

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

REGULAR MEETING
December 5, 2022 – 5:30 p.m.
General Brown Room of the Jr. Sr. High School

Preliminary
AGENDA

REGULAR MEETING – 5:30 P.M.

Call to Order – Pledge of Allegiance

A. APPROVAL OF AGENDA

B. PRESENTATIONS – None

C. PUBLIC COMMENT REQUESTS – None

D. CONSENT AGENDA

1. Approval of Minutes as listed:
 - November 7, 2022 – Regular Meeting
2. Approval of Buildings and Grounds Requests as listed: None
3. Approval of Conferences and Workshops as listed:
4. Approval of Conferences and Workshops as per *My Learning Plan Report*
5. Approval of Financial Reports – Warrants – October 2022

E. REGULAR AGENDA

Other Discussion and Action Items:

Board Member Reports/Staff Member Reports and Presentations

1. Comments / Information shared by Board Members
2. Staff Member Reports

Items for Board Information/Discussion

3. Board Information/Discussion – Policy Review
 - 1st Reading – ***New Policy - #3400.1 - Title IX Grievance Process***
 - 1st Reading – ***Revised Policy - #3440 – Nondiscrimination in Public Accommodations***
 - 1st Reading – ***Revised Policy - #6121 – Prohibition of Discrimination and Harassment (Including Sexual Harassment in Employment)***
 - 1st Reading – ***Revised Policy - #7550 – Prohibition of Discrimination, Harassment and Bullying (DASA)***
 - 1st Reading – ***Revised Policy - #7590 – Nondiscrimination in Educational Services***
4. Board Information/Discussion – 1st Quarter Marking Period Data – Jr/Sr High School, Dexter Elementary, Brownville/Glen Park Elementary
5. Board Information - There will be an Overnight Field Trip Sporting Event for Varsity Boys' Wrestling in Saratoga, NY on January 6-7, 2023.
6. Board Information – There will be an Overnight Field Trip Sporting Event for Varsity Girls' Basketball in Utica, NY on January 14-15, 2023.

Items for Board Discussion / Action

7. Board Action – Approval is requested to appoint Superintendent, Brian A. Moore as Clerk Pro-tem in the absence of the District Clerk.
8. Board Action – Approval is requested for **Aidan Trimper and Noah Thompson** to participate **with the Immaculate Heart Central School Varsity Hockey Team for the 2022-2023 season**, contingent upon the parents signing a statement releasing General Brown Central School District from all liability, transportation and equipment costs, any other fees where applicable.
9. Board Action – Approval is requested for the **General Brown Central School District to combine with South Jefferson Central School District, (as host)**, for the purpose of athletic competition, pending the approval of the NYSPHSAA Section III, and the Frontier League, to compete in the sport of **Girls’ Swimming at the Varsity and Modified levels for the 2023-2024 school year**.
10. Board Action – Approval is requested for the **Committee on Special Education Reports**

F. ITEMS FOR BOARD ACTION – PERSONNEL

11. Approval of **2022-2023 Substitute Instructional and Non-Instructional Personnel Item #11-D**, as continued from the Organizational meeting held July 1, 2022:
 - Rylan Lavalley
12. Board Action – **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby takes action to **grant tenure to Nicolette A. Smith in the tenure area of Teacher Assistant, effective January 8, 2023**.
13. 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 **Non-Instructional Substitute Pay Rates**, effective December 31, 2022 due to increase in the minimum wage rates.
 - Substitute Teacher Aide - \$14.20 per hour
 - Substitute Food Service Helper - \$14.20 per hour
 - Substitute Cleaner - \$14.20 per hour
14. Board Action - Approval is requested to appoint **Diana Shullette, as a Long Term Substitute Teacher for the 2022-2023 school year** at a per diem rate of \$150 per day as per Long-Term Substitute Employment Agreement
15. Board Action – Approval is requested to appoint **Amanda Stein, as a Long Term Substitute Teacher for the 2022-2023 school year** at a per diem rate of \$150 per day as per Long-Term Substitute Employment Agreement
16. Board Action – **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby takes action to terminate the employment of **Michael J. Bowen, 5-Hour Bus Driver**.

G. ITEMS FOR BOARD ACTION – PERSONNEL continued

17. Board Action – Retirements:

Name	Position	Effective Date
Carol Stacey	Cashier	01/06/2023
Diane Flath	Teacher Aide	08/31/2023

18. Board Action – Resignations:

Name	Position	Effective Date
Shawn McManaman	Varsity - Basketball Assistant-Boys’	11/29/2022

19. Board Action – Appointments:

Name	Position	Annual Salary or Rate of Pay	Probationary or Tenure Track Appt. (if appl.)	Effective Date
Jenna P. McIntosh	Substitute Teacher	\$100 per day	n/a	Emergency Appointment Effective 11/14/2022
Krista Fein	6-Hour Cashier (from 4-Hour Cashier)	Hourly rate unchanged	n/a	12/06/2022

Candice B. Grose	Substitute Food Service Helper	\$13.30 per hour	n/a	12/06/2022
Jillian L. O’Connell	Substitute Teacher	\$100 per day	n/a	12/06/2022
Amy J. Sherrer	Substitute Teacher	\$120 per day	n/a	12/06/2022
Makayla M. Dillenback	Substitute Teacher	\$120 per day	n/a	12/06/2022
Taylor R. Montroy	Substitute Teacher Assistant Substitute Aide	\$100 per day \$13.30 per hour	n/a	12/06/2022
Jacob A. King	Substitute Aide	\$13.30 per hour	n/a	12/06/2022

H. ITEMS FOR BOARD ACTION – PERSONNEL continued – Coaching Appointments

20. Board Action – In the event that the season is shortened, stipends will be prorated in proportion to the actual duration of service.

PAID Coaching Appointments:

Name	Sport / Season Winter 2022-2023	Coaching Certification	Effective Date
Monica Makuch	Girls’ Basketball - Modified - 7 th Grade	Temporary Coaching License 1 st Renewal	01/09/2023
Hannah Smithers-Worden	Girls’ Basketball - Modified - 8 th Grade	Teacher Coach	01/09/2023
Robert Pauly	Boys’ Basketball – Modified - 7 th Grade	Temporary Coaching License 1 st Renewal	01/09/2023

UNPAID Coaching Appointments: None

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 ****

I. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

21. Board Action - 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:

- **Matthew McManaman** – Coach
- **Jenna P. McIntosh** – Substitute Teacher
- **Jillian L. O’Connell** – Substitute Teacher
- **Amy J. Sherrer** – Substitute Teacher
- **Makayla M. Dillenback** – Substitute Teacher
- **Taylor R. Montroy** – Substitute Teacher Assistant
- **Jacob A. King** – Substitute Aide

J. SUPERINTENDENT REPORTS

- 22. Business Administrator – Christine Wheeler
- 23. Superintendent – Brian Moore

K. CORRESPONDENCE LOG

- 24. Correspondence Log

L. ITEMS FOR NEXT MEETING

- 25. **Monday – January 9, 2023** – Regular Meeting will begin at 5:30 p.m. in the General Brown Room of the JSHS

M. MOTION FOR ADJOURNMENT

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

*Indicates items added after the preliminary agenda was provided 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
November 7, 2022 – 5:30 p.m.
Brownville - Glen Park Elementary - Cafeteria

Unapproved
Minutes

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

MEMBERS PRESENT: Kelly Milkowich, President; Tiffany Orcesi, Vice President; Natalie Hurley; Albert Romano, Jr.; Kimberly Shuler

MEMBERS ABSENT: Jamie Lee; Jason Reynolds

OTHERS PRESENT: Brian Moore, Superintendent; Joe Eberle, Interim Business Official; Lisa Leubner, District Clerk; Leann Hill, Director of Student Services; Missie Nabinger, Principal Brownville Glen Park; Amy Scott, Assistant Principal Brownville Glen Park; David Ramie, Principal Jr.-Sr. High School; Joseph Folino, Assistant Principal Jr.-Sr. High School; Michael Parobeck, Network Administrator; Joseph Watson, Director of Facilities; Faculty and Students.

A. APPROVAL OF AGENDA

Motion for approval by Albert Romano, seconded by Natalie Hurley, with motion approved 5 – 0.

— The Board took a tour of Brownville/Glen Park Elementary Building

B. PRESENTATIONS – Sarah Majo-Art Teacher presented TAB (Teaching Artistic Behaviors) & Choice-Based Learning

C. PUBLIC COMMENT REQUESTS – None

D. CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Natalie Hurley, and seconded by Tiffany Orcesi, with motion approved 5 – 0.

1. Approval of Minutes as listed:
 - October 3, 2022 – Regular Meeting
2. Approval of Buildings and Grounds Requests as listed:
 - JSHS – Fisher Field – Sunday, October 16, 2022 from 9:00 a.m. to 12:00 p.m. – Dexter Pop Warner Football
 - JSHS – Fisher Field – Thursday, October 20, 2022 from 4:00 p.m. to 7:00 p.m. – Lyme CSD-Varsity Boys Soccer
 - DEX – Gymnasium – Monday, November 7, 2022 from 6:00 p.m. to 8:00 p.m. – Northern Athletics Cheer Practice
3. Approval of Conferences and Workshops as listed:
 - Lisa Leubner – 2022 School Business Management Workshop – November 14-15, 2022 – Saratoga, NY
4. Approval of Conferences and Workshops as per *My Learning Plan Report*
5. Approval of Financial Reports – Warrants – September 2022

E. REGULAR AGENDA

Other Discussion and Action Items:

Board Member Reports/Staff Member Reports and Presentations

1. Comments / Information shared by Board Members: Some members recently attended the NYSSBA Annual Convention & Education Expo. They all reported that it was very informational and learned new useful information.
2. Staff Member Reports: Administration shared information regarding students volunteering in the community and for being the top school fundraiser for the Children’s Miracle Network campaign. Football Team was congratulated on advancing to the Section III, High School Football Championship to be held at The Dome in Syracuse.

Items for Board Information/Discussion

Items for Board Discussion / Action

3. Board Discussion/Action – Approval is requested for the adoption of the **Long Range Financial Plan and Fund Balance Management** for 2022-2023.
Motion for approval by Albert Romano, seconded by Kimberly Shuler, with motion approved 5 – 0.
4. Board Action – Approval is requested for the **membership renewal of Rural Schools Association of NYS** - \$850 - July 1, 2022 – June 30, 2023
Motion for approval by Tiffany Orcesi, seconded by Natalie Hurley, with motion approved 5 – 0.
5. Board Action – Approval is requested for **Jalynn Castro** to participate **with the Alexandria Bay Lady Islanders Varsity Hockey Team for the 2022-2023 season**, contingent upon the parents signing a statement releasing General Brown Central School District from all liability, transportation and equipment costs, any other fees where applicable, and provided COVID-19 restrictions are conducive to this request.
Motion for approval by Kimberly Shuler, seconded by Tiffany Orcesi, with motion approved 5 – 0.
6. Board Action – Approval is requested for **Carter Nethers, Noah Price and Nathan Ward** to participate **with the Immaculate Heart Central School Varsity Hockey Team for the 2022-2023 season**, contingent upon the parents signing a statement releasing General Brown Central School District from all liability, transportation and equipment costs, any other fees where applicable, and provided COVID-19 restrictions are conducive to this request.
Motion for approval by Tiffany Orcesi, seconded by Albert Romano, with motion approved 5 – 0.
7. Board Action – Approval of **Class/Club Advisors for the 2022-2023 school year** as listed. In the event a club does not meet, no stipend will be paid.

Clubs/Class	Advisor
Class of 2023	Ellen Sheen/Lindsay Hanson
Class of 2024	Susan Menapace/Amy Smith
Class of 2025	Carrie LaSage/Kristy Makuch
Dance Company	Hannah Cottrell/Allison O’Brien
FCCLA	Hannah Cottrell
Gender and Sexuality Alliance (GSA)	Sabrina Dettmer/Frances Seymour
Jr. Honor Society	Maria Mesires
Sr. Honor Society	Tracy Strock
International Club	Stephanie Newvine, Jose Bernier Julia Nieves-Soto – Lead Advisor
Key Club	Andrea Swan/Matthew Fiske/Allison O’Brien
Performing Arts	Frances Seymour/Kenneth Krempel
Robotics Club	Julia Nieves-Soto
SADD	Melissa Grimes
Student Council	Brian Nortz/Michelle Lamon
Teen Advisory	Carrie LaSage/Kristy Makuch
Whiz Quiz	Tracy Strock
Yearbook	Casilda Peckham/Wendy Johnson

- Motion for approval by Natalie Hurley, seconded by Tiffany Orcesi, with motion approved 5 – 0.
8. Board Action - Approval of **Final School Tax Collector Report and Warrant**
Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 5 – 0.
 9. Board Action – Approval is requested for the **Committee on Special Education Reports**
Motion for approval by Tiffany Orcesi, seconded by Natalie Hurley, with motion approved 5 – 0.

F. ITEMS FOR BOARD ACTION – PERSONNEL

- 10. Board Action - Approval is requested for **Michael Chitro, Long Term Substitute Teacher for the 2022-2023 school year** at a per diem rate of \$150 per day as per Long-Term Substitute Employment Agreement
Motion for approval by Kimberly Shuler, seconded by Tiffany Orcesi, with motion approved 5 – 0.
- 11. Board Action – Approval is requested for **Sarah Harris, Long Term Substitute Science Teacher for the 2022-2023 school year** at a per diem rate of \$237.58 per day (1/200th of Step B1 \$47, 515) per Long-Term Substitute Employment Agreement
Motion for approval by Tiffany Orcesi, seconded by Kimberly Shuler, with motion approved 5 – 0.

G. ITEMS FOR BOARD ACTION – PERSONNEL continued

- 12. Board Action – Approval is requested for corrections to Tenure expiration dates as follows:
 - **Amy O’Riley** – ENL tenure expiration date is amended to 8/18/2022 from 8/18/2023 (no current ENL assignment)
 - **Amy O’Riley** – Special Education tenure expiration date is amended to 8/31/2023 from 8/31/2024
 - **Jose’ Bernier** – Social Studies tenure expiration date is amended to 8/31/2023 from 8/31/2024
 Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 5 – 0.

H. ITEMS FOR BOARD ACTION – PERSONNEL continued

A motion for approval of the following PERSONNEL CHANGES, with *effective dates* as listed, is made by Tiffany Orcesi, seconded by Natalie Hurley, with motion approved 5 – 0.

- 13. Board Action – Retirements:

Name	Position	Effective Date
Linda Gracey	School Nurse	06/30/2023

- 14. Board Action – Resignations:

Name	Position	Effective Date
Bethany Goodspeed	10 Month Typist	10/26/2022

- 15. Board Action – Appointments:

Name	Position	Annual Salary or Rate of Pay	Probationary or Tenure Track Appt. (if appl.)	Effective Date
Kailin R. McManaman	Substitute Teacher	\$100 per day	n/a	Emergency Appointment Effective 10/11/2022
Christopher S. Boulio	Substitute Teacher	\$105 per day	n/a	Emergency Appointment Effective 10/11/2022
Christopher L. Pisani	Substitute Teacher	\$105 per day	n/a	Emergency Appointment Effective 10/11/2022
James L. Slate	Substitutue Teacher	\$120 per day	n/a	Emergency Appointment Effective 10/11/2022
Ashley A. Delaney	7-Hour Teacher Aide	\$13.30 per hour	n/a	Emergency Appointment Effective 10/17/2022
Thomas M. O’Riley	Substitute Teacher	\$120 per day	n/a	Emergency Appointment Effective 10/31/2022
Madison G. Blackwell	Substitute Teacher Substitute Aide	\$100 per day \$13.30 per hour	n/a	11/08/2022
Candice B. Grose	Substitute Aide	\$13.30 per hour	n/a	11/08/2022
Madison T. Curry	Substitute Teacher	\$100 per day	n/a	11/08/2022
Erin M. Dotsey	Substitute Teacher Substitute Aide	\$105 per day \$13.30 per hour	n/a	11/08/2022
Samantha A. Yodice	Substitute Teacher Substitute Aide	\$100 per day \$13.30 per hour	n/a	11/08/2022
Amy D. Piper	7 hour Clerk- (was 4-hour)	Unchanged	n/a	11/08/2022
De’Jahn E. Okai	Substitute Teacher	\$100 per day	n/a	11/08/2022
Mackenzie A. Lamon	Substitute Teacher	\$105 per day	n/a	11/08/2022

I. ITEMS FOR BOARD ACTION – PERSONNEL continued

16. Board Action – Appointment of School Business Administrator

BE IT RESOLVED, that upon the motion of Tiffany Orcesi, being seconded by Kimberly Shuler, the General Brown Central School District Board of Education takes action to approve the appointment of Christine L. Wheeler as School Business Administrator of the General Brown Central School District for a term of probationary employment, beginning November 28, 2022 at an annual school year salary of \$102,500 prorated for that period of time worked during the 2022-2023 school year. Motion approved 5 – 0.

17. Board Action – BE IT FURTHER RESOLVED, that upon the motion of Tiffany Orcesi, being seconded by Kimberly Shuler, the General Brown Central School District Board of Education has reviewed and takes action to approve the employment agreement with Christine L. Wheeler, School Business Administrator, effective November 28, 2022, with probationary term expiring, November 27, 2026, and hereby authorizes the Superintendent of Schools, Brian A. Moore to sign the probationary employment agreement on its behalf.

Motion approved 5 – 0.

J. ITEMS FOR BOARD ACTION – PERSONNEL continued – Coaching Appointments

18. Board Action – In the event that the season is shortened, stipends will be prorated in proportion to the actual duration of service.

A motion for approval of the following coaching appointments, with *effective dates* as listed, is made by Kimberly Shuler, seconded by Albert Romano, with motion approved 5 – 0.

PAID Coaching Appointments:

Name	Sport / Season Winter 2022-2023	Coaching Certification	Effective Date
Janelle Ferris	Varsity- Basketball Coach– Girls’	Teacher Coach	11/14/2022
Brian Nortz	Jr. Varsity -Basketball Coach– Girls’	Teacher Coach	11/14/2022
Michael Hartle	Varsity- Wrestling Coach	Teacher Coach	11/14/2022
Matthew McManaman	Jr. Varsity Wrestling Coach	Temporary Coaching License	11/14/2022 conditional apt. pending completion of First Aid course on 11/5/2022 & receipt of fingerprint clearance
Alan Rawleigh	Modified Wrestling Assistant	Temporary Coaching License	11/08/2022
Carrie LaSage	Varsity- Volleyball Coach	Teacher Coach	11/14/2022
Melissa Ruscio	Varsity -Volleyball Assistant	Teacher Coach	11/14/2022
Amy O’Riley	Jr. Varsity- Volleyball Coach	Teacher Coach	11/14/2022
Brett Neddo	Jr. Varsity- Basketball Coach – Boys’	Teacher Coach	11/14/2022
Matthew Fiske	Varsity- Basketball Coach – Boys’	Teacher Coach	11/14/2022
Shawn McManaman	Varsity-Basketball Assistant – Boys’	Temporary Coaching License-2 nd -4 th Renewal	11/14/2022
Nicholas Nortz	Modified- Basketball Coach – Boys’	Teacher Coach	01/01/2023

UNPAID Coaching Appointments:

Name	Sport / Season Winter 2022-2023	Coaching Certification	Effective Date
Lindsay Hanson	Varsity Basketball – Assistant Coach- Girls’	Teacher Coach	11/14/2022

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 ****

K. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

19. Board Action - 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:

- **Kailin R. McManaman** – Substitute Teacher
- **Christopher S. Boulio** – Substitute Teacher
- **Christopher L. Pisani** – Substitute Teacher
- **James L. Slate** – Substitute Teacher
- **Brian A. Moore** – Superintendent
- **Ashley A. Delaney** – 7-Hour Teacher Aide
- **Madison G. Blackwell** – Substitute Teacher
- **Thomas M. O’Riley** – Substitute Teacher
- **Candice B. Grose** – Substitute Aide
- **Madison T. Curry** – Substitute Teacher
- **Erin M. Dotsey** – Substitute Teacher
- **Samantha A. Yodice** – Substitute Teacher
- **De’Jahn E. Okai** – Substitute Teacher
- **Mackenzie A. Lamon** – Substitute Teacher
- **Christine L. Wheeler** – Business Administrator

Motion for approval by Tiffany Orcesi, seconded by Kimberly Shuler, with motion approved 5 – 0.

L. SUPERINTENDENT REPORTS

- 20. Business Official – Joe Eberle
- 21. Superintendent – Brian Moore – Mr. Moore shared he has had a very busy but memorable first week as Superintendent. Mr. Moore congratulated Mr. Hartle on his recognition as the WWTI –ABC Golden Apple recipient. Mr. Moore also thanked transportation for the work they do each day driving out students to school! A special thank you was given to bus driver Debora Manos for hosting Mr. Moore on her bus.

M. CORRESPONDENCE LOG

- 22. Correspondence Log

N. ITEMS FOR NEXT MEETING

- 23. **Monday – December 5, 2022 – Regular Meeting will begin at 5:30 p.m. in the General Brown Room of the JSHS**

O. MOTION FOR ADJOURNMENT

- 24. **There being no further business or discussion**, a motion is requested to adjourn the regular meeting. Motion for approval by Albert Romano, seconded by Kimberly Shuler, with motion approved 5 – 0 Time 7:17 p.m.

Respectfully submitted:

Lisa Leubner, District Clerk

- Supporting documents may be found in supplemental file dated November 7, 2022

ReportResults
My Learning Plan Report - BOE approved 12-5-2022

JR-SR HS	AUGLIANO, JENNIFER	Jeff-Lewis Association of Counseling & Development	11/18/2022	11/18/2022
BGP	CANTWELL, KELLY	LETRS (Language Essentials for Teachers of Reading and Spelling): Year 1, Volume 1 (4-Day Training)	8/10/2022	11/30/2022
JR-SR HS	DETTMER, SABRINA	Gender and Sexuality Alliance Club Advisors Meeting	12/6/2022	12/6/2022
JR-SR HS	DETTMER, SABRINA	Network Meetings are BACK!!! (6-12 ELA)	12/21/2022	12/21/2022
JR-SR HS	DETTMER, SABRINA	Gender and Sexuality Alliance Club Advisors Meeting	3/7/2023	3/7/2023
JR-SR HS	DETTMER, SABRINA	Network Meetings are BACK!!! (6-12 ELA)	3/15/2023	3/15/2023
JR-SR HS	DETTMER, SABRINA	Network Meetings are BACK!!! (6-12 ELA)	5/10/2023	5/10/2023
DISTRICT OFFICE	Dupee, Janelle	District Safety Meeting	11/29/2022	11/29/2022
DISTRICT OFFICE	Dupee, Janelle	Elementary Principals Meeting	12/14/2022	12/14/2022
DISTRICT OFFICE	Dupee, Janelle	Book Study: Wooden on Leadership: How to Create a Winning Organization by John Wooden and Steve Jamison	1/11/2023	2/28/2023
DISTRICT OFFICE	Dupee, Janelle	Elementary Principals Meeting - In Person	1/18/2023	1/18/2023
DISTRICT OFFICE	Dupee, Janelle	Presentation and Charisma for Leaders with Michael Grinder	3/21/2023	3/22/2023
DISTRICT OFFICE	Folino, Joseph	District Safety Meeting	11/29/2022	11/29/2022
DISTRICT OFFICE	Folino, Joseph	Assistant Principals Meeting	12/15/2022	12/15/2022
JR-SR HS	GRIMM, BRIDGET	JLACD meeting	11/18/2022	11/18/2022
BGP	Heath, Lindsey	Youth-Serving Organization Summit	11/8/2022	11/8/2022
BGP	Heath, Lindsey	Autism: De-Escalate Meltdowns and Diffuse Explosive Behaviors in Children and Adolescents	11/16/2022	11/16/2022
BGP	Heath, Lindsey	Regional School Social Worker Meeting	12/21/2022	12/21/2022
BGP	Heath, Lindsey	Regional School Social Worker Meeting	1/18/2023	1/18/2023
BGP	Heath, Lindsey	Regional School Social Worker Meeting	3/15/2023	3/15/2023
BGP	Heath, Lindsey	Regional School Social Worker Meeting	4/19/2023	4/19/2023
BGP	Heath, Lindsey	Regional School Social Worker Meeting	5/17/2023	5/17/2023
BGP	Heath, Lindsey	Regional School Social Worker Meeting	6/21/2023	6/21/2023
JR-SR HS	Kennedy, Christine	District Safety Meeting	11/29/2022	11/29/2022
JR-SR HS	LASAGE, CARRIE	SLS Communication Coordinator Meeting - In-Person Meeting	12/1/2022	12/1/2022
JR-SR HS	LASAGE, CARRIE	SLS Council Meeting - In-Person Meeting	12/1/2022	12/1/2022
DEXTER	MARTIN, STACI	LETRS (Language Essentials for Teachers of Reading and Spelling): Year 1, Volume 1 (4-Day Training)	8/10/2022	11/30/2022
JR-SR HS	Mesires, Maria	Network Meetings are BACK!!! (6-12 Science)	12/19/2022	12/19/2022
JR-SR HS	Mesires, Maria	Network Meetings are BACK!!! (6-12 Science)	3/16/2023	3/16/2023
JR-SR HS	Mesires, Maria	Network Meetings are BACK!!! (6-12 Science)	5/11/2023	5/11/2023
DISTRICT OFFICE	Moore, Brian	District Safety Meeting	11/29/2022	11/29/2022
DISTRICT OFFICE	Nabinger, Melissa	Elementary Principals Meeting	11/9/2022	11/9/2022
DISTRICT OFFICE	Nabinger, Melissa	Presentation and Charisma for Leaders with Michael Grinder	3/21/2023	3/22/2023
JR-SR HS	NEVVINE, DUSTIN	Computer Science and Digital Fluency Standards Course	10/12/2022	11/16/2022
JR-SR HS	NEVVINE, STEPHANIE	Seal of Biliteracy Meeting - Check-In Meeting, Pacing of Student Work, Number of Students, Languages	11/9/2022	11/9/2022
DEXTER	NORTZ, TRICIA	LETRS (Language Essentials for Teachers of Reading and Spelling): Year 1, Volume 1 (4-Day Training)	8/10/2022	11/30/2022
JR-SR HS	O'DONNELL, JOSEPH	Network Meetings are BACK!!! (Social Studies)	11/15/2022	11/15/2022
BGP	PAIGE, MARY	LETRS (Language Essentials for Teachers of Reading and Spelling): Year 1, Volume 1 (4-Day Training)	8/10/2022	11/30/2022
DISTRICT OFFICE	RAMIE, DAVID	Secondary Principals Meeting	11/9/2022	11/9/2022
DISTRICT OFFICE	Scott, Amy	District Safety Meeting	11/29/2022	11/29/2022
DISTRICT OFFICE	Scott, Amy	Assistant Principals Meeting	12/15/2022	12/15/2022
DISTRICT OFFICE	Scott, Amy	Assistant Principals Meeting - In Person	1/19/2023	1/19/2023
JR-SR HS	SEYMOUR, FRANCES	NYSSMA	12/1/2022	12/3/2022
DISTRICT OFFICE	SHEPARD, WILLIAM	District Safety Meeting	11/29/2022	11/29/2022
BGP	Smithers-Worden, Hannah	SOAR NYS AHPERD Annual Conference	11/16/2022	11/19/2022
DEXTER	Smithers-Worden, Hannah	SOAR NYS AHPERD Annual Conference	11/16/2022	11/19/2022
JR-SR HS	Strock, Tracy	Effort with James Anderson, Author	12/8/2022	12/8/2022
BGP	Tibbles, Kelsey	ELL/MLL Teacher Network presented by RBERN: Standards Based Instruction and Universal Design for Learning	11/30/2022	11/30/2022
BGP	Tibbles, Kelsey	Network Meetings are BACK!!! (K-5 Elementary)	12/15/2022	12/15/2022
BGP	Tibbles, Kelsey	Network Meetings are BACK!!! (K-5 Elementary)	3/28/2023	3/28/2023
BGP	Tibbles, Kelsey	Network Meetings are BACK!!! (K-5 Elementary)	5/25/2023	5/25/2023
DISTRICT OFFICE	Watson, Joseph	District Safety Meeting	11/29/2022	11/29/2022
DISTRICT OFFICE	Wheeler, Christine	District Safety Meeting	11/29/2022	11/29/2022

GENERAL COMMITMENTS

Policy is Required TITLE IX GRIEVANCE PROCESS

I. Statement of Policy

- A. The _____ District/BOCES (the District/BOCES) provides education programs and services and makes decisions regarding employment without consideration of an individual's race, color, creed, religion, national origin (regardless of English language skills), age, sex (including gender, gender identity, and 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. This 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.
- B. This Policy addresses only sexual harassment as defined by Title IX that occurs within the educational programs and activities of the District/BOCES. For harassing, discriminatory, or bullying conduct that does not meet the definition of sexual harassment under Title IX, the response by the District/BOCES will be governed by relevant and applicable laws and policies.
- C. This Policy applies to all students, employees, and any third party who contracts with the District/BOCES to provide services to students or employees, upon District/BOCES property, or during any school program or activity.

II. Sexual Harassment as Defined in Title IX

- A. Sexual Harassment under Title IX is defined as conduct on the basis of sex that satisfies one or more of the following:
1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo);
 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
 3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

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GENERAL COMMITMENTS

TITLE IX GRIEVANCE PROCESS

- B. Examples of prohibited conduct under Title IX include, but are not limited to:
1. Treating one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
 2. Providing different aid, benefits, or services or provide aid, benefits, or services in a different manner;
 3. Denying any person any such aid, benefit, or service;
 4. Subjecting any person to separate or different rules of behavior, sanctions, or other treatment;
 5. Applying any rule concerning the domicile or residence of a student or applicant, including eligibility for in-state fees and tuition;
 6. Aiding or perpetuating discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
 7. Otherwise limiting any person in the enjoyment of any right, privilege, advantage, or opportunity.
- C. Conduct that occurs away from District/BOCES property or outside of District/BOCES sponsored events, such as on social media or at after-hours events, may violate this policy, or other Board of Education (the Board) approved policies, if it has a prohibited school or workplace impact.
- D. 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.

III. Title IX Coordinator

- A. The Title IX Coordinator (“Coordinator”) is responsible for receiving complaints of conduct that may violate this Policy and Title IX. The Coordinator must:
1. direct a thorough fact finding regarding those complaints;
 2. oversee the implementation of corrective action when necessary;
 3. make sure that this Policy has been publicized as required by law;
 4. keep records of all complaints, reports, written determinations, and appeals under this Policy for a period of seven (7) years, or longer if required by law; and
 5. make recommendations for updating of this Policy or any Regulations, to the (District) Superintendent.

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GENERAL COMMITMENTS

TITLE IX GRIEVANCE PROCESS

- B. The Board appoints the following person(s) as the District/BOCES Title IX Coordinator who is responsible for receiving complaints of conduct that may violate Title IX:

Name
Address
Office Phone
Email

- C. When conducting a Title IX Grievance Process, the Coordinator must follow this Policy and any associated Regulations that are consistent with Title IX regulations. The Coordinator is responsible for staying informed and up to date with any new or updated federal regulations and must inform the (District) Superintendent of any new or updated regulations, so that modifications to Policy or Regulations, if any, can be applied.
- D. The Coordinator shall ensure the Title IX Grievance Process is conducted anytime a written or oral report is received that contains enough information to reasonably investigate, consistent with this Policy and Title IX regulations.
- E. The name and contact information of the Coordinator shall be posted on the District/BOCES website with information on how to file a complaint in person, by mail, by email, or by phone.

IV. Reporting

- A. While the District/BOCES must respond to all reports it receives of sexual harassment, the Title IX Grievance Process is initiated only with the filing of a formal complaint. A “formal complaint” under Title IX is defined as a document filed by a Complainant, the Complainant’s parent or guardian, or the Coordinator, alleging sexual harassment against a Respondent, and requesting that the District/BOCES investigate the allegation(s) of sexual harassment.
- B. Anyone who feels that they have experienced discrimination or harassment on the basis of sex, is encouraged to bring this to the District’s/BOCES’ attention by using the form and procedures described herein and any associated Regulations approved by the (District) Superintendent.
- C. When staff becomes aware of an allegation of prohibited conduct on the basis of sex, the matter will be immediately referred to the Coordinator prior to any student or employee discipline being imposed, including any questioning of the Complainant, Respondent, or Witnesses. The Coordinator must evaluate the complaint and either: dismiss the complaint per Title IX regulations, when appropriate, or move forward in the Title IX Grievance Process.

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GENERAL COMMITMENTS

TITLE IX GRIEVANCE PROCESS

- D. Administrators and other supervisors who observe conduct that might constitute harassment, including sexual harassment, are required to report that conduct to the Coordinator, Compliance Coordinator (if different than the Title IX Coordinator), or a DASA Coordinator. If an Administrator or Supervisor is uncertain who to submit the report to, they shall send it to each of the above Coordinators. The Coordinators will meet promptly to determine the next steps in resolving the complaint.
- E. An employee, including supervisors and managers, who subject another employee, student, or member of the public to harassment, including sexual harassment or discrimination on District/BOCES property or at a District/BOCES sponsored event will be subject to disciplinary consequences, consistent with applicable federal and state laws and collective bargaining agreements.

V. Retaliation Prohibited

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

VI. Confidentiality

It shall be explained to anyone making a report or providing information about a report that the District/BOCES 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. Every person interviewed during the fact-finding inquiry shall be instructed not to discuss the complaint or the investigation with anyone else, except as may be required by law.

VII. Annual Training and Publication of Policy:

- A. The Coordinator, Investigator, Decision-Maker, and the person to whom appeals are submitted must each receive annual training in Title IX.
- B. All District/BOCES employees will be provided notice of this Policy through posting in [locations], and be provided online access via posting on the District/BOCES website.
- C. Training materials must be posted on the District/BOCES website.

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GENERAL COMMITMENTS

TITLE IX GRIEVANCE PROCESS

VIII. Report to Law Enforcement Agency

When a Coordinator believes that conduct has occurred that constitutes criminal conduct, the Coordinator shall promptly consult with the School Attorney and, if advised, notify the appropriate law enforcement agency.

IX. Responsibilities of the (District) Superintendent

The (District) Superintendent is authorized to supplement this Policy with any Regulations, forms, and notices they believe are necessary to implement this Policy and Title IX, and to ensure compliance with the Title IX grievance process.

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

- A. In addition to this Policy, District/BOCES employees and other persons visiting or doing business with the District/BOCES 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 and harassment, including sexual harassment in employment and public accommodations. 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 (3) years of the event you feel was harassment.
- C. Federal laws, including but not limited to Title VI and Title VII, also prohibit discrimination and harassment, including sexual harassment, in employment and public accommodation. Your rights can be enforced by filing a charge of discrimination with the United State Equal Employment Opportunity Commission (EEOC).

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GENERAL COMMITMENTS

TITLE IX GRIEVANCE PROCESS

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 the right to sue in court.

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, and are strongly encouraged, to contact law enforcement.

District/BOCES

Cross Ref: Equal Opportunity and Prohibition of Discrimination and Harassment Including Sexual Harassment
Prohibition of Discrimination and Harassment Including Sexual Harassment in Employment
NonDiscrimination in Public Accommodations
Prohibition of Discrimination Harassment and Bullying (DASA)
NonDiscrimination in Educational Services

Legal Ref: Title IX, Education Amendments of 1972 (20 USC 1681, 45 CFR Part 86), as amended

Adopted: _____

COMMUNITY RELATIONS

NONDISCRIMINATION IN PUBLIC ACCOMMODATIONS

I. Statement of Policy

- A. The General Brown Central School District (the 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, (including gender, gender identity, and sexual orientation), ~~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. . In addition to physical facilities, the District's website and other public-facing communication channels shall be designed and implemented to be accessible to all members of the public; provided that proposed accessibility measures do not fundamentally alter the features of the website or other communication channel, and do not result in an undue financial or administrative burden to the District; and provided further that the District shall not assume responsibility for the operation, content, or accessibility of third-party sites that may be accessed from a link on the District's website or other communication channels. Persons encountering difficulty accessing any District program or service, including physical facilities or digital communication channels, are encouraged to use the complaint process in this Policy to seek resolution of the problem.
- 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.
- D. Any complaints alleging violations of under Title IX of the Education Amendments of 1975, as amended, shall also be reviewed under the District/BOCES Title IX Policy #3400.

II. Harassment Prohibited As A Form of Discrimination

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GENERAL COMMITMENTS

NONDISCRIMINATION IN PUBLIC ACCOMMODATIONS

- 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
 - 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:
 - B. The Compliance Coordinator is responsible for receiving, investigating, and resolving complaints of conduct that may violate this Policy and the applicable state and 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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- C. The Compliance Coordinator shall ~~insure~~ 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.
- G. The Compliance, Title IX and DASA Coordinators shall promptly inform each other of complaints that involve conduct that may violate these other District policies, for further review and investigation, if required.

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 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.

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- 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 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.

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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.
 - 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

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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 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:

- 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~~

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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: 01/07/19

Revised: _____

PERSONNEL

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

I. Statement of Policy

- A. The General Brown Central School District (the District) makes decisions regarding employment without consideration of an individual's race, (including but not limited to hair texture and protective hair styles), color, creed, religion, national origin, (regardless of English language skills), age, sex, (including gender, gender identity, and sexual orientation), ~~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.
- E. Any complaints alleging violations of Title IX of the Education Amendments of 1975, as amended, shall also be reviewed under the District Title IX Policy #3400.

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.

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PERSONNEL

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

- 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, (including but not limited to hair texture and protective hair styles), 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 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;

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

- 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.
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_

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PERSONNEL

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

~~state and 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 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.
- G. The Compliance, Title IX, and DASA Coordinators shall promptly inform each other of complaints that involve conduct that may violate these other District policies, for further review and investigation, if required.

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.

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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 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~~ a reasonably prompt timeframe.
 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.

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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 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.
- 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.

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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.
- 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 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.

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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:

- 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).

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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.
- 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); 34 CFR §106.9; 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; Title IX Grievance Process, Code of Conduct Policy; Report of Possible Discrimination or Harassment; Prohibition of Discrimination, Harassment and Bullying Policy; Nondiscrimination in Educational Services Policy

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HARASSMENT) IN EMPLOYMENT

Adopted: 05/10/10, 07/02/12
Revised: 01/07/19, _____

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PROHIBITION OF DISCRIMINATION, HARASSMENT AND BULLYING (DASA)

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, (including but not limited to hair texture and protective hair styles), 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.
- E. Any complaints alleging violations of Title IX of the Education Amendments of 1975, as amended, shall also be reviewed under the District/BOCES Title IX Policy #3400.

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:
 - I. 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

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- 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
 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.

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- B. The name and contact information for each Dignity Act Coordinator shall be publicized as follows:
- 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.

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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.
 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, (including but not limited to hair texture and protective hair styles), 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.~~ The Compliance, Title IX and DASA Coordinators shall promptly inform each other of complaints that involve conduct that may violate these other District policies, for further review and investigation, if required
- 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

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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 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.

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- 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.
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.

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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

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

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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

- 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 ensure 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, (including but not limited to hair texture and protective hair styles), 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:

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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 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, (including but not limited to hair texture and protective hair styles), 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: 3400, Title IX Grievance Process; 3440, Nondiscrimination in Public Accommodations; 3410, Code of Conduct; 6121, Prohibition of Discrimination and Harassment (Including Sexual Harassment) in Employment; 7590,

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PROHIBITION OF DISCRIMINATION, HARASSMENT AND BULLYING (DASA)

Nondiscrimination in Educational Services; 7550.1, DASA Incident Reporting
Form

Adopted: 09/09/16
Revised: 01/07/19, _____

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, (including but not limited to hair texture and protective hair styles), 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.
- D. Any complaints alleging violations of Title IX of the Education Amendments of 1975, as amended, shall also be reviewed under the District Title IX Policy #3400.

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, (including but not limited to hair texture and protective hair styles), 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.

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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.
 - 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:

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.
 - 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

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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 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.

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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. Coordination with DASA Coordinators: The Title IX, and Compliance Coordinator(s) shall inform the appropriate DASA Coordinator of matters that require possible evaluation of the District's Prohibition of Discrimination, Harassment and Bullying Policy (DASA).
- 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

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protect an individual when the Superintendent concludes that the circumstances of a particular complaint warrant that action.

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 retaliatory action, or request or cause anyone else to take a retaliatory action, against any person who, in good faith, reports information about

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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:

- 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

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Legal Ref: ~~Title IX, Education Amendments of 1972 (20 U.S.C. Section 1681, 45 CFR. Part 86); §504, Rehabilitation Act of 1973 (29 U.S.C. §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. §§12101-12213, 29 C.F.R. Part 1630);~~

Cross Ref: 3400, Title IX Grievance Process; 3440, Nondiscrimination in Public Accommodations; 3410, Code of Conduct; 6121, Prohibition of Discrimination and Harassment (Including Sexual Harassment) in Employment; 7550;

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Prohibition of Discrimination, Harassment and Bullying; 7590.1 Report of Possible Discrimination

Adopted: 07/02/12

Revised: 01/07/19, _____

