

# FACULTY HANDBOOK



2024 – 2025

Valley Stream Union  
Free School District  
Twenty-Four

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# PREFACE



## VALLEY STREAM SCHOOL DISTRICT 24

75 Horton Avenue, Valley Stream, New York 11581-1499  
(516) 434-2825 • FAX: (516) 256-0163

Dr. Unal Karakas  
*Superintendent of Schools*

### BOARD OF EDUCATION

Armando Hernandez  
President

Melissa Herrera  
Vice President

Alisa Clark  
John Maier  
Cynthia Nuñez  
Kimberly Wheeler  
Markus Wilson  
Trustees

Jennie L. Padilla  
District Clerk

Brian Cleary  
Treasurer

Guercio & Guercio, LLP  
School Attorney

September 2024

Dear Staff Member,

I hope you had a wonderful summer. The Staff Handbook is an important source of information for many day-to-day procedures in our District. It highlights the district's policies and administrative regulations on many critical issues. Please read it carefully. The *School Calendar* is included in the section titled "Preface." The digital calendar is on our website and will be live.

The Staff Handbook can also be found on our district website:  
[valleystreamschooldistrict24.org](http://valleystreamschooldistrict24.org). You can view the handbook on our website by clicking on the tab titled "Resources" and then clicking "Staff Links."

Revisions have been made to the existing handbook, so please review it in its entirety to be sure you are familiar with all its content.

The Administrative Council joins me in wishing you a very successful school year!

Sincerely,

Dr. Unal Karakas  
Superintendent of Schools

**MAKE THE CONNECTION**  
**Innovating Our Future**  
[valleystreamschooldistrict24.org](http://valleystreamschooldistrict24.org)

# VALLEY STREAM UNION FREE SCHOOL DISTRICT 24

## CALENDAR FOR STUDENT ATTENDANCE 2024-2025



JULY					AUGUST					SEPTEMBER					OCTOBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2	2	3	4	5	6		1	2	3	4
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
22	23	24	25	26	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
29	30	31			26	27	28	29	30	30					28	29	30	31	

  

NOVEMBER					DECEMBER					JANUARY					FEBRUARY				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	2	3	4	5	6			1	2	3	3	4	5	6	7
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24	24	25	26	27	28
25	26	27	28	29	30	31				27	28	29	30	31					

  

MARCH					APRIL					MAY					JUNE				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4				1	2	2	3	4	5	6
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
31					28	29	30			26	27	28	29	30	30				

2024-25 Days of Instruction			2024-25	
Month	T	S		
August	1	0	July 4	Independence Day
September	20	20	August 30	Supt.'s Conference Day
October	20	20	September 2	Labor Day
November	17	16	September 3	First Day of School
December	15	15	October 3-4	Rosh Hashanah
January	20	20	October 14	Columbus Day
February	15	15	November 1	Diwali
March	20	20	November 5	Supt.'s Conference Day
April	17	17	November 11	Veteran's Day
May	21	21	November 28-29	Thanksgiving Recess
June	18	18	December 23-January 1	Holiday Recess
	184	182	January 2	School Reopens
			January 20	Martin Luther King Day
			January 29	Lunar New Year
			February 17-21	Winter Recess
			March 31	Eid-al-Fitr
			April 14-18	Easter/Spring Recess
			May 26	Memorial Day
			June 6	Eid-al-Adha
			June 19	Juneteenth
			June 27	Last Day of School

Notwithstanding any policy, past practice or calendar notation to the contrary, in the event it becomes necessary to add days in order to ensure a 180 day work year, such days shall be added during the non-legal holidays of the Spring recess period and such other non-legal holidays as are necessary to ensure the work year as set forth above. Such days shall be specifically delineated in advance and set forth in the school calendar and shall be added to the work year beginning with the latest day thereof.

## **VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR**

### **BOARD OF EDUCATION MEMBERSHIP**

### **POLICY 9300**

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The Board of Education of the School District shall consist of seven (7) members serving three (3) year staggered terms. The terms of office shall be arranged so that no more than three (3) members' terms expire in any single year.

They are chosen by election at the annual meeting of the School District at the same time that the voters of the School District vote on the annual School District budget.

Vacancies on the Board of Education are considered separate specific offices and the nominating petition shall note the specific seat (incumbent's name, if any) for which the candidate is nominated. No person may be nominated by petition for more than one separate office. The candidate who receives a plurality of the votes cast for each specific vacancy shall be declared duly elected.

#### **Board of Education Member Qualifications**

Candidates for the office of Board of Education member must be a resident of the School District for at least one year prior to the election. They must be able to read, write, and be a qualified voter of the School District. No more than one member of a family<sup>1</sup> may be a member of the same Board of Education in any School District.

A Board of Education member may not hold another public office which is incompatible with his or her Board of Education service. A Board of Education member who has been removed from office is ineligible to be appointed or elected to the School District office for one (1) year from the date of removal.

No employee of the School District may be a member of the Board of Education, except as permitted by law.

#### **Nomination of Candidates**

Candidates for the office of Board of Education member must be nominated by petition, signed by at least twenty-five (25) qualified voters of the School District or two percent of the number of voters who voted in the last previous annual election, whichever is greater. The petition must state the residence of each signer, the name and residence of the candidate, whether such candidate is nominated for a full term or for the unexpired portion of another's term, and the specific office for which a candidate is nominated.

Petitions must be filed with the District Clerk, between the hours of 8 a.m. and 3 p.m., no later than the thirtieth (30th) day prior to the School District election. However, on the last day for the filing of petitions, petitions may be filed between the hours of 8 a.m. and 5 p.m.

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<sup>1</sup> defined as those within the same household.



## **VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR**

### **BOARD OF EDUCATION MEMBERSHIP**

**POLICY 9300**

The Board of Education shall direct the District Clerk to publish in the notice of the Annual District Election and Public Hearing, a notice stating that petitions nominating candidates for the office of member of the Board of Education must be filed in accordance with Education Law, as described above.

Each vacancy on the Board of Education shall be a separate specific office. No person may be nominated by petition for more than one separate office. However, residents may sign petitions for more than one candidate.

The Board of Education may reject nominations if the candidate is ineligible or has declared an unwillingness to serve. In the event a nominee for election withdraws and then attempts to reenter, such person may not be considered a candidate unless a new nominating petition is filed.

If a candidate for whom a nominating petition for the office of member of the Board of Education has been duly filed withdraws such petition, dies or becomes otherwise ineligible to hold such office at a time which is later than fifteen (15) days before the last day for the filing of nominating petitions, the time for filing nominating petitions for such office shall be extended to 5:00 p.m. on the fifteenth day after the day on which such candidate withdrew, died, or otherwise became ineligible to hold such office, provided that no such nominating petition may be filed after 5:00 p.m. on the seventh day preceding the date of the election.

#### **Order of Names on Ballot**

The order of names and candidates on the ballot will be determined by lot. The District Clerk shall notify the candidates of the date and time that he/she will determine the order of names and candidates on the ballot. The District Clerk shall conduct the drawing one day after the final date for filing.

#### **Campaign Expenditure Statements**

Any candidate for election to the Board of Education shall file sworn statements with the District Clerk and the Commissioner of Education setting forth all moneys or valuable things, paid, given, expended or promised by the candidate, or incurred for or on the candidate's behalf with the candidate's approval to aid the candidate's nomination or election or to aid or influence the nomination or defeat of another candidate.

If the candidate's expenditures were zero or if total expenditures incurred by others on the candidate's behalf and with the candidate's approval did not exceed \$500, the candidate shall not be required to file any statements with the Commissioner of Education; however such candidate shall file with the District Clerk a sworn statement that the candidate's election expenditures did not exceed \$500 Dollars and contributions received did not exceed \$500 dollars.

A first statement shall be filed on or before the thirtieth day next preceding the election.  
A second statement shall be filed on or before the fifth day next preceding the election.

## **VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR**

### **BOARD OF EDUCATION MEMBERSHIP**

**POLICY 9300**

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A third statement shall be filed within twenty (20) days next succeeding the election.

#### **Election of Board of Education Members**

The election of members of the Board of Education shall be held on the third Tuesday in May, unless this date conflicts with a religious observation on that day. At the request of the Board, the Commissioner may certify by March 1 that a religious conflict exists, in which case the election and budget vote may be held on the second Tuesday in May. The polls shall be open for those hours designated by the School District.

#### **Oath of Office**

Members of the Board of Education are required to take and file an oath of office pursuant to the Constitution and Laws of New York State before assuming office or entering upon the discharge of their official duties.

"I do so solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of \_\_\_\_\_ according to the best of my ability."

Members of the Board of Education who are reelected must take the oath again following reelection. Officers of the Board of Education, such as the President, Vice President, District Clerk and District Treasurer must be administered the oath every year following their appointment.

Oaths shall be administered at the annual reorganizational meeting by the District Clerk, President of the Board of Education, or other authorized person. Such oaths shall be filed with the District Clerk. The minutes of the reorganizational meeting reflect that the oath has been administered.

#### **Board Member Removal**

A Board of Education member may be removed from office by the Commissioner of Education according to Education Law, §306 or by the Board of Education according to subdivision 18, §1709 of the Education Law.

The Board of Education may declare a vacancy if a member moves out of the School District or has failed to attend three (3) successive meetings of which he/she has been duly notified, without good and valid reason in the judgment of the majority of the Board.

#### **Resignation of Board Member**

## **VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR**

### **BOARD OF EDUCATION MEMBERSHIP**

**POLICY 9300**

A Board of Education member may resign from office at any time by submitting a letter of resignation to the District Clerk. The letter of resignation is self-executing, and takes effect upon delivery or filing, except where a later date is specified. If an effective date is specified, such date may not be more than thirty (30) days after the filing date.

#### **Filling of Board Vacancies**

The Board of Education has the power to fill any vacancy, by a majority vote, which may occur on the Board of Education by reason of death, resignation, removal from office from the School District, or refusal to serve, of any member or officer of the Board of Education. The person so appointed in the place of any such member of the Board of Education shall hold his/her office until the next annual election of Board of Education members. The unexpired term of the office will then be filled by election.

The Board of Education shall have the power to call a special School District election for the purpose of filling the unexpired term of office or a member of the Board of Education.

#### **New Board of Education Member Orientation**

When a new member is elected or appointed to the Board of Education, he/she shall receive assistance in order to become acquainted with the current status of programs, issues, and goals of the School District.

Within a reasonable period after the election, but prior to July 1, any new Board of Education member(s) shall be provided with an opportunity to meet with the Board President and/or Vice President and Superintendent of School for an orientation.

Contracts under negotiations and other materials of a confidential nature shall not be provided until after the Board-member elect has taken the oath of office.

Upon election, the Board member-elect shall be invited to attend all public meetings of the Board as a non-voting observer and receive all appropriate Board documents until formally taking office.

#### **Board of Education Member Training**

Members of the Board of Education elected or appointed shall, within the first year of their term, complete a minimum of six (6) hours of training on the fiscal oversight, accountability and fiduciary responsibilities of a Board of Education member. Such training may be offered as part of a general course of training for the purpose of educating Board of Education members on their powers, functions and duties.

Each member shall demonstrate compliance with this requirement by filing with the School District Clerk a certificate of completion of such course issued by the provider. Actual and

## VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

### BOARD OF EDUCATION MEMBERSHIP

POLICY 9300

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necessary expenses incurred in complying with this requirement shall be advanced by the School District or reimbursed to the Board of Education member upon the presentment of documentation reflecting the amount incurred and paid for the by the Board of Education member.

Cross-ref: 9130 Board Officers and Committees

Ref: Education Law §§1709(17), (18); 2102; 2102-a; 2103; 2109; 2113; 2121; 2122; 2130  
Election Law § 306

Adoption Date: October 24, 2018

Revision Date: October 19, 2022

# **VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR**

## **WORKPLACE VIOLENCE PREVENTION**

## **POLICY 4300**

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Valley Stream 24 is committed to ensuring the safety and security of our employees. Workplace Violence is unequivocally defined as any form of physical assault or aggressive behavior transpiring within the context of an employee performing work-related duties. This encompasses, but is not limited to, attempts or threats—whether verbal or physical—to inflict physical harm upon an employee, intentional displays of force causing reasonable fear of bodily harm, intentional and wrongful physical contact without consent resulting in injury, or stalking an employee with the intent of causing fear of material harm to their physical safety and health, when such stalking arises through and in the course of employment.

Acts of violence against any employee during the performance of work-related duties will be subject to thorough investigation, and appropriate actions will be taken in strict accordance with New York State Education (NYSED) regulations, including involving law enforcement authorities when warranted. In addition to compliance with these regulations, all employees must actively contribute to an environment characterized by mutual respect for one another, as well as for all community members and visitors. This includes strict adherence to all established policies, procedures, and practices, fostering a collaborative effort to maintain a secure and safe work environment.

This policy aligns with the requirements outlined in New York State Labor Law Art. 2 §27-b and serves to underscore key components of our Workplace Violence Prevention Program. To ensure compliance with this law, a comprehensive workplace evaluation will be conducted to identify potential risks of workplace violence to which our employees may be exposed. All administrators of the district will, at a minimum, actively participate in evaluating the physical environment, developing the Workplace Violence Prevention Program, and conducting an annual review of workplace violence incident reports. This review aims to identify any trends in reported incidents and assess the effectiveness of implemented mitigating actions.

Mandatory participation in the annual Workplace Violence Prevention Training Program is required for all employees. The overarching goal of this policy is to foster a workplace that prioritizes the safety and well-being of all individuals within it. In the event of any incidents of violence or threatening behavior, an immediate response will be initiated upon notification. All personnel are obligated to promptly inform their building principal or direct supervisor of any violent incidents or threatening behavior, including witnessed threats, received threats, or reports of threats witnessed or received by others. This collective commitment ensures our dedication to maintaining a secure and supportive educational environment for all.

<b>Designated Contact Person:</b>	<b>Dr. Lisa Conte</b>
<b>Title:</b>	<b>Assistant Superintendent for Curriculum and Instruction</b>
<b>Phone:</b>	<b>(516) 434-2829</b>
<b>E-mail:</b>	<u><a href="mailto:lconte@vs24.org">lconte@vs24.org</a></u>

Adoption Date: December 13, 2023

**Workplace Violence Incident Report**

**1. Date of Incident:**

**2. Time of day/shift when the incident occurred:**

**3. workplace location where incident occurred:**

**4. Provide a detailed description of the incident below.**

Note: If the case is a “privacy concern case,” remove the name of the employee who was the victim of the workplace violence and enter “PRIVACY CONCERN CASE” in the space normally used for the employee’s name. Privacy concern cases include cases involving:

- Injury or illness to an intimate body part or the reproductive system;
- Injury or illness resulting from a sexual assault;
- Mental illness;
- HIV infection;
- Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person’s blood or potentially infectious material; and
- Other injuries or illnesses, if the employee independently and voluntarily requests that the employee’s name not be entered on the report.

**Description (include the following):**

Name of employee reporting the incident (unless a “privacy concern case”);

Names and job titles of involved employees;

Name or other identified of other individuals involved;

Nature and extent of injuries arising from the incident;

Names of witnesses; and

Events leading up to the incident and how the incident ended.

## Workplace Violence Incident Report

1. Date of Incident: \_\_\_\_\_

2. Time of day/shift when the incident occurred: \_\_\_\_\_

3. workplace location where incident occurred: \_\_\_\_\_

**4. Provide a detailed description of the incident below.**

Note: If the case is a “privacy concern case,” remove the name of the employee who was the victim of the workplace violence and enter “PRIVACY CONCERN CASE” in the space normally used for the employee’s name. Privacy concern cases include cases involving:

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Name or other identified of other individuals involved;

Nature and extent of injuries arising from the incident;

Names of witnesses; and

Events leading up to the incident and how the incident ended.

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## VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

### BOARD MEMBER, SCHOOL DISTRICT OFFICERS AND EMPLOYEE CODE OF ETHICS AND CONFLICTS OF INTEREST Policy 8250

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The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any Board of Education member, officer or employee may call into question the integrity of the management or operation of the School District. The Board of Education recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the School District's officers and staff as educators and public employees in the community. Adherence to a code of ethics promotes public confidence in the schools and furthers the attainment of School District goals.

The Board of Education also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Board of Education members, School District officers, and employees under the provisions of the General Municipal Law. Therefore, every Board of Education member, officer and employee of the School District, whether paid or unpaid, shall adhere to the following code of ethics.

#### Statutory Conflicts of Interest

It is a conflict of interest for a Board of Education member, officer or employee of the School District to benefit personally from contracts made in their official capacity.

- *"Contract"* is defined broadly to include any claim, account or demand against or agreement (express or implied) with the School District which exceeds the sum of \$750.00 in any fiscal year.
- An *"interest"* is defined as a direct or indirect pecuniary or material benefit accruing to an officer or employee as the result of a contract with the School District.

No Board of Education member, officer or employee shall have an *"interest"* (i.e., receive a direct or indirect benefit as the result of a contract with the School District) in:

1. a firm, partnership or association in which he/she is a member or employee;
2. a corporation in which he/she is an officer, director or employee;
3. a corporation in which he/she, directly or indirectly, owns or controls five percent (5%) or more of the stock;
4. a contract between the School District and his/her spouse, minor child or dependents, except for an employment contract.

#### Code of Ethics

1. Gifts: A Board of Education member, officer or employee of the School District shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more from any group, entity, or individual whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to



## VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

### BOARD MEMBER, SCHOOL DISTRICT OFFICERS AND EMPLOYEE CODE OF ETHICS AND CONFLICTS OF INTEREST Policy 8250

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influence him or her in the performance of official duties, or was intended as a reward for any official action on his or her part.

However, the Board of Education welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature or of insignificant financial value may be accepted in the spirit in which they are given.

2. Confidential Information: A Board of Education member, officer or employee of the School District shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her interest. In addition, he/she shall not disclose information regarding any matters discussed in an executive session of the Board of Education or Audit Committee whether such information is deemed confidential or not. All discussions held in a properly convened executive session shall be deemed confidential and may not be disclosed unless the majority of Board of Education members deems disclosure to be appropriate.
3. Representation before the Board of Education or School District: A Board of Education member, officer or employee of the School District shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the School District.
4. Disclosure of interest in matters before the Board of Education: A Board of Education member, officer or employee of the School District, whether paid or unpaid, must, to the extent that he or she knows of, publicly disclose the nature and extent of any interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the School District (including oral agreements), to the governing body and his/her immediate supervisor (where applicable) even if it is not a prohibited interest under applicable law. Such disclosure must be in writing and made part of the official record of the School District. Disclosure is not required in the case of an interest that is exempted under §803(2) of the General Municipal Law. The term "interest" is defined above.
5. Investments in conflict with official duties: A Board of Education member, officer or employee of the School District shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties. Exceptions to the conflict of interest law can be found in §802 of the General Municipal Law.
6. Contracts supported by a Federal award: No Board of Education member, officer, employee or agent of the School District may participate in the selection, award or administration of a contract supported by a federal award if he or she has an interest in the contract. Interest for the purposes of contracts supported by federal awards shall mean

## VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

### BOARD MEMBER, SCHOOL DISTRICT OFFICERS AND EMPLOYEE CODE OF ETHICS AND CONFLICTS OF INTEREST Policy 8250

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where the Board of Education member, officer or employee of the School District, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ an immediate family member, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. No Board of Education member, officer or employee of the School District may solicit or accept gratuities, favors or anything of monetary value from contractors or subcontractors.

7. Private Employment: A Board of Education member, officer or employee of the School District shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
8. Future Employment: No member of the Board of Education, nor employee of the School District shall, after the termination of service or employment with the School District, appear before the Board of Education in relation to any action, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration.
9. Involvement with Charitable Organizations: A Board of Education member, officer or employee of School District may be involved as a volunteer, officer or employee in a charitable organization which has a relationship with the School District. If a Board of Education member is a board member, officer or employee of the charitable organization, the Board of Education member must disclose such relationship in writing to the School District, and the Board of Education member must recuse himself or herself from any discussions or votes relating to the charitable organization which may come before the Board of Education. When participating in the activities of the charitable organization, the Board of Education member, officer or employee of the School District shall not disclose any confidential information learned in the course of his or her official duties or use such information to further personal interests. Additionally, the Board of Education member, officer or employee of the School District shall not make representations on behalf of the School District unless specifically authorized to do so by the Board of Education.
10. Use of School District Supplies, Materials, Equipment and Other Property: No Board of Education member, officer or employee of the School District shall remove or cause to be removed from premises owned, used or controlled by the School District any supplies, materials, equipment or other property (excluding items required to carry out professional duties) which is owned, leased or otherwise under the dominion and control of the School District, except as is authorized, in writing, by an officer or administrator of the School District, as designated by the Superintendent of Schools.
11. Promotion of Religious or Political Beliefs: Pursuant to the first amendment of the United States Constitution's mandate of separation of Church and State, a Board of Education

## VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

### BOARD MEMBER, SCHOOL DISTRICT OFFICERS AND EMPLOYEE CODE OF ETHICS AND CONFLICTS OF INTEREST Policy 8250

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member, officer, or employee of the School District shall not use his or her position to promote religious beliefs. In addition, a Board of Education member, officer or employee of the School District shall not use his or her position to promote his/her political views.

12. Personal Injury – Property Damage: Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the School District or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.
13. Paid Tutoring by School District Staff: No professional or support staff member employed by the School District will provide remedial tutoring in any subject area for private payment (remuneration) for any student for which he/she has responsibility for in-school instruction. No professional or support staff member will solicit for the purpose of providing tutoring services.
14. Recognition of Retiring Board of Education Members, School District Employees or Volunteers: The Board of Education may choose, from time to time, to acknowledge retiring Board of Education members, employees of the School District, and/or volunteers. The Board of Education may provide gifts which are nominal in value in connection with said acknowledgement.
15. Soliciting Funds from and by school personnel: Because fund raising diverts time, energy and attention from the educational process, the Board of Education will not approve any request from staff members to engage or participate in non-school related fund raising activities during the school day regardless of their merit. It shall not, however, preclude employees from participating in properly recognized School District sponsored fund raising activities nor from participating in employee sunshine or bereavement funds, etc.
16. Master's/Doctoral Research by Employees: The Board of Education recognizes the importance of the advancement of the education of its employees. A School District employee who is actively pursuing a doctoral or master's degree and wishes to conduct research in connection with his/her doctoral or master's degree studies will be required to submit a proposal to the Superintendent of Schools for approval concerning research, including research which involves student data. Under no circumstances will employees be permitted to utilize students currently enrolled in the School District as participants for research to be conducted in connection with their pursuit of a master's/doctoral degree.

#### Conflicts of Interest Prohibited

The Board of Education is committed to avoiding situations in which the existence of simultaneous, conflicting interests in any officer or employee may call into question the integrity of the management or operation of the School District. It is in the School District's best interest to:

## VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

### BOARD MEMBER, SCHOOL DISTRICT OFFICERS AND EMPLOYEE CODE OF ETHICS AND CONFLICTS OF INTEREST Policy 8250

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1. avoid conflicts of interest between work-related and family-related obligations;
2. reduce favoritism or even the appearance of favoritism; and
3. prevent family conflicts from affecting the workplace.

No person who is related by blood or marriage to any member of the Board of Education shall be employed as a teacher in the School District, except upon the consent of 2/3 of the members of the Board of Education (In the case of a board of education comprised of five (5) members, the consent of four (4) members would be required). In connection with employment in the School District in positions other than teaching positions, the Board of Education will not hire the father, mother, brother, sister, husband, wife, domestic partner, son, daughter, or in-law ("immediate family") of a member of the Board of Education during their term of office except by a 2/3 vote of the Board of Education.

No Board of Education member or any other person employed by the School District shall supervise, evaluate, vote to promote, or initiate discipline against, any employee who is a relative of the Board of Education member or employee of the School District, as defined below. Additionally, no relative of any employee or a Board of Education member shall be hired if the interest of either the relative and the employee or the relative and the School District would be in conflict or if the hiring of the relative could result in a conflict of interest with existing vendors of the School District. In the event that marriage, promotion, reorganization or other similar occurrence results in a situation not in compliance with this policy, reassignment, transfer or other appropriate action will be undertaken to ensure compliance with this policy, consistent with applicable provisions of any relevant collective bargaining agreement, except the employee may not be terminated solely by reason of said marriage, promotion, reorganization or other similar occurrence.

Relatives shall be defined as spouses, domestic partners (as defined below), sons, daughters, sisters, brothers, fathers, mothers, aunts, uncles, nieces, nephews, brothers-in-law, sisters-in-laws, sons-in laws, daughters-in-law, fathers-in-law and mothers-in-law.

Domestic partners shall be defined as same or opposite sex partners with whom they resided with for at least six months, have a committed, long term relationship of mutual support, and for whom they have assumed long term financial responsibility or have mutual financial responsibility.

No person employed by the School District shall negotiate or execute any vendor contract on behalf of the School District for the purchase, sale or lease of real or personal property, services of any nature, or for insurance, without first having determined the common price for such property, services or insurance, or requesting bids from all potential providers of the property, services or insurance.

## **VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR**

### **BOARD MEMBER, SCHOOL DISTRICT OFFICERS AND EMPLOYEE CODE OF ETHICS AND CONFLICTS OF INTEREST Policy 8250**

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No person employed by the School District shall allow any matter, concern or interest, personal, financial or otherwise, to influence or interfere with the performance of his or her duties. Should such a matter, concern or interest arise, the employee shall bring the matter to the attention of his or her supervisor to seek ways to reduce or eliminate the influence or interference.

The Board of Education affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest.

Knowing or willful violation of this policy by any employee may result in disciplinary action up to and including dismissal.

Any officer, employee or member of the public noting or suspecting a violation of this policy is encouraged to bring the matter to the Board of Education or the Superintendent of Schools. In the event of a suspected violation of this policy by the Superintendent of Schools or an individual member of the Board, the matter should be referred directly to the Board of Education via the District Clerk or the Board President. In the event of a suspected violation of this policy by the Board president, the matter should be referred directly to the Board of Education via the District Clerk or the Board Vice President. If necessary and upon consultation with counsel, an independent investigatory may be utilized to investigate allegations of a violation of this policy by the Board of Education or the Superintendent of Schools.

If the relative of an employee becomes elected to the Board of Education, the employee's employment with the School District shall not be negatively affected, nor shall special consideration be given, because of his/her relationship to the person serving on the Board of Education.

If employees become relatives, as defined above, after both employees are hired by the School District, the employees shall not thereafter work in any position or location where a direct line of supervision exists between them.

#### **Distribution of Code of Ethics**

The Superintendent of Schools shall distribute a copy of this Code of Ethics to all members of the Board of Education and all employees of the School District. Each member of the Board of Education and employee elected or appointed thereafter shall be given a copy of the Code of Ethics upon his or her election to the Board of Education or employment by the School District. In addition, the Superintendent of Schools shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each school building located in the School District in a conspicuous place.

#### **Penalties**

## VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

### BOARD MEMBER, SCHOOL DISTRICT OFFICERS AND EMPLOYEE CODE OF ETHICS AND CONFLICTS OF INTEREST Policy 8250

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In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board of Education's code of ethics may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Cross Ref: 1313 Gifts  
1108 Community Use of Facilities

Ref: NYS Constitution VIII, Section 1  
General Municipal Law §§801-813  
Education Law §§ 410, 3016  
8 NYCRR §19.5  
Labor Law § 201-d  
2 C.F.R. § 200.318  
Opn. St. Comp. 2008-01  
*Dykeman v. Symonds*, 54 AD2d 159 (4<sup>th</sup> Dep't 1976)  
*Appeal of Rivers*, 60 Ed Dept Rep, Dec. No. 17,989 (2021)  
*Application of the Board of Education*, 57 Ed Dept Rep, Dec. No. 17,147 (2017)  
*Application of Nett and Raby*, 45 Ed Dept Rep 259, Dec. No. 15,315 (2005)

Adoption Date: February 27, 2019

Revised: October 21, 2020

Revised: January 27, 2021

Revised: January 25, 2023

# I. THE NEW TEACHER

# **FACULTY HANDBOOK**

## **I. THE NEW TEACHER**

### **Appointment – Probation and Tenure**

The Board of Education, upon the recommendation of the Superintendent of Schools, shall appoint a teacher for a position in Valley Stream District #24.

Specific assignments to grade, subject, or building shall be at the discretion of the Superintendent of Schools.

The probationary period a teacher must serve is prescribed by the laws of New York State and set forth in the employment agreement. Upon completion of said probationary period, a teacher may be recommended by the Superintendent of Schools to be placed on tenure by the Board of Education.

### **Social Security**

All newly appointed teachers are required to contribute to the Social Security system. The deduction will appear under the FICA section of your paycheck. The employee's contribution is based on a percentage of a maximum amount of money. These rates are set by the Federal Government and changed periodically. The current figures are available the Business Office.

### **New York State Teacher Retirement System**

All full-time teachers are required to be members of the New York State Teachers Retirement System. Contributions are deducted in accordance with New York State Law.



## **Health Insurance**

All full-time district employees are eligible to join one of the New York State government Employees Health Insurance Program's (NYSHIP) options as follows:

1. Empire BCBS Plan
2. Emblem HIP

The options are more fully explained in brochures available in the Business Office.

Teachers are responsible for 20% of the premium for single or family coverage. Health insurance may be declined and a payment will be made to the employee according to the contract.

## **Teacher Absence**

In the event of absence because of illness or some other unforeseen reason, it is the teacher's responsibility to notify Aesop as soon as possible stating the cause of absence (sick, personal, conference, etc.). The telephone number is 1-800-942-3767 or email address is [www.frontlinek12.com/aesop](http://www.frontlinek12.com/aesop) in your web browser or [www.aesoponline.com](http://www.aesoponline.com) on your mobile device. Anticipated absences or those requiring prior approval should be discussed with the Building Principal who will then advise the District Office.

An absence of five (5) consecutive school days because of personal or family illness shall be substantiated by a doctor's certificate satisfactory to the Board. In the case of prolonged illness, a doctor's statement relative to diagnosis and anticipated date of return should be submitted.

The Board of Education provides fifteen (15) days of absence, with pay, per school year for illness and 3 of those days may be classified as personal days in accordance with the Teacher's contract. Prior notice of these absences shall be given to the Principal. Other absences for personal business shall require prior approval of the Superintendent of Schools, except in case of an emergency, which may be, on its merits, approved after the fact. All unused leave shall be cumulative indefinitely, but may be applied only to personal illness or leave of absence with pay prior to retirement. For further information concerning absences, refer to the agreement between the VSTA and the District.

## **Parking Regulations for District #24 Schools**

The Board of Education of Union Free School District #24, Valley Stream, has posted signs relative to parking regulations at all buildings. With respect to these regulations, the following policy has been established.

1. The Village of Valley Stream limits parking on local streets to four hours.
2. Personnel serving the Brooklyn Avenue School are limited to small parking areas on first come basis; others are limited to "on the street parking" in the area of the Brooklyn Avenue building.
3. Parking regulations posted in school areas should be observed.

## **Visitors Entering the Building**

All visitors entering the building must go through security measures. Your ID will be scanned and all visitors will be logged in.

Visitors are not permitted to enter classrooms at any time without permission from the Principal's Office. All appointments with visitors must be prearranged, and the office is to be notified in order to clear visitors for such appointments.

Should a parent arrive unannounced, the teacher shall advise the parent of the school regulation and direct him/her to the building office. If necessary, the teacher will call the office for additional directions.

Under no circumstances shall teachers permit children to be taken from the classroom. Students are to be dismissed by the Main Office.

Main entrance doors will be locked at 8:45 a.m.

## **Collection and Handling of Money**

From time to time, it becomes necessary to collect money from the children. Such monies should be counted, placed in an envelope, sealed and turned into the building office at the end of the school day. Indicate, on the envelope, the teacher's name, purpose of collection and amount of money enclosed.

## II. TOWARD GREATER PROFESSIONALISM

## **Comprehensive District Education Plan**

The Comprehensive District Education Plan (CDEP) may be found on the District Website.

### **Policies**

All staff should become familiar with **all** Policies found on the District Website.

### III. SUPERVISION

### **III. SUPERVISION**

Refer to APPR Plan and NYSUT rubric located on the District web page.

Philosophy / Policy / Procedure

Formal Classroom Visits

Classroom Atmosphere

Informal Observations

## IV. CALENDAR OF MONTHLY MEETINGS

#### **IV. CALENDAR OF MONTHLY FACULTY MEETINGS**

Faculty meetings will be scheduled for Wednesday afternoons. Attendance is required (*no one is excused without prior approval by the administrator.*) All teachers are expected to remain until the conclusion of the meeting.

##### **Superintendent's Meeting**

Superintendent's meetings will be held monthly.

##### **Curriculum and Instruction Meetings - (Location to be announced)**

Curriculum and Instruction meetings will be held monthly.

##### **Building Principal's Meeting**

Building Faculty Meetings are held within the individual buildings.

Educational Consultation Committee (ECC) - The ECC meeting is held monthly (unless otherwise noted).

##### **Valley Stream Teachers Association - (Location to be announced)**

Unless otherwise noted, Association Meetings will be held on the fourth Wednesday of each month.

##### **Teacher/Parent Conferences**

Please follow the schedule and you are encouraged to hold additional conferences as needed when you are not in the classroom.

##### **Board of Education**

Please refer to the Website for Calendar of Board of Education Committee and Business meetings. Staff representatives are invited to attend and act as liaisons, informing the teachers of important issues and actions by the Board of Education.

##### **Parent-Teacher Association**

Each building in our District has a PTA unit. Although independent of each other, representatives from the individual units meet periodically as a central council. PTA is a valuable community organization designed to bring home and school into a closer relationship.



# V. COMMUNICATION SYSTEM

## **V. COMMUNICATION SYSTEM**

### **Intercom System**

The Intercom system has a number of uses both for communication between room and office and for general announcements.

### **Fire Drills**

At least six fire drills must be held from the opening of school to December 31st. An additional two must be held before the end of June, for a total of eight drills a year. Posted in each room is specific information concerning the assigned area and how to reach it. The teacher should become familiar with this information and acquaint the children with the route to be followed.

Because attendance must be checked after arrival at the designated area, teachers must take their Attendance Roster Folder, and the nearest Command Center must be notified of any absentee.

### **Emergency/Shelter Drills**

Procedures for Emergency / Shelter Drills should be kept with Attendance Rosters. Teachers should become familiar with Emergency procedures. Additional information can be found in the Building Safety Plan.

### **Lockdown Drills**

Lockdown drills shall be conducted with students at least 4 times in each school year, 2 of which shall be held between September 1st and December 31st of each school year. Pupils shall be instructed in the procedure to be followed if an emergency occurs during a lunch period or assembly, provided, however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly. At the time drills are conducted, students and staff shall be informed in advance of the lockdown drill. Parents or persons in parental relations shall be given advance notice of each drill being conducted within one week preceding any such drill.

## VI. THE SCHOOL DAY

## **VI. THE SCHOOL DAY**

### **Teacher's Day**

The teacher's day is 8:10 A.M. to 3:10 P.M. Teachers must note their arrival and departure in the building office. All classroom teachers are expected to be in their rooms no later than 8:25 A.M. with students and at completion of lunch period.

### **SCHOOL HOURS**



#### **Kindergarten**

*Early Dismissal – 8:25-1:30 PM*

*Regular Hours – 8:25-2:50 PM*

**Lunch** – 12:30 – 1:30 PM

#### **Grades 1-6 – School Day**

*8:25 – 2:55 PM*

**Lunch** – Gr. 3, 4, 5 & 6 – 11:30 AM – 12:30 PM

Gr. 1 & 2 – 12:30 PM – 1:30 PM

### **Arrival Procedures**

On days too cold, wet, or inclement and not appropriate for children to remain outdoors until the entering bell sounds, provision will be made for children to await the bell inside the building in a supervised area. Such days will be determined by the Building Principal. If a parent requests that a child be admitted into the building rather than wait on the playground, such request must be discussed with the Building Principal.

### **Recess (Supervised)**

Supervised play, commonly referred to as “recess”, is part of our curriculum. Recess periods provide the teacher with an opportunity to observe children at actual play, to note their development in sportsmanship, play skills, social maturation, emotional stability, muscular growth, safety, and exercise of judgment, and respect and care of property. These periods should be used appropriately. Teachers are expected to observe the guidelines that have been developed.

#### *General Guidelines:*

- Recess periods should NOT extend beyond (15) fifteen minutes.
- They should not occur immediately before or after the lunch period.
- They should not immediately precede dismissal.
- Recess should be omitted during that session in which the group has a physical education class.

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## **Breakfast & Lunch**

The school does provide a free breakfast & lunch program for all students with the approval of the CEP.

Teacher Aides are assigned to the lunchroom and to lunch hour recess. Teachers will be assigned supervisory responsibilities on a scheduled basis determined by the Building Principal.

On rainy days, children are to report to the areas designated for indoor activities.

## **Pupil Attendance Accounting**

Pupil attendance *must* be checked:

1. At the beginning of each day.
2. During fire drills, emergency drills, immediately upon arrival at the designated area.

When a pupil returns to school, following any absence, an explanatory note from the parent or doctor is required.

It is important that the classroom teacher take attendance immediately after the class returns from lunch. Please note the name of any child present in the morning, but absent in the afternoon and return the attendance sheet to the building nurse or secretary.

If a child is tardy, a written pass from the nurse is required.

A nurse is assigned to each building. Incidents of prolonged absence should be called to the nurse's attention.

### **Attendance Roster Sheets**

Attendance sheets **MUST NOT** be taken from the school building, except during fire drills and emergency evacuation drills.

Accurate attendance is required by NYS law and it is extremely important that the data concerning it be accurate. Attendance can:

- a) be subpoenaed to be used as legal evidence.
- b) be used to determine the amount of school aid given to a school district.
- c) be used, at the end of the school year, to verify the attendance information made by the teacher.

Attendance is to be entered into the computer program every morning.

**Excusing Children from School.** No child may be excused prior to the actual dismissal time, unless the request has been approved by the Building Principal. In such cases the parent must call for the child in the building office and should be prepared to present proper identification. The parent must also notify the main office in writing on the reason for the release. Board Policy #5112 outlines the student dismissal precautions and early release information. The parent designee is required to sign the pupil out. Release time for religious instruction is permitted, if parents submit a written statement approved by the Building Principal. This should indicate the date and time when the child should be released.

## VII. THE CLASSROOM



## VII. THE CLASSROOM

### Classroom Environment

Any learning environment is enhanced when it is made attractive to the pupil. Teachers are urged to arrange colorful bulletin board displays, exhibit posters and artwork, and authentic student work. Flexible seating is encouraged for collaborative work.

### Pupil Health

#### 1. Physical Well-Being

A teacher should be aware of all health conditions. A conference with the nurse/teacher at the beginning of the school year will alert the classroom teacher to the health status of each individual child in the class.

The health appraisal of every child should be on-going. It includes:

- a) Careful daily observation by the teacher. If the teacher observes any deviation from what is considered normal behavior or reaction for a particular child (physical, mental, emotional), the nurse/teacher should be advised so that further investigation can be made.
- b) Education law requires all New York State (NYS) public school students to have a health exam when they are a new student in a school district and when they enter **Pre-K** or **Kindergarten** as per NYS regulations.
- c) Annual height and weight evaluation to determine the child's growth pattern.
- d) Annual visual and auditory screening for grades **K, 1, 3 & 5** and all **new entrants**, tests as part of a program of conservation of sight and hearing. Priority for early screening is given to those children who have known problems and/or who evidence learning disabilities. The teacher should advise the nurse of all suspected cases for appropriate referral.

## 2. Exemptions from Physical Activities

A child may be excused from physical activities and participation in recreation upon written request of the parent, subject to approval by the Building Principal. No child may be excused for more than three days without a substantiating statement from a physician and parent.

## 3. The Homebound Pupil

If because of a physical injury or a prolonged non-communicable illness, a child will be absent from school for a period longer than ten consecutive school days, the parent may request home tutoring. Such requests must be submitted, in writing, to the Superintendent, and must be accompanied by a supportive statement signed by the family physician. The school physician will be consulted, and at his discretion, will make a home visit or discuss the case with the attending physician. All requests for home teaching must be approved by the Board of Education.

## 4. Sight Conservation

The school sight conservation program provides, through the services of the nurse, screening tests to identify eye health and/or vision problems of pupils and strives to assure professional care and educational follow-up for all children having eye health or vision problems.

The role of the classroom teacher is particularly significant in those aspects of the sight conservation program which are designed to:

- promote eye health
- prevent conditions which may cause loss of vision
- provide for eye health and safety education
- provide for the special educational needs of children who are visually handicapped or blind

To ensure continued well-being and the health of the child's eyes, attention must be given to certain environmental aspects of the school. Proper illumination in the classroom is necessary for the visual comfort and efficiency of all pupils. Differences in the brightness and intensity of light, and glare from shiny surfaces should, whenever possible, be eliminated because such poor lighting conditions may contribute to eye discomfort and fatigue.

### Pupil Attire

Children are to dress appropriately and neatly. Good personal hygiene practices should be stressed at all times. If problems in this area occur, please notify the school nurse.

### Lunch at School

Learning to eat with friends in an atmosphere that encourages good manners should become part of each child's learning experience.

Specific lunchroom procedures may vary from building to building and should be discussed with the Principal.

Build a sense of responsibility in each child for cleaning up his own place and helping to keep the room clean.

#### ***The following points should be stressed during class discussion:***

- Practice good manners. Show consideration for others.
- Respect for the teacher aides.
- Refrain from loud talking, shouting, running in the cafeteria or halls.
- Stand quietly in line while waiting to enter the lunchroom.
- Be seated as quickly as possible.
- Report any mishaps to the person in charge.
- All food must be eaten in the lunchroom, unless lunch is served in the classroom.

A "*Lunch Release Form*" signed by the parent/guardian must be on file in the Principal's office. No child may leave the school grounds to purchase lunch without written permission from the parent. This permission is good *only for that day*. (See *Lunch Release Form* in Appendix.)

All lunch boxes should be clearly labeled with owner's name.

## **PROCEDURES FOR REPORTING SUSPECTED CASES OF CHILD ABUSE AND MALTREATMENT**

### **Background**

In accordance with Social Services Law, Sec. 412 and *Sec. 1012* of the Family Court Act, school officials are required to report all suspected cases of child abuse and maltreatment.

### **Definitions**

**Child Abuse** - an abused child is one who is less than 18 years of age whose parent/guardian:

inflicts or allows to be inflicted physical injury resulting in serious or protracted disfigurement or protracted impairment of physical and/or emotional health.

commits or allows to be committed a sex offense against the child or allows such child to participate in acts requiring sexual performance.

**Maltreatment** - a neglected child is one who is less than 18 years of age:

whose physical, mental or emotional condition has been impaired or is in danger of becoming impaired as a result of failure of his/her parent/guardian to exercise a minimum degree of care (i.e. provision of adequate food, shelter, clothing, education, medical care) though financially able to provide such care.

whose parent/guardian has failed to provide proper supervision by unreasonably inflicting or allowing to be inflicted the use of excess corporal punishment or by misusing drugs or alcohol to the extent that self-control is lost.

who has been abandoned by his/her parent(s)/guardian(s).

### **Physical/Behavioral Indicators of Abuse and Maltreatment**

A list of physical and behavioral indicators of physical abuse, maltreatment, sexual abuse and emotional neglect immediately follows this section. This list is contained in the CPS Mandated Reporter Manual.

### **Procedures for Reporting Cases of Suspected Child Abuse and/or Maltreatment**

In October 2007, NYS Social Services law was amended to require **all** mandated reporters to report to the New York State Central Registry (SCR) when they have reasonable cause to suspect that a child before them in their professional capacity has been abused or maltreated.

**Mandated reports in a school setting** include, but are not limited to, school officials, teachers, guidance counselors, psychologists, social workers, nurses, administrators and other school personnel required to hold a teaching or administrative license or certificate.

The law requires that the mandated reporter with direct knowledge (e.g., the classroom teacher) of the allegation make the report to the SCR **immediately**.

The following procedures must be followed when a case of child abuse and/or maltreatment is suspected by a staff member.

### **Calling in a Report**

The actual process of calling in a report to the State Central Registry (SCR) is as follows:

1. Dial the **Mandated Report Hotline Number 1-800-635-1522**
2. Press 2 for “calling about a child or children you believe to be abused or maltreated”
3. Press 1 for “if you are calling as a school official or Teacher”
4. A CPS specialist will answer. Identify yourself and the nature of your suspicion. Share the information you have regarding the child’s situation. If the child has recanted, you can state this to the representative.
5. The CPS specialist will ask for details. Be prepared to provide: names, ages, relationships or everyone living in the home, address of the home, and phone numbers. You should answer, to the best of your knowledge. Missing pieces can be filled in by other school personnel afterwards.
6. When asked to give your name and contact information, give them the ***SCHOOL’S address and phone #, not your personal contact info.***
7. You will be asked to give the names of anyone else in the school who is aware of the situation. You should give this information as well.
8. Write down the **Call ID#** given to you by the CPS Specialist.
9. You must alert your school’s administration once a report has been called in, and provide them with the Call ID# so that the paperwork can be completed, with form **LDSS 2221-A**.

You need only reasonable cause to suspect abuse or neglect in order to make a report. If a child discloses to you that he/she is being abused, or if you have reasonable cause to suspect abuse, you should make the phone call to the State Central Registry. The person you speak with there will determine whether the case is reportable.

### **Additional Information**

Children may be interviewed on school property by the Child Protective Services Worker. However, such interviews will be conducted in the presence of the Building Principal or his/her designee. The Principal shall also provide access to school records for the staff of Child Protective Services.

You are permitted to, but **do not have to** consult with anyone before making a report. Having someone assist you in calling in a report for the first time, e.g. the school social worker, nurse or assistant principal, might be a good way to become more comfortable with the process. Either way, you *must alert your administration immediately after making the report.*

In accordance with policy established by the Board of Education, school employees shall not contact the child’s family or other persons to determine the cause of the suspected abuse and/or neglect. Any person required to make a report, who willfully fails to do so, will be guilty of a Class A misdemeanor. All reports and forms are confidential.

# VIII. PLAYGROUND REGULATIONS

## **VIII. PLAYGROUND REGULATIONS**

In order to ensure sound health and safety practices on the playground, specific rules have been developed. It is essential that all teachers discuss the rules with the children and stress the importance of observing them, not only during lunchtime, but during recess as well.

- Respect for the teacher aides.
- Be properly dressed for the weather conditions.
- Footwear should be appropriate.
- Play in assigned play areas.
- Play "approved" games (those which are rough in nature should be discouraged.)
- Observe all game rules.
- Remain within the playground areas for the entire recess/lunch period unless there is a parent request or teacher request permitting them to leave.
- Secure permission from teacher aide on duty before entering the building.
- Respect school property (no climbing on/over fence or gate; no bicycle riding on lawn.)
- Respect school rules.
- Walk to assigned place (line) at sound of first bell.
- Leave the school grounds promptly at the close of the school day.

## IX. ACCIDENTS



## **IX. ACCIDENTS**

### **Pupil Accident Insurance**

Pupil accident insurance is provided by the Board of Education. The premium paid by the Board of Education covers the child to and from, and during school hours, should he/she be involved in any accident.

### **General Procedure**

**Any accident which appears to be of a serious nature MUST be reported IMMEDIATELY to the Nurse and Building Principal and the Superintendent of Schools.**

If a child is injured in a classroom, in the cafeteria, on the playground, or any place on school grounds, the person supervising the child/children will arrange for the child to be taken to the health office for treatment and/or observation. In the event the nurse is not in the building, it will be necessary to have the child taken to the building office. Hence, it is essential that you familiarize yourself with the nurse's schedule.

At no time should the injured child or the other children in the group be left unattended. You may choose to send a second youngster along to accompany the injured child. If the injury appears more serious, contact the building office for assistance.

All accidents must be entered in the Nurse's record book at the time first aid is administered. For those accidents which require a comprehensive report, the nurse will assume general responsibility for compiling the information. Any staff member and/or pupil who was a witness to or in any way concerned with the accident must complete an account of the accident and sign the report in ink. Report forms are available in the building and the nurse's offices. Completed reports must be submitted to the Building Principal no later than 4:00 p.m.. of the same day. (See Accident Form)

## X. AUXILIARY SERVICES

## **X. AUXILIARY SERVICES**

### **Technology Materials**

The Building Principal or his/her designee will coordinate the use and distribution of all technology materials and equipment and will advise teachers in the operation and utilization of such equipment. Requests for any equipment which is not assigned to the classroom should be submitted to the Building Principal at least one day in advance. Any malfunctioning of equipment should be reported to the Principal, along with a description of the failure, as soon as possible.

### **Custodial Services**

Maintaining a clean and healthy environment is an essential part of the educational program. Teachers and children share this responsibility with the custodial staff. Children should be taught to assume some responsibility for keeping the classroom and school grounds clean and in good condition.

### **Inter-School Deliveries**

Small items, placed in suitable containers and properly labeled, may be submitted to the secretary for inclusion in a transmittal envelope.

Bulky items should be properly packaged and labeled and placed in the Custodian's Office before 9:00 a.m. Prior approval by the Building Principal is necessary.

### **Secretarial Services**

Members of the staff, as well as parents, children and visitors will find the secretary valuable in answering many questions or directing questions and messages to the Building Principal. Secretarial assistance is available in the following areas:

- |                    |   |
|--------------------|---|
| <u>Duplicating</u> | The secretary will arrange for the duplication of instructional materials. (See following pages.)                                     |
| <u>Filing</u>      | The secretary will file all pupil data in the individual folders.   |
| <u>Recording</u>   | The secretary will place test result records in the pupil's permanent record card with the exception of NYS ELA and Math Assessments. |
| <u>Repairs</u>     | Requests for repairs should be submitted to the new online system School Dude.  |

Typing            Letters of official nature: These should be printed on school stationery with copy for pupil folder. The Building Principal should be advised of the content of such letters.

Plays: Requests should be made four weeks in advance.

Other: Requests for any other items, such as teacher-made tests, class newspaper, etc., must be submitted to the Building Principal for approval.

Supplies            Requisition for supplies (appropriate form available) should be submitted to the Building Office. Teachers are urged to anticipate their needs. Except in emergency situations, supplies should be requested before and/or after the pupil's day.

Request for art supplies may be submitted directly to the Art teacher.

### **Duplicating Services**

The service will be provided by a duplicating aide, not the Building Secretary. This will require that all staff members anticipate their duplication needs and plan to submit materials in a timely fashion. Only persons so designated by the Principal can use the copier.

1. Service will be provided on a "first-come, first-serve" basis. Priorities cannot be assigned by the duplicating aide.
2. The number of copies is limited to the number of students in a class plus two.
3. The building duplicating request form must be completed and submitted with the originals to be copied.
4. Originals must be good copy and clearly readable. Use white-out (sparingly) or cover-up tape to eliminate answers from original page.
5. The Principal must approve the duplication of non-instructional materials, i.e., professional articles, letters to parents, notices, department minutes, etc.
6. When possible, please help to save paper by requesting two-sided copies.

# XI. INSTRUCTIONAL PROGRAM

NEW YORK STATE  
LEARNING STANDARDS

Students will demonstrate the knowledge and skills necessary for:

ENGLISH LANGUAGE ARTS

MATHEMATICS

SCIENCE

TECHNOLOGY

SOCIAL STUDIES

SPANISH

THE ARTS

CAREER DEVELOPMENT AND OCCUPATIONAL STUDIES

HEALTH, PHYSICAL EDUCATION

The New York State Learning Standards can be found at  
[www.p.12.nysed.gov/ciai/standards.html](http://www.p.12.nysed.gov/ciai/standards.html) for the above areas.

**VALLEY STREAM UFSD 24**  
**NEW YORK STATE LEARNING STANDARDS**  
Students will demonstrate the knowledge and skills necessary for:

**ENGLISH LANGUAGE ARTS**

Reading, Writing, Listening and Speaking for  
Information and Understanding

Reading, Writing, Listening and Speaking for  
Literary Response and Expression

Reading, Writing, Listening and Speaking for  
Critical Analysis and Evaluation

Reading, Writing, Listening and Speaking for  
Social Interaction

**MATHEMATICS, SCIENCE &  
TECHNOLOGY**

Engaging in Mathematical Analysis, Scientific  
Inquiry and Technological Design

Managing Information Systems

Understanding Mathematical Concepts and  
Principles

Understanding and Applying Scientific Concepts,  
Principles and Theories

Understanding and Applying the Concepts and  
Principles of Technology

Understanding Common Themes Across  
Mathematics, Science and Technology

Applying Interdisciplinary Problem-Solving

**SOCIAL STUDIES**

Understanding The History of the United States  
and New York State

Understanding World History  
Understanding The Geography of the World  
Understanding Economic Systems  
Understanding Civics, Citizenship and Government

**SPANISH**

Learners communicate effectively in the target  
language in order to function in a variety of  
contexts and for multiple purposes.

Learners use the target language to identify,  
Describe, compare, and explain the  
Practices, products, and perspectives of  
the cultures studied

**THE ARTS**

Creating, Performing and Participating in The  
Arts

Knowing and Using Arts Materials and  
Resources

Responding to and Analyzing Works of Art  
Understanding Cultural Dimensions and  
Contributions of The Arts

**CAREER DEVELOPMENT AND  
OCCUPATIONAL STUDIES**

Planning a Career

Applying Academic Learning in Real World  
Situations

Demonstrating Universal Foundation Skills  
Choosing a Career Major

**HEALTH, PHYSICAL EDUCATION**

Maintaining Personal Health and Fitness

Maintaining a Safe and Healthy Environment

Managing Personal and Community Resources

## **XI. INSTRUCTIONAL PROGRAM**

### **Lesson Plans and Plan Book**

Thoughtful pre-planning by the teacher is essential to satisfactory teacher-pupil planning. It is the framework upon which good cooperative planning depends.

There are two major kinds of planning...long term and short range. The long-term planning involves decisions in regard to the scope of the educational activities of the pupil during the year, the selection and the organization of learning experiences, and the curricular materials that are to be used. The short-range plan is one which may last a period of several days and includes the daily plan. Thoughtful daily planning gives the best assurance that daily class living will be related to long-range objectives.

Teachers should plan with individual students' needs in mind.

Teachers must maintain a "*SUBSTITUTE FOLDER*." This emergency plan may serve as a one-day list of activities for your class, which may be conducted by the substitute in case of a single day's absence.

Because planning is an important ingredient in effective teaching, plan books are reviewed by the Building Principals.

### **Class Program**

The daily and weekly class schedule should be planned to provide the most efficient and effective instructional program for the group. Consideration must be given to an appropriate distribution of teaching time to all curriculum areas. Pupil interests and needs may make the teacher decide to devote more instructional time to one specific area, perhaps for just a limited period, but not to the detriment of any other subject area. The teacher must not neglect the responsibility for providing adequate instruction in all areas of the curriculum.

Because of the need to share services, class schedules are established for art, foreign language, library (K-6), music and physical education. The classroom teacher must plan his/her activities around the schedule of special subjects developed for the class.

Flexibility is the general rule, however, flexibility is an essential ingredient in program planning, if the teacher is to meet the interests and needs of the pupils. The term itself implies a frame of reference and ability to adapt to existing conditions.

Therefore, each teacher is required to prepare a class program (for a full week) which indicates the approximate time and sequence of subject area lessons. In the implementation of the instructional program, the teacher may choose to plan for large blocks of time. Revision of the program is always possible, but it serves as a valuable guide, not only for the teacher, but for the substitute who must take over in the teacher's absence.



## **Homework**

Independent home study, which branches from the interests a child has developed in school or at home is accepted as a most desirable type of homework. It provides a medium for the home and the school to work together.

Our elementary school encourages children to develop independent study skills. Homework assignments may vary both in content and time required for completion. On average, the work assigned for any one night should fall within the following time limits:

Kindergarten – Grade 2 ..... 10 to 20 minutes

Grade 3 – Grade 4 ..... 15 to 45 minutes

Grade 5 – Grade 6 ..... 30 to 60 minutes

In any event, homework assignments, when made, must be adjusted to each child's needs, abilities, and interests. Assignments may vary from group assignments to individual ones and should reflect the work done in class. Therefore, the amount of time spent on homework may be adjusted based on student need.

## XII. SPECIAL SUBJECTS AND SERVICES

## **XII. SPECIAL SUBJECTS AND SERVICES**

Please refer to the District's Program Summary which outlines each Special Area, Services and the RTI Plan.

### **Pupils with Special Educational Needs and Academic Intervention Services**

In September, initial screening of pupils is accomplished by use of diagnostic inventories. Students are further evaluated for placement in Academic Intervention Services (AIS), if needed.

### **Inclusion Specialist Teacher**

The Inclusion Specialist Teacher is a certified special education teacher. In an effort to educate our students in the least restrictive environment possible, this professional will service those students who require special education services within the main streamed classroom setting. It will be the specialist's responsibility to plan and collaborate with the classroom teachers in modifying curriculum and assignments. The specialist will also be required to assess and evaluate those special education students.

### **English as a New Language Teacher**

The English as a New Language (ENL) Teacher will service students who may be more adept in a language other than English. This teacher will work to support the student with English language acquisition.

### **School Social Worker**

The goal of the Social Worker is to act as a liaison between the school, home, community, and outside agencies in order to ensure that students can succeed in school. The Social Worker collaborates with appropriate school personnel in order to monitor and facilitate student progress. The School Social Worker provides direct services primarily to students, while referring parents and other family members to appropriate outside agencies for assistance with the problems of adults which impact on the student.

# XIII. EXTENDED CURRICULAR ACTIVITIES

### **XIII. EXTENDED CURRICULAR ACTIVITIES**

#### **Assemblies**

Assemblies support the curriculum provided in our District. Assemblies must be approved by the building Principals who will inform the Superintendent of Schools.

#### **Field Trips**

Field trips are an enhancement and must integrate with the curriculum. They provide students with an opportunity to extend their learning assignments. Building Principals must approve Field Trips and must obtain approval from the Superintendent of Schools.

All plans for a field trip must be discussed with the Building Principal. It is advisable to allow at least two weeks for necessary preparations. *Field Trips are not to be scheduled after the first week of June except with the Permission from the Building Principal. (See Appendix - Permission for Field Trip Form.)*

### **Field Day**

As part of the physical education program, there is an annual spring event in each school celebrating physical activities. The physical education teachers work with the teaching staff and parents to ensure an exciting day.

### **Outdoor Education**

The District's Outdoor Environmental Program involves all students in our sixth grade. This includes an overnight trip that provides our students with activities in Science, Social Studies and problem solving.

Together with the sixth-grade teachers, the students create new friendships and experiences with the students from all three of our schools. In addition, the students are engaged in team building exercises, experiences with nature, and wildlife.

## XIV. PUPIL EVALUATION

## **New Entrants**

New entrants are screened within six weeks following registration using the Fountas and Pinnell Benchmark Assessment and other diagnostic assessments. Should further testing be necessary, a referral is made to the Instructional Support Team (IST) and, if appropriate, to the CSE. Otherwise, the new entrant is tested with his/her class during the regular testing program.

## **Individual Testing**

Any request for individual testing should be submitted to the Instructional Support Team (IST). If it is suspected that a student may have an educational disability, a referral is made to the CSE.

## **Interpretation of Test Results**

Following the administration of standardized tests or an individual psycho-educational evaluation, the Instructional Support Team (Principal, psychologist, speech-language therapist, special education teacher and school nurse) assists teachers in interpretation of test results and the development of educational recommendations.

## **Guide to Evaluating and Reporting Student Progress**

The evaluation and reporting of student progress is fundamental to the educational program. Knowledge of each student's needs, including strengths and weaknesses, is of utmost importance, when communicating growth and progress to both the child and parent(s)/guardian(s). Such reporting requires knowledge of the instructional possibilities within the educational program; adapting the program to the needs of the child and monitoring, evaluating and constantly communicating progress. The teacher must actively seek information from the child and parents/guardians. To accomplish these ends, teachers must diagnose individual student needs, plan instructional opportunities to meet these needs and determine and report progress in all areas of instruction. Important elements of success in evaluating and reporting the child's progress are:

- presenting realistic and challenging programs that match a child's diagnosed needs and abilities.
- presenting to the child manageable units of instruction which can be evaluated.
- maintaining accurate records of student progress in relation to the program objectives.
- determining when the child has gained proficiency or mastery as required by the program.
- communicating teacher expectations and progress to the child and to the parents/guardians.



## **Basic Assumptions**

The following basic assumptions for reporting practices establish both the general and specific aims of evaluating and reporting progress:

- 1) A progress report should present a positive, as well as objective and constructive statement to the parents/guardians and child about the child's progress and general school behavior.
- 2) Parent/Guardian conferences are an essential part of effectively communicating the child's progress.
- 3) Reporting to parents/guardians, both formally and informally, is a continuous process.
- 4) Progress Reports should indicate how the child is progressing in relation to realistic, attainable goals within the instructional program.
- 5) Students should be informed of the goals established for them and made aware of progress toward these goals.
- 6) Progress Reports must reflect the social, emotional and academic growth of the child as assessed by the members of the professional staff who provide direct instruction.

## **Record Keeping**

The main purpose of maintaining records is to monitor a child's progress in the educational program. The objective is to be able, at any time, to indicate a child's standing or proficiency in achieving mastery in all areas of the instructional program.

## **Preparing for a Conference**

Organize a folder of the pupil's work to review with the parents/guardians.  
Include samples of work done in every subject area  
Establish a conference date.

### **The Conference Session**

- 1) Be warm in your welcome.
- 2) Have in evidence some creative work the child may have done recently or be prepared to comment on some pleasant experience of the child in the classroom. Always start the conference with a positive experience that the child has had in the classroom.
- 3) Be a good listener. Ask the parent/guardian about the child's feelings regarding school, your class, the program, etc. Encourage the parent/guardian to share with you their observations about the child. Their comments will assist you in working with the child. Respect what is said as personal and confidential.
- 4) Be honest but at the same time - diplomatic. Give a full and accurate report of the child's school life. In the Fall conference, be prepared to explain to the parents/guardians how you arrived at the grades on the Report Card.
- 5) Avoid clichés and educational jargon. Use language and terms the parents/guardians understand and are familiar with.
- 6) Supplement your own observations and the child's class work with anecdotal records, test results, reports of special teachers.
- 7) Be professional and objective. Avoid discussions of and comparisons with other children, other teachers, and other schools. Help the parent/guardian to understand the instructional program and your teaching methods.
- 8) If a parent/guardian is hostile or emotional, retain your self-control. Remain calm and do not become defensive. If you feel it would help, invite the Principal to join the conference.
- 9) Accept and respect suggestions from the parents/guardians which may help the student. Offer help in school and provide suggestions and materials for help at home.

## XV. ACCESS TO PUPIL RECORDS

## **XV. ACCESS TO PUPIL RECORDS**

Pursuant to the "Family Educational Rights and Privacy Act of 1974," (Buckley Amendment), the Board of Education recognizes and respects that the rights and privacy of parents and pupils to review and inspect a child's permanent record. The Board of Education, therefore, directs the Superintendent of Schools to adopt administrative procedures that will comply with statutes and regulations governing the inspection of pupil records and will annually advise parents of these procedures.

### **Rights of Parents/Guardians**

The parent(s) or lawful guardian(s) of any pupil enrolled within the District has (have) the following rights and responsibilities regarding the inspection of their child's permanent records:

- To make an appointment with the School Principal, or his/her designated representative, to inspect the child's records. Within a reasonable and mutually agreed upon time/date, the Principal or his/her designated representative will arrange to have the data available and will be present during its inspection.
- To look at and review the school records concerning the child.
- To be assured that such records are confidential except to authorized personnel.
- To question such records if they appear inaccurate or misleading, or if they violate the rights and privacy of the child.
- To request answers or explanations of the contents of the records.
- To provide parental explanations which will, at the parent's request, become part of the record.
- To request amendments to and/or deletion of any data in the record. Should the administration refuse such a request, the parent has the right to challenge the refusal through a due process proceeding involving informal or formal hearings.
- To take notes of the contents of the record or to request copies of part or all of the contents. Requests for duplications or copies are to be directed to the Superintendent of Schools, and, if approved, will require a reasonable service charge.
- To decide and request, in writing, what optional information may be forwarded to employers, other school systems, government and legal agencies, medical personnel and other authorities.
- To file a complaint of alleged violations or non-compliance with the Family Educational Rights and Privacy Act (FERPA) Office, Department of Education, Washington, DC 20202.

### **Rights of Pupils**

If the child is a high school student under eighteen years of age, he/she has the right to inspect his/her records with parental consent.

If the person is over eighteen years of age or a high school graduate, he/she has the sole right to examine his/her records.

### **Student Records.....Procedures to Administer the Family Educational Rights & Privacy Act of 1974**

The maintenance of student records has become very important in the public school. Records provide a cumulative picture of the student as he/she advances through the public-school system. Student records generally contain information concerning attendance, academic standing and achievement, family background, health status, standardized test scores, personality data, teacher and counselor observations and other pertinent anecdotal material. Student records contain sensitive information which potentially could prove to be harmful to an individual if not kept confidential.

Legal principles applicable to access and disclosure of student record maintained by public institutions have undergone major revisions following Congressional enactment of the Family Educational Rights and Privacy Act. (FERPA) FERPA is applicable to all public educational institutions receiving federal monies. Failure to adhere to FERPA regulations can mean a loss of federal dollars.

The Board of Education has established a policy designed to meet the provisions of the Family Educational Rights and Privacy Act. The "Act" ensures the availability of student records to the parents of students under 18 years of age and to students and former students over 18 years of age and ensures the confidentiality of such records.

The materials contained herein attempt to delineate the procedures (and persons responsible) that will be followed in carrying out the requirements of the Family Educational Rights and Privacy Act.

## **Notification**

Notification of FERPA Rights will be published annually at the beginning of each school year. It will be printed in the Family Handbook and included with the packet of materials given to new entrants. The notice will be substantively in the following form:

### **You Have the Right to See Your Child's Records**

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), parents are encouraged to exercise all of their rights under the "Act."

Parents have the following rights:

1. The right to be informed about FERPA rights.
2. The right to inspect and review the student's education record.
3. The right to seek to correct a student's record.
4. The right to exercise a limited control over people's access to the student's record.
5. The right to report violations of the "Act" to the U.S. Department of Education.

The rights and protection given parents also becomes available to the student when s/he reaches 18 or enrolls in an institution of post-secondary education. The student then becomes the "eligible student."

Parents who wish to inspect their child's records may obtain applications for inspection of records from the School Principal.

Copies of the Policy pertaining to FERPA are available for parents and eligible students to review in the Principal's office of each school building and in the Superintendent's Office.

## **Inspection of Education Records**

Parents should contact the Building Principal and request an Application for Public Access to Records (Records Form #1.)

Upon receipt of the application for inspection, the Principal or other custodian will contact the parent in person, or by telephone, if possible, to discuss how access will be best arranged. A determination will be made pertaining to the following:

1. The need to provide copies of records.
2. The location(s) where the record shall be inspected.

3. Time which are convenient to the parent.
4. Amount of time the parent or eligible student may be expected to use.
5. The professional person who will be present to explain the records.
6. Arrangements to be made to assure the security and safety of the records.

Within two weeks from the receipt of the request for access, the Principal (or other custodian) will notify the parent or eligible student in writing of the time and place the records may be inspected (Records Form #2.)

If for any valid reason such as working hours, distance between record location sites, or health, a parent cannot personally inspect and review a student's education record, the District will arrange for the parent to obtain copies of the record. The District, however, reserves the right to charge a copying fee.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records or the other students.

### **Procedure for "Correcting" Records**

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading and not in violation of student rights. Also, the term "requester" will be used to describe the parent of a student who is asking the School District to correct a record. To establish an orderly process to review and correct an education record for a requester, the District may make a decision to comply with the request for change at several levels in the procedure.

### **First Level Decision**

If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the correction will be made to the satisfaction of the requester. In such cases, a copy of the corrected record shall be provided to the requester within two weeks.

If the custodian cannot change the record to the requestor's satisfaction or the record does not appear to be obviously incorrect, s/he will:

1. Provide the requester with a copy of the questioned record at no cost.
2. Ask the requester to initiate a written request for the change (Record Form #3.)
3. Follow procedures for a second level decision.

## **Second Level Decision**

Within two weeks after the record custodian receives a written request, s/he will:

1. Study the request.
2. Discuss it with other school officials (the person who made the record or those who may have a professional concern about the District's response to this request.)
3. Make a decision to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.
4. If, as a result of this review and discussion, the record custodian decides the record should be corrected, s/he will affect the change and notify the requester that s/he has made the change (Records Form #4.)
5. The written note will include a copy of the changed record or if the request was to purge a part of the record, s/he may include the part itself with the notice.
6. Each notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.
7. If the custodian decides the record is correct, s/he will make a written summary of any discussions with other officials and of his/her findings in the matter. S/He will transmit this summary and a copy of the written requests to the Superintendent (Records Form #5.)

## **Third Level Decision**

The Superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney or the School Board (in Executive Session.) S/He will then make a decision concerning the request and complete the steps at this decision level. If the procedure will take longer than two weeks, the Superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

1. If the Superintendent decides the record is incorrect and should be changed, s/he will direct the record custodian to make the changes. The record custodian will advise the requester of the decision as s/he would if the change had been made at the second level.
2. If the Superintendent decides the record is correct, s/he will prepare a letter to the requester which will include:



- a. The School District's decision that the record is correct and the basis for the decision.
- b. A notice to the requester that s/he has a right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing.
- c. Instructions for the requester to contact the Superintendent or an official s/he designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items but will, so far as possible, arrange the hearing as the requester wishes.)
- d. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney. The cost of such representation shall be the responsibility of the requester.

#### **Fourth Level Decision**

After the requester has submitted (orally or in writing) his/her wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will, within a week, notify the requester when and where the District will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record.

Within one week after the hearing, the hearing officer will submit to the School Superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his/her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The School Superintendent will prepare the District's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if s/he believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent will take one of the following actions:

1. If the decision is that the District will change the record, the Superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the District will not change the record, the Superintendent will prepare a written notice to the requester which will include:

- a. The School District's decision that the record is correct and will not be changed.
- b. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision.
- c. Advice to the requester that s/he may place in the student's education record an explanatory statement which states the reasons s/he disagrees with the School District's decision and/or the reasons s/he believes the record is incorrect.

### **Final Administration Step in the Procedure**

When the District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

### **Disclosure**

#### **Without Prior Written Consent**

The District will only release information from or permit access to a student's education record with a parent's prior written consent except that the School Superintendent or a person designated in writing by the Superintendent may permit disclosure:

1. When a student seeks or intends to enroll in another School District. The District will not notify parents or eligible student prior to such a transfer of records, but it encourages the parents and eligible students to exercise their right to inspect and seek corrections (if appropriate) to such records before they are transferred. Parents and students have a right to obtain copies of records transferred under this provision.
2. When certain Federal and State officials need information in order to audit or enforce legal conditions related to Federally supported education programs in the District.
3. To parties who provide or may provide financial aid to a student to:
  - a. Establish the student's eligibility for the aid.
  - b. Determine the amount of financial aid.
  - c. Establish the conditions for the receipt of the financial aid.
  - d. Enforce the agreement between the provider and the receiver of financial aid.

### With Prior Written Consent

The School Superintendent, or a person designated in writing by the Superintendent to do so, may release information from a student's education record, if the student's parent or the eligible student gives his prior written consent for the disclosure. The written consent must include at least (Records Form #6):

1. A specification of the records to be released.
2. The reason for the disclosure.
3. The person or the organization or the class of persons or organizations to whom the disclosure is to be made.
4. The parent or student's signature.
5. The date of the consent, and, if appropriate, a date when the consent is to be terminated.

The student's parents or the eligible student may obtain a copy of any records disclosed under this provision.

### **Procedure for Keeping Records of Requests for Access or Disclosure**

1. A record of requests for disclosure will be maintained with the student's records from the time of entrance into the School District (Records Form #7.)
2. This form will be kept with but will not become a part of the student's educational records.
3. The record of requests for disclosure of information and information disclosed will contain:
  - a. Name of person or organization making the request.
  - b. The interest in the educational record.
  - c. Date the request was made.
  - d. Request granted or denied.
  - e. Date information was disclosed.

The record of requests will be available only to the record custodian, the parent of the student, or to Federal, State or local officials for the purpose of auditing or enforcing Federally supported education programs.

The record of requests will not include:

1. Requests for access or access granted to officials of Union Free School District #24 or parents of the students.
2. Requests for disclosure or disclosure granted if the request is accompanied by the prior written consent of the parent or eligible student.
3. Requests for disclosure or disclosure of Directory Information.

The District will maintain this record as long as it maintains the student's education record.

# APPENDIX



# VALLEY STREAM UNION FREE SCHOOL DISTRICT #24

Valley Stream, NY 11581

TO: Building Principal

DATE: \_\_\_\_\_  
(must be at least 2 weeks prior to date of trip)

SUBJECT: **PERMISSION FOR FIELD TRIP**

I have tentatively planned a field trip and provide the following information:

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Trip Designation: \_\_\_\_\_

Location of Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Means of Transportation: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Route Suggested: \_\_\_\_\_

Provision for Refreshments: \_\_\_\_\_

Curriculum/Resource Area and Specific Purpose of Trip: \_\_\_\_\_

Are there any other classes in the District accompanying you? (circle one) YES NO

If so, which classes from which buildings? \_\_\_\_\_

If this is a joint request, please list the names of other classroom/special area teachers accompanying you:

\_\_\_\_\_  
\_\_\_\_\_

Total number of classes attending: \_\_\_\_\_ Total number of pupils attending: \_\_\_\_\_

Total number of adults attending: \_\_\_\_\_

Have you considered provisions for you duty assignments and for any children who may not participate in this field trip? \_\_\_\_\_

APPROVED: \_\_\_\_\_

Principal's Signature

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

Superintendent's Approval

DATE: \_\_\_\_\_

**THIS FORM MUST BE PROVIDED TO REQUEST TRANSPORTATION**

**VALLEY STREAM UFSD #24  
FIELD TRIP  
BUS REQUEST FORM  
2024 / 2025 SCHOOL YEAR**

Complete and return this form to the District Business Office so they can order a bus per your request listed below:

*SEAT BELTS ARE REQUIRED FOR ALL TRIPS.*

Departure Date: \_\_\_\_\_ Time Bus Requested: \_\_\_\_\_ AM/PM

***\*Reminder-the bus time is from 9:00 AM and must return to school no later than 2:00 PM.***

Building of Departure: \_\_\_\_\_

Grade: \_\_\_\_\_ Name(s) of Teacher(s) in Charge: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_ Total Passengers: \_\_\_\_\_

*(Buses hold 44 passengers, 2 per seat. They are provided only for teachers and students. Chaperones can ride along on the bus **only** if the total amount of passengers does not exceed the 44 person limit.)*

Number of buses needed for this trip: \_\_\_\_\_

Field trip destination: \_\_\_\_\_

(Site)

\_\_\_\_\_  
(Address of Site)

Other stops to be made, if any: \_\_\_\_\_

Approximate time ***leaving destination to return to school:*** \_\_\_\_\_

Approximate time ***arriving back to school:*** \_\_\_\_\_

**Teacher(s):**

If arrangements need to be canceled due to inclement weather, please call the Business Office or email Valerie McGovern at vmcgovern@vs24.org. All cancellations should be made before 7:00 AM. ***It is imperative to notify the business office of any cancellations or other changes.***

**\*\*\*PAYMENT MUST BE CASH, or CHECK OR MONEY ORDER MADE PAYABLE TO:  
VALLEY STREAM UFSD 24 STUDENT DEPOSIT A/C**

**Business Office:**

This bus request was \_\_\_\_\_ emailed \_\_\_\_\_ faxed or \_\_\_\_\_ called in to the bus company on \_\_\_\_\_

**Bus Company:**

Please fax confirmation to (516) 256-0214. Thank you.

**VALLEY STREAM UFSD #24  
FIELD TRIP  
BUS REQUEST FORM  
2024 / 2025 SCHOOL YEAR**

Complete **BOTH SIDES** and return this form to the Business Office.

Destination	Price for Bus (9 AM - 3 PM) 6 hours	Price Per Pupil*
2 Hour Field Trip	\$250.00	\$5.69
3 Hour Field Trip	\$375.00	\$8.53
4 Hour Field Trip	\$500.00	\$11.37
5 Hour Field Trip	\$625.00	\$14.21

\*The Price Per Pupil is to be used for **ONE TRIP ONLY, PER GRADE**, during the **2024 / 2025** school year.

\*\*Parking fees, overtime charges and tolls are **not** included in the above prices.

All prices are for a **44 passenger** bus equipped with seat belts, **excluding tolls, overtime charges & parking fees**. It is important that arrangements be made through the business office. Do not pay the driver. All fees should be given to the building secretary to forward to the business office.

**TEACHER:** This form and Field Trip Payment List **MUST** be filled out completely.

TEACHER(S) NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

**BUS MONEY:** Per Bus Price: \_\_\_\_\_ X \_\_\_\_\_ number of buses = \$\_\_\_\_\_ total for buses

**OR**

Per Pupil Price\*: \_\_\_\_\_ approx. # of Students X \$\_\_\_\_\_ price per pupil = \$\_\_\_\_\_

•**ALL** bus money should be given to your **building secretary** upon completion of trip. The money will then be forwarded to the business office. •**Parking fees, overtime charges & tolls are NOT included in the above prices.**

**ADMISSION:** WILL A CHECK BE NEEDED FOR THIS TRIP? \_\_\_\_ YES \_\_\_\_ NO

AMOUNT OF CHECK NEEDED: \_\_\_\_\_

If a check is needed from the business office for admission you must send:

1. An invoice from the vendor
2. All monies collected
3. **\*\*A class list showing how each student has paid (cash, check or money order)**

to the building secretary **at least 6 weeks before the deadline**. This is to ensure that the check will have sufficient time to get approved and signed. If there are any additional students to attend after the deadline, the parent needs to send **CASH ONLY** which is to be used to pay for the additional tickets at the door. Teachers can no longer pay admissions for the class and be reimbursed.

**\*\*\*PAYMENT MUST BE CASH, or CHECK OR MONEY ORDER MADE PAYABLE TO:  
VALLEY STREAM UFSD 24 STUDENT DEPOSIT A/C**



## FIELD TRIP PAYMENT LIST

**\*FOR FIELD TRIPS REQUESTING A CHECK FOR ADMISSIONS**

School: \_\_\_\_\_

**Field Trip Destination:** \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

[illegible]

**Total Received:** \_\_\_\_\_

**Employee  
-Accident Record-  
(Not Automobile)**

- Signature of Employee: \_\_\_\_\_

Name: \_\_\_\_\_  
 Last \_\_\_\_\_ First \_\_\_\_\_  
 Social Security #: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name of Person Notified: \_\_\_\_\_ Date: \_\_\_\_\_  
 Type of Injury: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Body Part Injured: \_\_\_\_\_  
 Activity at Time of Accident: \_\_\_\_\_ School Location: \_\_\_\_\_  
 Description of Accident: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Witness to Accident: \_\_\_\_\_  

Name	Address	Phone
_____	_____	_____
_____	_____	_____

 Treated by: \_\_\_\_\_  
 Description of First Aid Rendered: \_\_\_\_\_  
 \_\_\_\_\_  
 Disposition: Home: \_\_\_\_\_ Hospital: \_\_\_\_\_ Other: \_\_\_\_\_  
 Method of Transportation: \_\_\_\_\_  
 Was Family Notified? Yes \_\_\_\_\_ No \_\_\_\_\_ By Whom? \_\_\_\_\_ When? \_\_\_\_\_  
 Was a Physician Called? Yes \_\_\_\_\_ No \_\_\_\_\_ Name: \_\_\_\_\_  
 When? \_\_\_\_\_ At Whose Request? \_\_\_\_\_  
 Person Filing Report: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Filer: \_\_\_\_\_ Date: \_\_\_\_\_  
 Building Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

# STUDENT INCIDENT REPORT

Please fully complete the form including codes.  
Refer to reverse side of form for appropriate codes.

School District/BOCES	CODE	Name	
Last Name		Alleged Incident Date	Time
Student Name			
Home Address/Telephone		D.O.B.	/ /
Building/Location	CODE	Grade	CODE

PLEASE SEE NURSE FOR FORM

## ALLEGED INCIDENT INFORMATION

Reported By \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Describe Where Within Building/Location Alleged Incident Occurred and How:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOCES Activities/Class: ☐ Yes or ☐ No

Person Supervising Student \_\_\_\_\_

Please Describe Alleged Injury (Include part of body):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name/Address/ Telephone of any Witnesses. (Please indicate if none)

\_\_\_\_\_  
\_\_\_\_\_

Was first aid rendered? ☐ Yes or ☐ No

If Yes, by whom/date/time

Did student remain in school remainder of day/activity? ☐ Yes or ☐ No

Describe first aid \_\_\_\_\_

Did student receive medical attention by a physician or hospital? ☐ Yes or ☐ No

If Yes, describe medical attention. If unknown, please state.

Name/Address/Telephone # of physician or hospital \_\_\_\_\_

SEE REVERSE SIDE FOR  
APPROPRIATE CODES

ACTIVITY CODE  
[ ] [ ] [ ] [ ]

INJURY/  
DAMAGE CODE  
[ ] [ ]

PART OF BODY CODE  
[ ] [ ]

## EMERGENCY CONTACT INFORMATION

Person Contacted/Relationship \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Contacted by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

If Emergency Contact Was Not Contacted, Please State Reason \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Completed by Name: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Reviewed by Name: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

**Valley Stream Union Free School District Twenty-Four  
Valley Stream, New York**

**Absence – Personal Business**

Excerpt from Teachers Bylaw 5.7.1 relative to days of absence:

Three of these days may be used for the following personal business: closing title on own house; moving to new residence (one day); special religious ceremony, i.e., confirmation, circumcision of own child; graduation of member of immediate family; attending own child's school performance; attendance at funeral of member of family or close friend; adoption of a child; other urgent and personal business that cannot be transacted outside normal school hours; own wedding and wedding of member of immediate family. Prior notice of these absences shall be given to the principal.

**Personal Days not itemized in Bylaws**

"Other absences for personal business shall require prior approval of the superintendent of schools, except in the case of an emergency, which may on its merits be approved after the fact."

Approval of absence for personal business is requested as indicated below:

**Reason for Absence**

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**Date or Dates of Absence**

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Name (Print)	Signature	Date
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Building	Grade
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Building Principal's Signature \_\_\_\_\_

Action of Superintendent of Schools:

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Referred to Board  
Of Education \_\_\_\_\_

Union Free School District  
Valley Stream, New York

REQUEST FOR APPROVAL OF

STUDY

THIS IS AN INFORMATION  
ONLY PAGE. PLEASE USE TAN  
SHEET FROM SCHOOL  
SECRETARY.

Date \_\_\_\_\_

Name \_\_\_\_\_

Building / Grade / Area, Assignment \_\_\_\_\_

Placement on Salary Schedule: Step \_\_\_\_\_ Column \_\_\_\_\_

Since my present "column" placement, I have acquired the following additional credits:

	Name of Course	Credits	Institution	School Year
Degree granting institution*				
Local In-Service course				
Cooperating Teacher (no more than 4 within each 15)				
Authorship (no more than 2 within each 15 - no more than 4 during employment)				
Study Group (no more than 4 within each 15)				
TOTAL:				

\*(At least 6 credits of each 15 must be earned in degree granting institutions)

Approval is requested for:

Course Title

Institution

Semester

Credit

Day(s) Course is given: \_\_\_\_\_ Time: \_\_\_\_\_

(Include days per week and number of sessions)

THIS IS AN INFORMATION  
ONLY PAGE. PLEASE USE TAN  
SHEET FROM SCHOOL  
SECRETARY.

The information provided below will be considered in determining course approval.

Please answer the following:

1. Briefly describe the course content or attach a course description:

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2. How does this course pertain to the established District goals for the present school year?

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---

3. How will you apply this course in your present teaching assignment?

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4. Is this course required as part of a degree you are pursuing for permanent certification?

---

5. What similar courses have you received approval for in the past 5 years?

---

---

Administrative Approval:

\_\_\_\_\_  
Building Principal

Granted ( )      Denied ( )      \_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools

Granted ( )      Denied ( )      \_\_\_\_\_  
Date

NOTE: A teacher shall not receive in-service credit toward salary for any course which is paid for by the District.

8/08

**VALLEY STREAM UNION FREE SCHOOL DISTRICT #24**  
**Valley Stream, NY 11581**

**LUNCHTIME STUDENT RELEASE FORM**

SCHOOL: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_ TEACHER: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

PARENT'S WORK TELEPHONE NUMBER: \_\_\_\_\_

NEIGHBOR OR EMERGENCY TELEPHONE NUMBER: \_\_\_\_\_

**PLEASE INDICATE BELOW ONE OF THE FOLLOWING:**

- ☐ My child will be eating lunch in school every day, Monday through Friday.
- ☐ My child will be eating lunch in school on the following day(s) only -  
(Fill in) \_\_\_\_\_
- ☐ My child will NOT be eating lunch in school.

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT:        YOUR CHILD WILL NOT BE ALLOWED TO LEAVE  
SCHOOL AT LUNCHTIME UNLESS THIS FORM HAS BEEN  
SIGNED AND RETURNED.**

PLEASE RETURN BY FRIDAY OF THE FIRST WEEK OF SCHOOL



## **LAMINATION REQUEST FORM**

1. Name: \_\_\_\_\_ Room: \_\_\_\_\_

Date: \_\_\_\_\_ Building: \_\_\_\_\_

2. Check One: \_\_\_\_ Instructional \_\_\_\_ Non-Instructional

3. Brief description of materials to be laminated:

4. Special Instructions:

5. \*Date Needed: \_\_\_\_\_

◆REQUEST MUST BE RECEIVED AT LEAST 10 DAYS PRIOR TO DATE NEEDED.

Principal's Approval: \_\_\_\_\_

**Send to W. L. Buck School Principal's Office**