Temporary or Professional Coaching License and/or 2nd - 4th Renewal as required: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance ****

ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

15. FINAL Fingerprint Clearance - Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the General Brown Central School District, two sets of the following prospective employees’ fingerprints for employment have been submitted to NYSED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received FINAL CLEARANCE from SED:

Motion for approval by Jamie Lee, seconded by Kelly Milkowich, with motion approved 7-0.

- **Hannah M. Smithers** - Substitute Teacher
- **Meganne K. Brenon** - Substitute Teacher
- **Shannon M. Strough** - Substitute Teacher
- **Sean W. Latham** - Substitute Teacher
- **Stephen P. Brenon** - Coach
- **Bethany A. Goodspeed** - Typist
- **Richard J. Butler** - Teacher Aide

SUPERINTENDENTS' REPORTS

16. Assistant Superintendent - Mrs. Smith
17. Superintendent - Mrs. Case

CORRESPONDENCE & UPCOMING EVENTS

18. Correspondence Log

ITEMS FOR NEXT MEETING - December 3, 2018 - Regular Meeting will begin at 5:30 p.m. in the **Cafeteria** (corrected from GB Room).

19. AT&T Cell Tower / District reconfiguration

MOTION FOR ADJOURNMENT

20. **There being no further business or discussion**, a motion is requested adjourn the regular meeting.

Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 7-0. Time adjourned: 6:50 p.m.

— Mrs. Smith presented members of the Board with **Certificates of Appreciation** in honor of their volunteer service to the students, staff and community of the General Brown Central School District.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated November 13, 2018

My Learning Plan Report for
December 3, 2018 BOE Meeting

Building_Name	Last_First_Name	Activity_Title	Start_Date	End_Date
BGP	FIORENTINO, JOLYNN	Developing Self Assessment To	9/17/2018	9/17/2018
BGP	COMINS, LORRAINE	Student Directed IEP Book Seric	9/28/2018	5/31/2019
BGP	BUCHER, MARY	GB Brownville Elementary PBIS	10/4/2018	5/17/2019
BGP	CANTWELL, KELLY	GB Brownville Elementary PBIS	10/4/2018	5/17/2019
BGP	COMINS, LORRAINE	GB Brownville Elementary PBIS	10/4/2018	5/17/2019
BGP	DEVINE, HEATHER	GB Brownville Elementary PBIS	10/4/2018	5/17/2019
BGP	DILLABOUGH, TASHA	GB Brownville Elementary PBIS	10/4/2018	5/17/2019
BGP	FAHEY, KELLEY	GB Brownville Elementary PBIS	10/4/2018	5/17/2019
BGP	KNIGHT, LAURIE	GB Brownville Elementary PBIS	10/4/2018	5/17/2019
BGP	NORTZ, TRICIA	GB Brownville Elementary PBIS	10/4/2018	5/17/2019
BGP	PARKER, STEPHANIE	GB Brownville Elementary PBIS	10/4/2018	5/17/2019
BGP	AHLHEIM, PAULA	Co-Teaching 101	10/9/2018	10/9/2018
BGP	CANTWELL, KELLY	Co-Teaching 101	10/9/2018	10/9/2018
BGP	COMINS, LORRAINE	Co-Teaching 101	10/9/2018	10/9/2018
BGP	KNIGHT, LAURIE	Co-Teaching 101	10/9/2018	10/9/2018
BGP	RUSSELL, JULIA	Co-Teaching 101	10/9/2018	10/9/2018
BGP	LaVere, Julia	Trauma-Sensitive Approaches to	10/16/2018	10/16/2018
BGP	COMINS, LORRAINE	Classroom Management	10/18/2018	10/19/2018
BGP	NORTZ, TRICIA	Classroom Management	10/18/2018	10/19/2018
BGP	KNOWLTON, JARED	Classroom Management for Spe	11/14/2018	11/14/2018
BGP	LABIENDO, LAUREN	NYS AHPERD 81st Annual Con	11/15/2018	11/17/2018
BGP	CANTWELL, KELLY	PBIS Coaches Network Meeting	12/4/2018	12/4/2018
BGP	NORTZ, TRICIA	PBIS Coaches Network Meeting	12/4/2018	12/4/2018
BGP	FAHEY, KELLEY	Mental Health Issues in the Clas	1/18/2019	1/18/2019
DEXTER	HARDWICK, NANCY	Interlibrary Loan Training	9/21/2018	9/21/2018
DEXTER	HELLER, ERIN	Instructional Coaches Network	9/21/2018	9/21/2018
DEXTER	DUPEE, KRISTA	Student Directed IEP Book Seric	9/28/2018	5/31/2019
DEXTER	GOODRICH, JILLIAN	K-4 Mathematics Network (Grac	10/2/2018	10/2/2018
DEXTER	MARTIN, STACI	K-4 Mathematics Network (Grac	10/2/2018	10/2/2018
DEXTER	HARDWICK, NANCY	School Library System Commur	10/3/2018	5/22/2019
DEXTER	HARDWICK, NANCY	School Library System Council M	10/3/2018	5/22/2019
DEXTER	AUMELL, EMILY	Co-Teaching 101	10/9/2018	10/9/2018
DEXTER	DUPEE, KRISTA	Co-Teaching 101	10/9/2018	10/9/2018
DEXTER	TYO, LISA	Co-Teaching 101	10/9/2018	10/9/2018
DEXTER	WIDRICK, ALISON	Co-Teaching 101	10/9/2018	10/9/2018
DEXTER	LaVere, Julia	Trauma-Sensitive Approaches to	10/16/2018	10/16/2018
DEXTER	MOORE, AMY	Classroom Management	10/18/2018	10/19/2018
DEXTER	VODICKA, MARY	Classroom Management	10/18/2018	10/19/2018
DEXTER	WIDRICK, ALISON	Classroom Management	10/18/2018	10/19/2018
DEXTER	HARDWICK, NANCY	Mentoring for School Librarians	10/30/2018	4/24/2019
DEXTER	HELLER, ERIN	K-3 Reading and Writing Networ	11/8/2018	11/8/2018
DEXTER	TYO, LISA	K-3 Reading and Writing Networ	11/8/2018	11/8/2018
DEXTER	DAVIS, LINDSEY	Classroom Management for Spe	11/14/2018	11/14/2018
DEXTER	HARDWICK, NANCY	Classroom Management for Spe	11/14/2018	11/14/2018
DEXTER	HELLER, ERIN	Instructional Coaches Network	11/28/2018	11/28/2018
DEXTER	WIDRICK, ALISON	PBIS Coaches Network Meeting	12/4/2018	12/4/2018
DEXTER	WIDRICK, ALISON	PBIS Coaches Network Meeting	5/9/2019	5/9/2019
DISTRICT OF PAROBECK, MICHAEL		Staff Evaluation Rating Reportin	9/20/2018	9/20/2018
DISTRICT OF Nabinger, Melissa		Student Directed IEP Book Seric	9/28/2018	5/31/2019
DISTRICT OF Nabinger, Melissa		Co-Teaching 101	10/9/2018	10/9/2018
DISTRICT OF PAROBECK, MICHAEL		Data Warehouse User Group	10/12/2018	10/12/2018

My Learning Plan Report for
December 3, 2018 BOE Meeting

DISTRICT OF Nabinger, Melissa	CSE meeting School Age	10/17/2018	10/17/2018
DISTRICT OF DONALDSON, NICOLE	Secondary Principals Meeting	10/17/2018	10/17/2018
DISTRICT OF RAMIE, DAVID	Elementary Principals Meeting	10/18/2018	10/18/2018
DISTRICT OF Nabinger, Melissa	CSE Chairperson Institute	11/7/2018	11/7/2018
DISTRICT OF DONALDSON, NICOLE	General Brown Middle/ High Sch	11/20/2018	3/19/2019
DISTRICT OF CASE, BARBARA	Information about the Every Stu	12/7/2018	12/7/2018
DISTRICT OF Nabinger, Melissa	Mental Health Issues in the Clas	1/18/2019	1/18/2019
DISTRICT OF DONALDSON, NICOLE	Lead Evaluator Recertification T	3/5/2019	3/5/2019
JR-SR HS NICOL, CASEY	Elementary & Middle School Co	9/18/2018	9/18/2018
JR-SR HS KARANDY, STEPHANIE	Seal of Biliteracy Committee Me	9/19/2018	9/19/2018
JR-SR HS LASAGE, CARRIE	Instructional Coaches Network	9/21/2018	9/21/2018
JR-SR HS LASAGE, CARRIE	Inter-library Loan Training	9/24/2018	9/24/2018
JR-SR HS BOWER, JESSICA	Supporting ELL in the Content A	9/25/2018	9/25/2018
JR-SR HS Phillips, Eric	Supporting ELL in the Content A	9/25/2018	9/25/2018
JR-SR HS CROSBY, KAREN	Student Directed IEP Book Serie	9/28/2018	5/31/2019
JR-SR HS LASAGE, CARRIE	Hacking your PD: Using Twitter	10/2/2018	10/2/2018
JR-SR HS Gregory, Jennifer	Supporting English Language Le	10/2/2018	10/2/2018
JR-SR HS GUYETTE, DEANNA	2018 MORIC Technology Show	10/3/2018	10/3/2018
JR-SR HS AUGLIANO, JENNIFER	BTC School Counselor Meeting	10/3/2018	5/1/2019
JR-SR HS GRIMM, BRIDGET	BTC School Counselor Meeting	10/3/2018	5/1/2019
JR-SR HS LASAGE, CARRIE	School Library System Commur	10/3/2018	5/22/2019
JR-SR HS LASAGE, CARRIE	School Library System Council M	10/3/2018	5/22/2019
JR-SR HS BOWER, JESSICA	"Turnkey Training for Rating the	10/4/2018	10/4/2018
JR-SR HS BLUNDEN, JAMES	Turnkey Training for Rating the	10/4/2018	10/4/2018
JR-SR HS AUGLIANO, JENNIFER	Jeff-Lewis Association of Couns	10/5/2018	10/5/2018
JR-SR HS GRIMM, BRIDGET	JLACD Meeting	10/5/2018	10/5/2018
JR-SR HS DETTMER, SABRINA	Co-Teaching 101	10/9/2018	10/9/2018
JR-SR HS FERRIS, JANELLE	Co-Teaching 101	10/9/2018	10/9/2018
JR-SR HS Fiske, Matthew	Co-Teaching 101	10/9/2018	10/9/2018
JR-SR HS Gregory, Jennifer	Co-Teaching 101	10/9/2018	10/9/2018
JR-SR HS KARANDY, STEPHANIE	Co-Teaching 101	10/9/2018	10/9/2018
JR-SR HS LABIENDO, LINDSAY	Co-Teaching 101	10/9/2018	10/9/2018
JR-SR HS LAMON, MICHELLE	Co-Teaching 101	10/9/2018	10/9/2018
JR-SR HS MENAPACE, SUSAN	Co-Teaching 101	10/9/2018	10/9/2018
JR-SR HS SHEEN, ELLEN	Co-Teaching 101	10/9/2018	10/9/2018
JR-SR HS VANBROCKLIN, LISA	Co-Teaching 101	10/9/2018	10/9/2018
JR-SR HS DETTMER, SABRINA	Classroom Management	10/18/2018	10/19/2018
JR-SR HS KARANDY, STEPHANIE	Classroom Management	10/18/2018	10/19/2018
JR-SR HS Ruscio, Melissa	Supporting English Language Le	10/23/2018	10/23/2018
JR-SR HS BERNIER, JOSE	Jefferson EDGE Professional D	10/26/2018	10/26/2018
JR-SR HS ROSE, JOLIE	Jefferson EDGE Professional D	10/26/2018	10/26/2018
JR-SR HS COTTRELL, HANNAH	FCCLA State Board Meeting	10/26/2018	10/26/2018
JR-SR HS DETTMER, SABRINA	Supporting English Language Le	10/30/2018	11/8/2018
JR-SR HS KARANDY, STEPHANIE	Supporting English Language Le	10/30/2018	11/8/2018
JR-SR HS Nieves-Soto, Julia	Supporting English Language Le	10/30/2018	11/8/2018
JR-SR HS Ruscio, Melissa	K-12 Science Network	11/1/2018	11/1/2018
JR-SR HS KARANDY, STEPHANIE	Spanish Committee Assessmen	11/5/2018	11/5/2018
JR-SR HS Nieves-Soto, Julia	Effective Teaching Level I	11/14/2018	3/11/2019
JR-SR HS Phillips, Eric	Effective Teaching Level I	11/14/2018	3/11/2019
JR-SR HS AUGLIANO, JENNIFER	NYSSCA Conference	11/16/2018	11/16/2018
JR-SR HS GRIMM, BRIDGET	NYSSCA Conference	11/16/2018	11/16/2018
JR-SR HS NICOL, CASEY	NYSSCA Conference	11/16/2018	11/16/2018

My Learning Plan Report for
December 3, 2018 BOE Meeting

JR-SR HS	LABIENDO, LINDSAY	NYSCATE Annual Conference	11/17/2018	11/20/2018
JR-SR HS	BERNIER, JOSE	General Brown Middle/ High Sch	11/20/2018	3/19/2019
JR-SR HS	LAMON, MICHELLE	General Brown Middle/ High Sch	11/20/2018	3/19/2019
JR-SR HS	MENAPACE, SUSAN	General Brown Middle/ High Sch	11/20/2018	3/19/2019
JR-SR HS	NEVVINE, DUSTIN	General Brown Middle/ High Sch	11/20/2018	3/19/2019
JR-SR HS	NICOL, CASEY	General Brown Middle/ High Sch	11/20/2018	3/19/2019
JR-SR HS	MENAPACE, SUSAN	K-12 Mathematics Network	11/27/2018	11/27/2018
JR-SR HS	ST. PIERRE, KATIE	K-12 Mathematics Network	11/27/2018	11/27/2018
JR-SR HS	KARANDY, STEPHANIE	World Language Teachers - Tez	11/28/2018	11/28/2018
JR-SR HS	Nieves-Soto, Julia	World Language Teachers - Tez	11/28/2018	11/28/2018
JR-SR HS	PICKERAL, JANNELL	World Language Teachers - Tez	11/28/2018	11/28/2018
JR-SR HS	LASAGE, CARRIE	Instructional Coaches Network	11/28/2018	11/28/2018
JR-SR HS	ZEHR, MELISSA	Health and P.E. Teacher Netwo	12/4/2018	12/4/2018
JR-SR HS	BERNIER, JOSE	PBIS Coaches Network Meeting	12/4/2018	12/4/2018
JR-SR HS	VANBROCKLIN, LISA	PBIS Coaches Network Meeting	12/4/2018	12/4/2018
JR-SR HS	DETTMER, SABRINA	K-12 Reading and Writing Netwo	12/18/2018	12/18/2018
JR-SR HS	MENAPACE, SUSAN	K-12 Mathematics Network	1/10/2019	1/10/2019
JR-SR HS	MENAPACE, SUSAN	Google Classroom & Forms	1/22/2019	1/22/2019
JR-SR HS	MENAPACE, SUSAN	Google Sites & Extensions	2/14/2019	2/14/2019
JR-SR HS	MENAPACE, SUSAN	K-12 Mathematics Network	3/19/2019	3/19/2019
JR-SR HS	ROSE, JOLIE	K-12 Mathematics Network	3/19/2019	3/19/2019
JR-SR HS	VANBROCKLIN, LISA	PBIS Coaches Network Meeting	5/9/2019	5/9/2019
JR-SR HS	MENAPACE, SUSAN	K-12 Mathematics Network	5/30/2019	5/30/2019

COMMUNITY RELATIONS

Policy is Required

NONDISCRIMINATION IN PUBLIC ACCOMMODATIONS

I. Statement of Policy

- A. The General Brown Central School District provides its programs to the public and does business with vendors without consideration of an individual's race, color, creed, religion, national origin, (regardless of English language skills), age, sex, sexual orientation, marital status, military or veteran status, disability, predisposing genetic characteristics, arrest record, or prior criminal convictions, except when sex or age are a bona fide occupational qualification, when a criminal conviction is related to job duties, and when an individual's religion or disability warrants reasonable accommodation. The District also provides equal access to the Boy Scouts of America and other groups designated by federal law.
- B. District facilities shall be designed, constructed, and maintained so that, when each part of the District's program is viewed in its entirety, that part of the program is readily accessible to all persons with disabilities.
- C. This Policy shall be interpreted and implemented so that the District complies with its obligations under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1975, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and the New York State Human Rights Law. This Policy does not prohibit actions that are permissible under Section 504 of the Rehabilitation Act of 1973.

II. Harassment Prohibited As A Form of Discrimination

- A. The District's Code of Conduct prohibits harassment and discrimination, and it applies to conduct by District employees, District students, and anyone else on school property or at a school event.
- B. Conduct (including verbal conduct) directed at a member of the public will be classified as harassment or discrimination in violation of this Policy if it is motivated by that person's race, color, creed, religion, national origin, age, sex, sexual orientation, marital status, military or veteran status, disability, predisposing genetic characteristics, arrest record, or prior criminal convictions, and
 - 1. It has the purpose or the effect of substantially interfering with the person's access to District programs or services, or

GENERAL COMMITMENTS

NONDISCRIMINATION IN PUBLIC ACCOMMODATIONS

2. The person is explicitly or implicitly told that they must submit to that treatment in order to receive or continue to receive access to District programs or services.
- C. When determining whether particular conduct or statements are to be classified as prohibited harassment, the District will consider the intent of the person engaging in the conduct or making the statement; however, the determining factor will be whether the person at whom the conduct or statement was directed reasonably experienced the conduct or statement as unwelcome harassment.
- D. Any member of the public who feels that they have experienced prohibited discrimination or harassment should bring this to the District's attention by using the Complaint Procedure described below.

III. Compliance Coordinator

- A. The District's Compliance Coordinator for purposes of implementing this Policy shall be:

Lisa K. Smith, Assistant Superintendent
- B. The Compliance Coordinator is responsible for receiving, investigating, and resolving complaints of conduct that may violate this Policy and the applicable federal laws, as described more fully below. The Compliance Coordinator is also responsible for overseeing the implementation of corrective action when necessary, including the making of reasonable accommodations for employee disabilities.
- C. The Compliance Coordinator shall insure that this Policy and the availability of the complaint procedure is communicated to students, staff, and the community.
- D. The Compliance Coordinator shall recommend revisions and updates of this Policy as may be necessary.
- E. When a report complains of possible discrimination by the Compliance Coordinator, the Superintendent shall designate another school official to conduct the necessary fact-finding and make recommendations.
- F. The Compliance Coordinator, with the concurrence of the Superintendent, may appoint a special fact-finder to carry out the responsibilities of the Compliance Coordinator when the circumstances of a particular report warrant that action.

IV. Complaint and Fact-finding Procedure

NONDISCRIMINATION IN PUBLIC ACCOMMODATIONS

- A. **Complaint Procedure:** The Superintendent, after consultation with the Compliance Coordinator, shall promulgate a form to be used by members of the public to report conduct that may be a violation of this Policy. The Compliance Coordinator shall make sure that the form is available in all school buildings, in paper, on the District's website, and that the availability of the form is known to those who may need to use it. The use of this form is encouraged, but not required; the Compliance Coordinator shall conduct an investigation anytime a written or oral report is received that contains enough information to reasonably investigate.
1. A member of the public may report possible discrimination or harassment directed at them or another person to any District administrator or directly to the Compliance Coordinator. If the report is about conduct by the Compliance Coordinator, the report may be made to the Superintendent.
 2. If a member of the public makes a verbal report, they shall be asked to make a written report and told of the availability of the Report form.
 3. If the report is made to a District administrator, that administrator is responsible to forward the report to the Compliance Coordinator.
- B. **Fact-finding Inquiry:** Upon receiving a report of a possible violation of this Policy, the Compliance Coordinator shall log the report and conduct an investigation designed to determine with a reasonable degree of probability what actually transpired, whether there has been a violation of the Policy, and what, if any, remedial action is appropriate.
1. The fact-finding inquiry should begin promptly after receiving the complaint, and be pursued with sufficient diligence to reach a conclusion within a reasonably prompt time frame.
 2. The inquiry should determine with as much detail as possible the sequence in which events occurred, the identity of each person involved and their respective roles, and the exact words spoken by each participant.
 3. The inquiry shall include an opportunity for any person who has been identified as possibly violating this Policy to respond to each assertion made against them.
 4. Interviews shall be scheduled and conducted in compliance with applicable provisions of New York law.

NONDISCRIMINATION IN PUBLIC ACCOMMODATIONS

5. The Compliance Coordinator shall analyze and document the available evidence to support reliable decisions, objectively evaluate the credibility of parties and witnesses, synthesize all available evidence, and take into account the unique and complex circumstances of each case.
 6. Each person interviewed shall be reminded that they are protected by the non-retaliation provision of this Policy, and that they are bound by that provision.
- C. Resolution: The Compliance Coordinator shall prepare a written report with findings of fact and conclusions as to whether the facts support a finding of responsibility for violation of this Policy, and, if it did, what corrective action should be taken. Conclusions shall be based upon a preponderance of the evidence gathered.
1. If the determination is that this Policy has not been violated, the person who made the report, and each person whose conduct was challenged, shall be told of that determination verbally and in writing. The person who made the report shall be told of the option to have the determination reviewed.
 2. If the determination is that this Policy has been violated, the person who made the report of possible discrimination shall be told of that determination verbally and in writing and, consistent with the confidentiality accorded to student and personnel records, told that appropriate corrective action has been taken to deter any repetition of the offending conduct. The person whose conduct violated the Policy shall have that explained to them, shall be told of the corrective action being taken by the District, and shall be told of the option to have the determination reviewed.
- D. Confidentiality: It shall be explained to anyone making a report or providing information about a report that the District does not reveal information about reports or the investigation process except to the extent necessary to fulfill its legal obligations to make as complete an inquiry as possible and to take appropriate corrective action when discrimination has occurred.
- E. Immediate Corrective Action: The Superintendent has discretion to implement immediate corrective action pending the completion of a fact-finding inquiry to protect an individual when the Superintendent concludes that the circumstances of a particular complaint warrant that action.

GENERAL COMMITMENTS

NONDISCRIMINATION IN PUBLIC ACCOMMODATIONS

- F. Review of Coordinator's Determination: If a person who initiated a report of possible discrimination, or a person whose conduct was challenged by a report of possible discrimination, is not satisfied with the determination of the Compliance Coordinator (or other designated investigator), they may request that the determination be reviewed by the Superintendent.
 - 1. A request for the Superintendent to review must be made in writing, filed with the Board Clerk within 10 business days of receiving the written notice of the determination.
 - 2. The person requesting review shall provide a written explanation of their objection(s) to the determination, including the corrective action taken, if any.
 - 3. The Superintendent shall provide the written determination within 30 calendar days of receiving the written request for review.

V. Remedial Measures When This Policy is Violated

- A. An employee found to have violated this Policy in the course of his/her employment may be subject to discipline, up to and including termination, in accordance with other District policies (e.g. the Code of Conduct) and applicable statutes and collective bargaining agreements.
- B. A student found to have violated this Policy while participating in a school activity or on school property may be subject to discipline in accordance with other District policies (e.g. the Code of Conduct), the New York State Education Law, and any other applicable statutes.
- C. Any other person found to have violated this Policy while participating in a school activity or on school property may have their future access to school activities limited, as deemed appropriate under the circumstances.
- D. If the Compliance Coordinator determines that conduct that has been the subject of a complaint under this Policy has created a hostile environment, then the District shall implement corrective action to end the hostile environment.

VI. No Retaliation

No employee or student shall take a retaliatory action, or request or cause anyone else to take a retaliatory action, against any person who, in good faith, reports information about a possible violation of this Policy to a District employee or who initiates a report or testifies or assists or participates in the investigation of a report.

GENERAL COMMITMENTS

NONDISCRIMINATION IN PUBLIC ACCOMMODATIONS

VII. Training and Publication of Policy:

- A. All District employees will be notified at the beginning of each school year, or at the time of initial employment, of this Policy and the conduct expectations established by it.
- B. A summary of this Policy shall be posted as part of the District’s website, and shall be distributed periodically with District publications.
- C. The Compliance Coordinator shall receive periodic training regarding the District’s obligations under the applicable federal and state laws, as well as technical training in the conduct of investigations and resolution of complaints

General Brown Central School District

Legal Ref: Title IX, Education Amendments of 1972 (20 U.S.C. Section 1681, 45 CFR. Part 86); Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794, 45 CFR Part 84); The Americans With Disabilities Act (28 CFR 35.107(b)); Civil Rights Act of 1964, Title VI and Title VII; Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12101-12213, 29 C.F.R. Part 1630); Age Discrimination in Employment Act (29 U.S.C. Sections 621-634); EEOC guidelines (29 CFR Part 1609.1 and 1609.2); and NYS Human Rights Law, (Article 15, NYS Executive Law).

Cross Ref: 3440.1, Report of Possible Discrimination; 3410, Code of Conduct; 6121, Prohibition of Discrimination and Harassment (Including Sexual Harassment) in Employment; 7550, Prohibition of Discrimination, Harassment and Bullying; 7590, Nondiscrimination in Educational Services

Adopted: _____

PROHIBITION OF DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT) IN EMPLOYMENT

I. Statement of Policy

- A. The General Brown Central School District makes decisions regarding employment without consideration of an individual's race, color, creed, religion, national origin, (regardless of English language skills), age, sex, sexual orientation, marital status, military or veteran status, disability, predisposing genetic characteristics, arrest record, or prior criminal convictions, except when sex or age are a bona fide occupational qualification, when a criminal conviction is related to job duties, and when an individual's religion or disability warrants reasonable accommodation.
- B. Our commitment to provide employment without discrimination includes recruiting, employment decisions, promotion opportunities, compensation, fringe benefits, workplace conditions, workplace discipline, and termination decisions.
- C. This Policy shall be interpreted and implemented so that the District complies with its obligations under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1975, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, the Age Discrimination in Employment Act, Section 201-g of the New York Labor Law, and the New York State Human Rights Law. This Policy does not prohibit actions that are permissible under Section 504 of the Rehabilitation Act of 1973.
- D. An employee with a condition that is defined as a disability, or with a history of such a condition, and who is otherwise qualified to perform the essential functions of the position, shall not be denied any employment opportunity or benefit. When a reasonable accommodation will permit an applicant or employee to perform the essential functions of the position, the District will provide a reasonable accommodation that does not impose an undue burden upon the District.

II. Harassment Prohibited As A Form of Discrimination

- A. The District's Code of Conduct prohibits harassment, bullying and discrimination, and it applies to conduct by District employees, District students, and anyone else on school property or at a school event.
- B. Conduct (including verbal conduct) directed at an employee or any other person on school property or at a school-sponsored event will be classified as harassment or discrimination in violation of this Policy if it is motivated by that person's race, color, creed, religion, national origin, age, sex, sexual orientation, marital status,

PROHIBITION OF DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT) IN EMPLOYMENT

military or veteran status, disability, predisposing genetic characteristics, arrest record, or prior criminal convictions, and

1. It has the purpose or the effect of substantially interfering with the person's work performance; or
 2. The person is explicitly or implicitly told that they must submit to that treatment in order to receive or continue to receive employment opportunities; or
 3. A decision by the District about that person's employment is influenced by whether that person has submitted to the treatment or objected to it.
- C. Also prohibited, as sexual harassment, is the making of unwanted sexual advances, the making of any requests for sexual favors, and subjecting another person to any touching, teasing or other verbal communication of a sexual nature. The following describes some of the types of acts that may be unlawful sexual harassment:
1. Physical assaults of a sexual nature, such as:
 - a. Rape, sexual battery, molestation, or attempts to commit these assaults.
 - b. Intentional or unintentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
 2. Unwanted sexual advances, propositions or other sexual comments, such as:
 - a. Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion, or other job benefits or detriments;
 - b. Subtle or obvious pressure for unwelcome sexual activities;
 - c. Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience which are sufficiently severe or pervasive to create a hostile work environment.

POLICY

Draft 11/07/2018

PERSONNEL

6121 Replace Previous Policies 6121 & 6120

PROHIBITION OF DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT) IN EMPLOYMENT

3. Sexual or discriminatory displays or publications anywhere in the workplace, such as displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic.
- D. When determining whether particular conduct or statements are to be classified as prohibited harassment, the District will consider the intent of the person engaging in the conduct or making the statement; however, the determining factor will be whether the person at whom the conduct or statement was directed reasonably experienced the conduct or statement as unwelcome harassment.
- E. Any employee who feels that they have experienced prohibited discrimination or harassment should bring this to the District's attention by using the Complaint Procedure described below. Administrators and other supervisors who observe conduct that might constitute harassment, including sexual harassment, are required to report that conduct to the Compliance Coordinator.
- F. An employee, including supervisors and managers, who subject another employee to harassment, including sexual harassment, will be subject to disciplinary consequences, consistent with applicable laws and collective bargaining agreements.
- G. Conduct that occurs away from school property, such as on social media or at after-hours events, may violate this policy if it has a prohibited workplace impact.

III. Compliance Coordinator

- A. The District's Compliance Coordinator for purposes of implementing this Policy shall be:

David Ramie, Principal

Lisa K. Smith, Assistant Superintendent

- B. The Compliance Coordinator is responsible for receiving, investigating, and resolving complaints of conduct that may violate this Policy and the applicable federal laws, as described more fully below. The Compliance Coordinator is also responsible for overseeing the implementation of corrective action when necessary, including the making of reasonable accommodations for employee disabilities.

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Draft 11/07/2018

PERSONNEL

6121 Replace Previous Policies 6121 & 6120

PROHIBITION OF DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT) IN EMPLOYMENT

- C. The Compliance Coordinator shall ensure that this Policy and the availability of the complaint procedure is communicated to students, staff, and the community.
- D. The Compliance Coordinator shall recommend revisions and updates of this Policy as may be necessary.
- E. When a report complains of possible discrimination by the Compliance Coordinator, the Superintendent shall designate another school official to conduct the necessary fact-finding and make recommendations.
- F. The Compliance Coordinator, with the concurrence of the Superintendent, may appoint a special fact-finder to carry out the responsibilities of the Compliance Coordinator when the circumstances of a particular report warrant that action, and the special fact-finder shall fulfill the responsibilities of the Compliance Coordinator described in this policy.

IV. Complaint and Fact-finding Procedure

- A. Complaint Procedure: The Superintendent, after consultation with the Compliance Coordinator, shall promulgate a form to be used by employees to report conduct that may be a violation of this Policy. The Compliance Coordinator shall make sure that the form is available in all school buildings, in paper, on the District's website, and that the availability of the form is known to those who may need to use it. The use of this form is encouraged, but not required; the Compliance Coordinator shall conduct an investigation anytime a written or oral report is received that contains enough information to reasonably investigate.
 - 1. An employee or other adult may report possible discrimination or harassment directed at them or another employee or other adult to the employee's supervisor or directly to the Compliance Coordinator. If the report is about conduct by the Compliance Coordinator, the report may be made to the Superintendent.
 - 2. If an employee makes a verbal report, they shall be asked to make a written report and told of the availability of the Report form.
 - 3. If the report is made to the employee's supervisor, the supervisor is responsible to forward the report to the Compliance Coordinator.
- B. Fact-finding Inquiry: Upon receiving a report of a possible violation of this Policy, the Compliance Coordinator shall log the report and conduct a timely investigation designed to determine with a reasonable degree of probability what

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6121 Replace Previous Policies 6121 & 6120

PROHIBITION OF DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT) IN EMPLOYMENT

actually transpired, whether there has been a violation of the Policy, and what, if any, remedial action is appropriate.

1. The fact-finding inquiry should begin promptly after receiving the complaint, and be pursued with sufficient diligence to reach a conclusion within thirty (30) calendar days.
 2. The inquiry should determine with as much detail as possible the sequence in which events occurred, the identity of each person involved and their respective roles, and the exact words spoken by each participant.
 3. The inquiry shall include an opportunity for any person who has been identified as possibly violating this Policy to respond to each assertion made against them.
 4. Interviews shall be scheduled and conducted in compliance with applicable provisions of New York law and collective bargaining agreements.
 5. The Compliance Coordinator shall analyze and document the available evidence to support reliable decisions, objectively evaluate the credibility of parties and witnesses, synthesize all available evidence, and take into account the unique and complex circumstances of each case.
 6. Each person interviewed shall be reminded that they are protected by the non-retaliation provision of this Policy, and that they are bound by that provision.
- C. Resolution: The Compliance Coordinator shall prepare a written report with findings of fact and conclusions as to whether the facts support a finding of responsibility for violation of this Policy, and, if it did, what corrective action should be taken. Conclusions shall be based upon a preponderance of the evidence gathered.
1. If the determination is that this Policy has not been violated, the person who made the report, and each person whose conduct was challenged, shall be told of that determination verbally and in writing. The person who made the report shall be told of the option to have the determination reviewed.
 2. If the determination is that this Policy has been violated, the person who made the report of possible discrimination shall be told of that

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PERSONNEL

6121 Replace Previous Policies 6121 & 6120

PROHIBITION OF DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT) IN EMPLOYMENT

determination verbally and in writing and, consistent with the confidentiality accorded to student and personnel records, told that appropriate corrective action has been taken to deter any repetition of the offending conduct. The person whose conduct violated the Policy shall have that explained to them, shall be told of the corrective action being taken by the District, and shall be told of the option to have the determination reviewed.

- D. Confidentiality: It shall be explained to anyone making a report or providing information about a report that the District does not reveal information about reports or the investigation process except to the extent necessary to fulfill its legal obligations to make as complete an inquiry as possible and to take appropriate corrective action when discrimination has occurred.
- E. Immediate Corrective Action: The Superintendent has discretion to implement immediate corrective action pending the completion of a fact-finding inquiry to protect an individual when the Superintendent concludes that the circumstances of a particular complaint warrant that action.
- F. Review of Coordinator's Determination: If a person who initiated a report of possible discrimination, or a person whose conduct was challenged by a report of possible discrimination, is not satisfied with the determination of the Compliance Coordinator (or other designated investigator), they may request that the determination be reviewed by the Superintendent.
 - 1. A request for the Superintendent to review must be made in writing, filed with the Board Clerk within ten (10) business days of receiving the written notice of the determination.
 - 2. The person requesting review shall provide a written explanation of their objection(s) to the determination, including the corrective action taken, if any.
 - 3. The Superintendent shall provide the written determination within thirty (30) calendar days of receiving the written request for review.

V. Remedial Measures When This Policy is Violated

- A. An employee found to have violated this Policy in the course of their employment may be subject to discipline, up to and including termination, in accordance with other District policies (e.g. the Code of Conduct) and applicable statutes and collective bargaining agreements.

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PERSONNEL

6121 Replace Previous Policies 6121 & 6120

PROHIBITION OF DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT) IN EMPLOYMENT

- B. A student found to have violated this Policy while participating in a school activity or on school property will be subject to discipline in accordance with other District policies (e.g. the Code of Conduct), the New York State Education Law, and any other applicable statutes.
- C. Any other person found to have violated this Policy while participating in a school activity or on school property may have their future access to school activities limited, as deemed appropriate under the circumstances.
- D. If the Compliance Coordinator determines that conduct that has been the subject of a complaint under this Policy has created a hostile environment, then the District shall implement corrective action to end the hostile environment.

VI. No Retaliation

No employee or student shall take a retaliatory action, or request or cause anyone else to take a retaliatory action, against any person who, in good faith, reports information about a possible violation of this Policy to a District employee, who initiates a report or encourages another person to initiate a report, testifies or assists or participates in the investigation of a report, or complaint by the District or a governmental agency.

VII. Training and Publication of Policy:

- A. All District employees will be provided with a copy of this Policy. Online access to a printable copy of this Policy will satisfy this requirement.
- B. A summary of this Policy shall be posted as part of the District's website, and shall be distributed periodically with District publications.
- C. The Compliance Coordinator shall receive periodic training regarding the District's obligations under the applicable federal and state laws, as well as technical training in the conduct of investigations and resolution of complaints. All District employees shall receive training regarding the District's prohibition of discrimination and harassment, including sexual harassment, at least once each year, in an interactive format. Newly hired employees shall receive training as soon as practicable.

VIII. Other Available Remedies for Unlawful Discrimination and Harassment, including Sexual Harassment:

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6121 Replace Previous Policies 6121 & 6120

PROHIBITION OF DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT) IN EMPLOYMENT

- A. In addition to this Policy, District employees and other persons visiting or doing business with the District are protected from discrimination and harassment, including sexual harassment, by New York State and federal law. There also may be applicable local laws.
- B. The New York State Human Rights Law prohibits discrimination in employment and public accommodations, including sexual harassment. Your rights can be enforced by a complaint filed with the New York State Division of Human Rights or by filing a complaint in New York State Supreme Court.
1. You may learn more about your rights under the Human Rights Law by calling the Division's toll-free telephone number (888-392-3644) or visiting the Division's website (www.dhr.ny.gov).
 2. You may file a complaint with the Division within one year of the event you feel was harassment. You do not need a lawyer to file a complaint with the Division. The Division will investigate your complaint and make a determination whether unlawful harassment occurred. If a public hearing is required, the Division will provide an attorney. The Division may seek monetary damages on your behalf.
 3. You may start a lawsuit in Supreme Court within three years of the event you feel was harassment. You can start a lawsuit yourself (pro se), but you should retain a lawyer who is familiar with court procedures.
- C. Federal laws, including Title VII of the Civil Rights Act of 1964, also prohibit discrimination in employment and public accommodation, including sexual harassment. Your rights can be enforced by filing a charge of discrimination with the United State Equal Employment Opportunity Commission (EEOC).
1. You may learn more about your rights under federal law by calling the EEOC's toll-free number (800-669-4000) or visiting the EEOC's website (www.eeoc.gov).
 2. You may file a charge with the EEOC within three hundred (300) days of the event you feel was harassment. You do not need a lawyer to file a charge with the EEOC.
 3. The EEOC will investigate your charge. If it determines that unlawful discrimination occurred, the EEOC will attempt to obtain a remedy on your behalf through a conciliation process. If that is not successful, you will be given a right to sue in court.

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Draft 11/07/2018

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6121 Replace Previous Policies 6121 & 6120

PROHIBITION OF DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT) IN EMPLOYMENT

- D. If you are subjected to unwanted physical touching, coerced physical confinement, or unwanted sex acts, the conduct may constitute a crime and you should consider contacting the local police department.

General Brown Central School District

Legal Ref: Title IX, Education Amendments of 1972 (20 USC 1681, 45 CFR Part 86); Section 504, Rehabilitation Act of 1973 (29 USC 794, 45 CFR Part 84); The Americans With Disabilities Act (28 CFR 35.107(b)); Civil Rights Act of 1964, Title VI and Title VII; Americans with Disabilities Act of 1990 (42 USC 12101-12213, 29 CFR Part 1630); Age Discrimination in Employment Act (29 USC 621-634); EEOC guidelines (29 CFR Part 1609.1 and 1609.2); NYS Human Rights Law, (Article 15, NYS Executive Laws); and NYS Labor Law §201-g.

Cross Ref: Complaints and Grievances by Employees; Nondiscrimination in Public Accommodations Policy; Code of Conduct Policy; Report of Possible Discrimination or Harassment; Prohibition of Discrimination, Harassment and Bullying Policy; Nondiscrimination in Educational Services Policy

Adopted: 5/10/10, 7/2/12

Revised: _____

PROHIBITION OF DISCRIMINATION, HARASSMENT AND BULLYING

I. Statement of Policy

- A. No student shall be subjected to harassment or bullying (as defined below) by employees or students on school property or at a school function.
- B. No student shall be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, (including gender identity or expression), or sex by another student or a school employee on school property or at a school function. This Policy does not prohibit a denial of admission into, or an exclusion from, a course of instruction that is permissible under the New York State Education Law and Federal Title IX of the Education Amendments of 1972; nor does it prohibit actions that are permissible under Section 504 of the Rehabilitation Act of 1973.
- C. The goal of this Policy is to create a school environment that is free from harassment, bullying, and discrimination. This Policy shall be interpreted and implemented so that the District complies with its obligations and responsibilities under Article 2 of the New York State Education Law (Dignity for All Students Act).
- D. Anyone who feels that they have experienced prohibited discrimination, harassment or bullying should bring this to the District's attention by using the Complaint Procedure described below.

II. Definition of Harassment and Bullying

- A. Conduct (including verbal conduct) directed at a student will be classified as harassment or bullying if it creates a hostile environment and also has one of the following effects:
 - 1. the conduct has or would have the effect of unreasonably and substantially interfering with either
 - a. the student's educational performance, opportunities, or benefits, or
 - b. the student's physical, emotional, or mental well-being, or
 - 2. the conduct causes, or would reasonably be expected to cause, the student to fear for the student's physical safety, or

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3. the conduct causes, or would reasonably be expected to cause physical injury, or
 4. the conduct causes, or would reasonably be expected to cause harm to the student's emotional well-being through the creation of a hostile school environment that is so severe, or so pervasive, that it substantially and unreasonably interferes with the student's education.
- B. Conduct that occurs off school property will be classified as a violation of this Policy if it creates, or foreseeably would create, a risk of substantial disruption within the school environment.
- C. Conduct that occurs through electronic communication will be classified as a violation of this Policy if it otherwise fits the definition set forth in this section.

III. Strategy to Prevent Harassment, Bullying, and Discrimination

With the objective of preventing acts of harassment, bullying, or discrimination from interfering with any student's educational opportunities or sense of safety in school, the District will implement the procedures described in this Policy to:

- A. Expand student and employee awareness of the problem;
- B. Train staff and instruct students about appropriate, non-discriminatory behavior;
- C. Respond to reports of conduct that may violate this Policy; and
- D. Implement corrective and restorative measures as appropriate, when unacceptable conduct occurs.

IV. Dignity Act Coordinators

- A. The Principal of each school building is designated as the District's Primary Dignity Act Coordinator for that school building. The Board's action appointing an individual to the position of Principal shall constitute the Board's appointment of that person as a Dignity Act Coordinator. The Board may appoint additional Dignity Act Coordinators.
- B. The name and contact information for each Dignity Act Coordinator shall be publicized as follows:

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- listing such information in the Code of Conduct posted on the District's website;
- including such information in the plain language summary of the Code of Conduct provided to all persons in parental relation to students before the beginning of each school year;
- including such information in at least one mailing per school year to parents and persons in parental relation, and in additional mailings if the information changes;
- posting such information in a highly visible location in each school building; and
- making such information available at the District office and each school building office.

The publication of this information shall also inform students and persons in parental relation to students that the Dignity Act Coordinator is available to speak with them if they have witnessed possible discrimination or harassment or bullying, or if they have experienced treatment that may be prohibited discrimination or harassment or bullying.

- C. In the event a designated Dignity Act Coordinator vacates that position, the Superintendent shall immediately designate an interim Coordinator pending appointment by the Board. In the event that a Coordinator is unable to perform the duties of the position for an extended period of time, another staff member shall be immediately designated by the Superintendent as an interim Coordinator pending return of the previous Coordinator to the position. Contact information for the new Coordinator shall be distributed as provided above.
- D. The Dignity Act Coordinators are responsible for receiving, investigating, and resolving complaints of conduct directed at students by other students or by District employees that may violate this Policy.
1. The Dignity Act Coordinators shall maintain records of all reports of possible violations that they receive, sufficient for the District to satisfy its reporting requirements under the Education Law.
 2. The Dignity Act Coordinators shall lead or supervise the thorough investigation of all reports of harassment, bullying, or discrimination against or directed at students, and shall ensure that the investigation is completed promptly upon receipt of the report of objectionable conduct.

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3. The Dignity Act Coordinators shall be instructed in the provisions of Article 2-A of the Education Law and thoroughly trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.
 4. The Dignity Act Coordinators shall inform the Compliance Coordinator of matters that involve complaints of possible discrimination, harassment, or bullying based on sex, race, color, national origin, or disability, for evaluation as possible violations of the Nondiscrimination in Educational Services Policy.
 - E. When a report complains of possible discrimination by the Dignity Act Coordinator, the Superintendent shall designate another school official to conduct the necessary fact-finding and make recommendations.
 - F. The Superintendent may appoint a special fact-finder to carry out the responsibilities of the Dignity Act Coordinator when the circumstances of a particular report warrant that action.
- V. Complaint and Investigation Procedure
- A. Report of Possible Harassment, Bullying or Discrimination: The Superintendent shall adopt a reporting form to be used for reporting conduct that may constitute a violation of this Policy. The form shall be available in all school buildings, on the District's website, and its availability shall be publicized in each school building and to the school community in general. The use of these forms is encouraged, but not required; the Dignity Act Coordinators shall conduct a fact-finding inquiry anytime a written or oral report is received that contains enough information to reasonably investigate.
 1. A student may report possible harassment, bullying or discrimination directed at them or another student to any teacher, counselor, or other school personnel. If a student makes a verbal report, they shall be asked to make a written report and told of the availability of the Report form. The person to whom the report is made is also responsible for reporting in writing their conversation and other available information to a Dignity Act Coordinator. School staff shall be trained on how to receive and refer student complaints.
 2. A parent, school volunteer, or other member of the public who wishes to report possible harassment, bullying, or discrimination against a student

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shall make the report to the Superintendent, a Dignity Act Coordinator, or any administrator or teacher. If a verbal report is made, a written report shall be requested. The person to whom the report is made is also responsible for reporting in writing their conversation and other information to a Dignity Act Coordinator.

3. District employees who either witness conduct directed at a student that may be harassment, bullying, or discrimination, or receive an oral or written report of such conduct, must report that to a Dignity Act Coordinator. The employee must make an oral report to the Dignity Act Coordinator within one school day, followed by a written report to the Dignity Act Coordinator no more than two school days after their oral report.
- B. Investigation: Upon receiving a written report of possible harassment, bullying, or discrimination, the Dignity Act Coordinator shall lead or supervise an investigation designed to determine with a reasonable degree of probability what actually transpired.
1. The investigation should begin promptly after receiving the complaint, and be pursued with sufficient diligence to reach a conclusion promptly after receipt of a written report.
 2. The investigation should determine with as much detail as possible the sequence in which events occurred, the identity of each person involved and their respective roles, and the exact words spoken by each participant.
 3. The investigation shall include an opportunity for any person who has been identified as possibly violating this Policy to respond to each assertion made against them.
 4. Interviews shall be scheduled and conducted in compliance with applicable provisions of New York law.
- C. Resolution: When the investigation has been completed, the Dignity Act Coordinator shall document his/her determination as to whether there has been a violation of this Policy and, if so, what corrective or restorative actions are appropriate. Actions may be recommended to improve school climate where an investigation concludes that there has not been a violation of this Policy or the Code of Conduct, but that school climate can be improved by taking the recommended steps.

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1. If the determination is that this Policy has not been violated, the person who made the report, and each person whose conduct was challenged, shall be told of that determination. The person who made the report shall be told of the option to have the determination reviewed.
 2. If the determination is that this Policy has been violated, the person who made the report of possible discrimination shall be told of that determination and, consistent with the confidentiality accorded to student and personnel records, told that appropriate corrective action has been taken to deter any repetition of the offending conduct. The person whose conduct violated the Policy shall have that explained to them, shall be told of the corrective action being taken by the District, and shall be told of the option to have the determination reviewed.
- D. Confidentiality: It shall be explained to anyone making a report or providing information about a report that the District does not reveal information about reports or the fact-finding process except to the extent necessary to fulfill its legal obligations to make as complete an inquiry as possible and to take appropriate corrective action when discrimination has occurred.
- E. Immediate Corrective Action: The Superintendent has discretion to implement immediate corrective action, pending the completion of a fact-finding inquiry, to protect an individual when the Superintendent concludes that the circumstances of a particular report warrant that action.
- F. Review of Coordinator's Determination: If a person who initiated a report of possible discrimination, harassment, or bullying, or a person whose conduct was challenged by a report of possible discrimination, is not satisfied with the determination of the Dignity Act Coordinator, that person may request that the determination be reviewed by the Superintendent.
1. A request for the Superintendent to review must be made in writing, filed with the Board Clerk within 10 business days of receiving the written notice of the determination.
 2. The person requesting review shall provide a written explanation of their objection(s) to the determination, including the corrective action taken, if any.
 3. The Superintendent shall provide the written determination within 30 calendar days of receiving the written request for review.

VI. Remedial Measures When This Policy is Violated

PROHIBITION OF DISCRIMINATION, HARASSMENT AND BULLYING

A. School Climate

In the event an investigation reveals harassment, bullying, or discrimination, the District will take prompt action reasonably calculated to end the harassment, bullying, or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such harassment, bullying, and/or discrimination was directed.

B. Individual Accountability

1. An employee found to have engaged in prohibited harassment, bullying, or discrimination against a student in the course of their employment may be subject to discipline, up to and including termination. Such decisions will be made and implemented in accordance with other District policies (e.g. the Code of Conduct) and applicable statutes and collective bargaining agreements.
2. A student found to have engaged in prohibited harassment, bullying or discrimination against another student may be subject to discipline. Such decisions will be made and implemented in accordance with other District policies (e.g. the Code of Conduct), the New York State Education Law, and any other applicable statutes.

C. Report to Law Enforcement Agency

When a Dignity Act Coordinator believes that conduct has occurred that constitutes criminal conduct, the Coordinator shall promptly notify the Superintendent, and the Superintendent shall promptly notify the appropriate law enforcement agency.

VII. Non-Retaliation

No employee or student shall take a retaliatory action, or request or cause anyone else to take a retaliatory action, against any person who in good faith reports information about a possible violation of this Policy to a District employee or to the Commissioner of Education or to a law enforcement agency, or who initiates a report or testifies or assists or participates in the investigation of a report.

VIII. Training and Publication of Policy

PROHIBITION OF DISCRIMINATION, HARASSMENT AND BULLYING

- A. All students and their families will be notified at the beginning of the school year, or at the time of enrollment, of this Policy, the conduct expectations established by it, and how they may initiate a complaint, or report possible discrimination, harassment or bullying.
- B. A summary of this Policy shall be posted as part of the District’s website, and shall be distributed periodically with District publications.
- C. The Superintendent shall insure that each year all District employees receive training designed to meet the following objectives:
 - 1. discourage the development of harassment, bullying, and discrimination;
 - 2. make employees aware of the effects on students of harassment, bullying, cyberbullying, and discrimination;
 - 3. raise the awareness and sensitivity of employees to potential harassment, bullying, and discrimination;
 - 4. enable employees to prevent harassment, bullying, and discrimination;
 - 5. enable employees to respond to harassment, bullying, and discrimination;
 - 6. inform employees about social patterns of harassment, bullying, and discrimination, including that based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex; and
 - 7. provide employees with strategies for effectively addressing the problems of exclusion, bias, and aggression in an educational setting.
- D. The Superintendent shall develop and implement guidelines:
 - 1. for the development of nondiscriminatory instructional and counseling methods to be used by District staff;
 - 2. for the development of measured, balanced and age-appropriate responses to instances of harassment, bullying and discrimination by students, with remedies and procedures following a progressive mode that make appropriate use of intervention, discipline and education, vary in method according to the nature of the behavior, the developmental age of the

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- student and the student's history or problem behaviors, and are consistent with the Code of Conduct; and
3. that include safe and supportive school climate concepts in curriculum and classroom management.
- E. The District shall develop and implement a program of instruction in grades Kindergarten through Grade 12 to include a component on civility, citizenship and character education in accordance with Education Law.
1. 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.
 2. Instruction on the principle of respect for others shall discourage acts of harassment, bullying, and discrimination.
 3. Instruction on the principle of tolerance, respect for others, and dignity shall seek to instill an awareness and sensitivity to harassment, bullying, discrimination, and civility in the relations of people of different races, weights, national origins, ethnic groups, religious, religious practices, mental or physical disabilities, sexual orientation, genders (including gender identity or expression) and sexes.
 4. This shall include instruction about safe and responsible use of the internet and electronic communications.

General Brown Central School District

Legal Ref: New York State Education Law, Article 2-A and Sections 3201 and 3201-a

Cross Ref: 3440, Nondiscrimination in Public Accommodations; 3410, Code of Conduct; 6121, Prohibition of Discrimination and Harassment (Including Sexual Harassment) in Employment; 7590, Nondiscrimination in Educational Services; 7550.1, DASA Incident Reporting Form

Adopted: 9/9/16

Revised: _____

NONDISCRIMINATION IN EDUCATIONAL SERVICES

I. Statement of Policy

- A. The General Brown Central School District provides education programs and services without consideration of a student's race, color, national origin (regardless of English language skills), sex (including gender, gender identity, and sexual orientation), or disability.
- B. Our commitment to provide education programs and services without discrimination includes participation in nonacademic and extracurricular services such as transportation, counseling services, student clubs, and physical education and athletics.
- C. This Policy shall be interpreted and implemented so that the District complies with its obligations under Titles VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. This Policy does not prohibit a denial of admission into, or an exclusion from, a course of instruction that is permissible under the New York State Education Law and Federal Title IX of the Education Amendments of 1972; nor does it prohibit actions that are permissible under Section 504 of the Rehabilitation Act of 1973.

II. Harassment (Bullying) Prohibited As A Form of Discrimination

- A. The District's Code of Conduct prohibits harassment, bullying and discrimination, and it applies to conduct by District employees, District students, and anyone else on school property or at a school event.
- B. Conduct (including verbal conduct) directed at a student will be classified as harassment or bullying in violation of this Policy when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the District, and the conduct is based on race, color, national origin, sex, or disability.
 - 1. Conduct that occurs off school property will be classified as a violation of this Policy if it creates, or foreseeably would create, a risk of substantial disruption within the school environment.
 - 2. Conduct that occurs through electronic communication will be classified as a violation of this Policy if it otherwise fits the definition set forth in this section.

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- C. When determining whether particular conduct or statements are to be classified as prohibited harassment, the District will consider the intent of the person engaging in the conduct or making the statement; however, the determining factor will be whether the person at whom the conduct or statement was directed reasonably experienced the conduct or statement as unwelcome harassment.
- D. Any student who feels that they have experienced prohibited harassment should bring this to the District's attention by using the Complaint Procedure described below.

III. Compliance Coordinator

- A. The District's Compliance Coordinator for purposes of implementing this Policy shall be:

Missie Nabinger, Director of Student Services

- B. The Compliance Coordinator is responsible for receiving, investigating, and resolving complaints of conduct that may violate this Policy and the applicable federal laws, as described more fully below.
- C. The Compliance Coordinator shall insure that this Policy and the availability of the complaint procedure is communicated to students, staff, and the community.
- D. The Compliance Coordinator shall recommend revisions and updates of this Policy as may be necessary.
- E. When a report complains of possible discrimination by the Compliance Coordinator, the Superintendent shall designate another school official to conduct the necessary fact-finding and make recommendations.
- F. The Compliance Coordinator, with the concurrence of the Superintendent, may appoint a special fact-finder to carry out the responsibilities of the Compliance Coordinator when the circumstances of a particular report warrant that action.

IV. Complaint and Fact-finding Procedure

- A. Complaint Procedure: The Superintendent, after consultation with the Compliance Coordinator, shall promulgate a form to be used by students or parents to report conduct that may be a violation of this Policy. The Compliance Coordinator shall make sure that the form is available in all school buildings, in paper, on the District's website, and that the availability of the form is known to those who may need to use it. The use of this form is encouraged, but not required; the

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Compliance Coordinator shall conduct a fact-finding inquiry anytime a written or oral report is received that contains enough information to reasonably investigate.

1. A student may report a possible violation of this Policy directed at them or another student to any teacher, counselor, or school administrator. If a student makes a verbal report, they shall be asked to make a written report and told of the availability of the Report form. The person to whom the report is made is also responsible for reporting in writing their conversation and other available information to the Compliance Coordinator.
 2. A parent, school volunteer, or other member of the public who wishes to report a possible violation of this Policy shall make the report to the Compliance Coordinator. If a verbal report is made, a written report shall be requested. The person to whom the report is made is also responsible for reporting in writing their conversation to the Compliance Coordinator.
 3. District employees who either witness conduct directed at a student that may be a violation of this Policy, or receive an oral or written report of such conduct, must report that to the Compliance Coordinator.
- B. Fact-finding Inquiry: Upon receiving a report of a possible violation of this Policy, the Compliance Coordinator shall log the report and conduct an investigation designed to determine with a reasonable degree of probability what actually transpired, whether there has been a violation of the Policy, and what, if any, remedial action is appropriate.
1. The fact-finding inquiry should begin promptly after receiving the complaint, and be pursued with sufficient diligence to reach a conclusion within a reasonably prompt time frame.
 2. The inquiry should determine with as much detail as possible the sequence in which events occurred, the identity of each person involved and their respective roles, and the exact words spoken by each participant.
 3. The inquiry shall include an opportunity for any person who has been identified as possibly violating this Policy to respond to each assertion made against them.
 4. Interviews shall be scheduled and conducted in compliance with applicable provisions of New York law.
 5. The Compliance Coordinator shall analyze and document the available evidence to support reliable decisions, objectively evaluate the credibility

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of parties and witnesses, synthesize all available evidence, and take into account the unique and complex circumstances of each case.

6. Each person interviewed shall be reminded that they are protected by the non-retaliation provision of this Policy, and that they are bound by that provision.
- C. Resolution: The Compliance Coordinator shall prepare a written report with findings of fact and conclusions as to whether the facts support a finding of responsibility for violation of this Policy, and, if it did, what corrective action should be taken. Conclusions shall be based upon a preponderance of the evidence gathered.
1. If the determination is that this Policy has not been violated, the person who made the report, and each person whose conduct was challenged, shall be told of that determination verbally and in writing. The person who made the report shall be told of the option to have the determination reviewed.
 2. If the determination is that this Policy has been violated, the person who made the report of possible discrimination shall be told of that determination verbally and in writing and, consistent with the confidentiality accorded to student and personnel records, told that appropriate corrective action has been taken to deter any repetition of the offending conduct. The person whose conduct violated the Policy shall have that explained to them, shall be told of the corrective action being taken by the District, and shall be told of the option to have the determination reviewed.
- D. Coordination With DASA Coordinators: The Compliance Coordinator shall inform the appropriate DASA Coordinator of matters that require possible evaluation of the District's Prohibition of Discrimination, Harassment and Bullying Policy.
- E. Confidentiality: It shall be explained to anyone making a report or providing information about a report that the District does not reveal information about reports or the investigation process except to the extent necessary to fulfill its legal obligations to make as complete an inquiry as possible and to take appropriate corrective action when discrimination has occurred.
- F. Immediate Corrective Action: The Superintendent has discretion to implement immediate corrective action pending the completion of a fact-finding inquiry to protect an individual when the Superintendent concludes that the circumstances of a particular complaint warrant that action.

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- G. Review of Coordinator's Determination: If a person who initiated a report of possible discrimination, or a person whose conduct was challenged by a report of possible discrimination, is not satisfied with the determination of the Compliance Coordinator (or other designated investigator), they may request that the determination be reviewed by the Superintendent.
 - 1. A request for the Superintendent to review must be made in writing, filed with the Board Clerk within 10 business days of receiving the written notice of the determination.
 - 2. The person requesting review shall provide a written explanation of their objection(s) to the determination, including the corrective action taken, if any.
 - 3. The Superintendent shall provide the written determination within 30 calendar days of receiving the written request for review.

V. Remedial Measures When This Policy is Violated

- A. An employee found to have violated this Policy in the course of their employment may be subject to discipline, up to and including termination, in accordance with other District policies (e.g. the Code of Conduct) and applicable statutes and collective bargaining agreements.
- B. A student found to have violated this Policy while participating in a school activity or on school property may be subject to discipline in accordance with other District policies (e.g. the Code of Conduct), the New York State Education Law, and any other applicable statutes.
- C. Any other person found to have violated this Policy while participating in a school activity or on school property may have their future access to school activities limited, as deemed appropriate under the circumstances.
- D. If the Compliance Coordinator determines that conduct that has been the subject of a complaint under this Policy has created a hostile environment, then the District shall implement corrective action to end the hostile environment.

VI. No Retaliation

No employee or student shall take a retaliatory action, or request or cause anyone else to take a retaliatory action, against any person who, in good faith, reports information about a possible violation of this Policy to a District employee or who initiates a report or testifies or assists or participates in the investigation of a report.

VII. Training and Publication of Policy:

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- A. All District employees will be notified at the beginning of each school year, or at the time of initial employment, of this Policy and the conduct expectations established by it.
- B. All students and their families will be notified at the beginning of the school year, or at the time of enrollment, of this Policy, the conduct expectations established by it, and how they may initiate a complaint, or report possible discrimination, harassment or bullying.
- C. A summary of this Policy shall be posted as part of the District's website, and shall be distributed periodically with District publications.
- D. The Compliance Coordinator shall receive periodic training regarding the District's obligations under Title IX, Title VI, Section 504, and the ADA, as well as technical training in the conduct of investigations and resolution of complaints

General Brown Central School District

Legal Ref: Title IX, Education Amendments of 1972 (20 U.S.C. Section 1681, 45 CFR. Part 86); Section 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794, 45 CFR Part 84); The Americans With Disabilities Act (28 CFR 35.107(b)); Civil Rights Act of 1964, Title VI; Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12101-12213, 29 C.F.R. Part 1630);

Cross Ref: 3440, Nondiscrimination in Public Accommodations; 3410, Code of Conduct; 6121, Prohibition of Discrimination and Harassment (Including Sexual Harassment) in Employment; 7550; Prohibition of Discrimination, Harassment and Bullying; 7590.1 Report of Possible Discrimination

Adopted: 7/2/12

Revised: _____

NON-RESIDENT STUDENTS

A. NON-RESIDENT STUDENTS ADMISSIONS

It is the primary obligation of the District to provide a free public education to all school age children who reside within the District. The Board of Education grants to the Superintendent the authority to adopt regulations and admit non-resident school age children in accordance with this policy and the laws and regulations of the State of New York. Nothing in this policy provides for the automatic admission of a non-resident student. It will be the determination of the Board of Education if admittance of a non-resident student is granted. The District will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or other legally protected category.

B. DISCRETIONARY GROUNDS FOR ADMISSIONS

It shall be the policy of this Board of Education to not admit non-resident students unless such admittance is in strict conformity with this policy and falls under one of the enumerated exceptions listed below. Admission is at the discretion of the Superintendent and subject to approval by the Board of Education.

1. **Students of Active Military Parents.** A student who is temporally forced to relocate outside the District due to a parent or guardian being called to active duty may continue to attend school in the District without the payment of tuition.
2. **Homeless or Foster Care Students.** Nothing within this policy shall exclude a student who is determined to be a homeless or foster care student eligible to receive educational services within the District.
3. **Future Resident Students.** The children of families who have signed a contract to buy a residence in the District may be enrolled for the semester in which they expect to become residents in accordance with the criteria for admission set forth herein. Proof of purchase and closing date may be requested by the Superintendent at his or her discretion. Parents or legal guardians of future resident student(s) assume all responsibility for transportation.
4. **Former Resident Students.** In the following limited circumstances, children who are not District residents will be permitted to attend the District's schools without payment of tuition, provided the parents or legal guardian assume all responsibility for transportation:
 - a. Students of any grade who move from the District during the school year may be given permission to finish the semester in which the move occurs.

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- b. Students who move from the District after completion of the first semester of the year preceding his/her anticipated graduation year may be given permission to remain in the District until graduation.
5. **Foreign Students.** Students from other nations who are living with District residents may be enrolled at the discretion of the District and in accordance with administrative regulations. In accordance with federal law, a foreign student who attends a public secondary school under an F-1 Visa must reimburse the school district for the full unsubsidized per capita cost of providing education at the school during the student's attendance. Only foreign students participating in a recognized Student Exchange Program under a J-1 Visa may attend District schools without payment of tuition.
6. Non-resident students who are granted admittance pursuant to a collective bargaining agreement.

C. FEES AND TRANSPORTATION

Nothing in this policy shall authorize the admission or maintenance of a non-resident student whose admission/maintenance as a student in the District requires any additional expenditure to the Board of Education, the hiring of additional staff or a waiver of an existing classroom teacher student ratio, as established by law, board policy, contract, or regulation.

1. Tuition for non-resident students is computed according to a formula established by the Commissioner of Education.
2. Tuition of non-resident student will be computed in advance at the time of enrollment. Methods of payment may be arranged in the District Office with the approval of the Superintendent. Non-resident status is contingent upon timely payment of tuition fees.
3. Non-resident student that have been approved to attend the District will not be provided transportation. An exception to this policy would be allowed only if transportation can be provided by a bus making a regular bus run within the District and there is sufficient room on the bus. Bus routes will not be altered or extended to satisfy non-resident transportation needs.
4. The Parents shall be responsible for arranging the transportation of the student to and from the District and shall provide the District with the names of at least one additional adult who shall be responsible for the transportation of the student, if the parent is not available.
5. To the extent otherwise eligible, all non-resident students admitted pursuant to this policy shall be allowed to participate in all activities/sporting opportunities to the same extent as resident students of the District, except that the parents of such students shall be responsible for their transportation from any after school activities to their home.

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D. REMOVAL OF NON-RESIDENT STUDENTS

1. Any non-resident student's continued attendance is dependent on a student maintaining a passing average in all subjects, compliance with the District's Code of Conduct, and student attendance policy.
2. Failure to make appropriate arrangements for the transportation of a non-resident student, including on days requiring early dismissal due to emergency or otherwise, shall result in the student's dismissal from the District.
3. The District reserves the right to terminate the attendance of a non-resident student based on these or other legitimate educational reasons. A student and his/her parent or guardian shall be entitled to an informal conference with Superintendent before any decision is made to terminate a student's enrollment. The Superintendent's decision shall be a final determination.
4. A non-resident student dismissed for disciplinary reasons or non-attendance pursuant to this policy shall not be readmitted under this policy.

E. LEGAL RESIDENCE

1. Parents who maintain more than one residence, but whose legal residence for the purposes of voting or filing income tax is within the District are eligible to send their children to the District as residents. Non-residents students otherwise eligible to attend under this policy, if admitted, will be charged annual tuition offset by the school tax payments made for property owned by the non-resident families within the District.
2. All school taxes paid to the District by the non-resident parent shall be deducted from the tuition upon presentation of the tax receipt for real property within the District owned by the non-resident parent. According to Education Law 3202(3), the non-resident parent/guardian must own the real property and pay the tax to qualify for the tuition deduction. A paid tax receipt from one year shall be deducted from the tuition charged in the following school year.

F. MISCELANEOUS

1. All services not specifically referred to herein shall remain the obligation of the student's district of residence, including, but not limited to, kindergarten screening, any referrals, evaluations and program reviews by the committee on special education, the provision of any special services to which the student may otherwise be entitled which are not available within the District in a manner consistent with the terms and conditions of the policy set forth herein.

POLICY

NON-RESIDENT STUDENT

2. Should a material misstatement be made and relied upon by the District in admitting a non-resident student without tuition, the District will be entitled to recover the cost of tuition for the time the student was not authorized to attend the District from the person having made the misstatement or from a person in parental relation to the student.
3. That the determination of the Board of Education may be appealed to the Commissioner of Education on the grounds that the Board failed to follow its own policy, in accordance with Education Law Section 310, within 30 days of the date of the determination. The instructions, forms and procedures for taking such an appeal, including translated versions of such instructions, forms and procedures, may be obtained from the Office of Counsel, New York State Education Department, State Education Building, Albany, NY 12234 or by calling the Appeals Coordinator at (518) 474-8927

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Approved:

Revised:

Legal Ref.: Education Law §§ 2045, 3202; 8 NYCRR §174.2