

NORWICH CITY SCHOOL DISTRICT

Home of the Purple Tornado



EMPLOYEE HANDBOOK

Table of Contents

Welcome from Superintendent Gerard O’Sullivan.....	7
Introduction and Purpose	8
Sources of Information.....	8
Expectations	8
District Overview	9
Norwich City School District.....	10
Norwich City School District Personnel Directory.....	10
District Office	10
Norwich High School	11
Norwich Middle School.....	11
Perry Browne Intermediate School.....	11
Stanford Gibson Primary School.....	11
Transportation Department.....	11
Collective Bargaining Units.....	11
Mission Statement.....	12
Operating Principles.....	12
Code of Ethics.....	13
Professional Ethics.....	13
Board of Education – Statement of Policy.....	14
Equal Employment Opportunity (EEO) Statement.....	14
Section 504 of the Rehabilitation Act of 1973.....	14
Title IX.....	14
Work Rules	15
Communication Procedures	17
Communication.....	18
Bulletin Boards.....	18
Daily Bulletin	18
Mail	18
News Releases and Other Communication with Public.....	18
School Intercom	19
Telephones	19

Other Sources of Information.....	19
Acceptable Use	19
Confidentiality	19
District Calendar	20
District Plans	20
Job Postings	20
District Benefits, Payroll and Attendance.....	21
Absence Reporting.....	22
AESOP Substitute Registry.....	22
NEO Absence Reporting.....	22
NESSA Absence Reporting	22
Attendance and Punctuality	22
Attendance at School Sponsored Activities.....	23
District Benefits	23
Affordable Care Act.....	23
Cancer Screening and Blood Donation	23
Cancer Screening.....	23
Blood Donation.....	23
Required Documentation for Cancer Screening of Blood Donation.....	23
Continuation of Benefits	24
Dental Insurance.....	24
Employee Assistance Program.....	24
Health Insurance.....	24
Open Enrollment and Qualifying Events	25
Reimbursement.....	25
Retirement	25
Section 125 Flexible Spending Plan.....	25
Verification of Insurance.....	26
Employee Portal.....	26
End of Employment	26
Expense Reimbursement.....	26
Tax Exempt Status	26

Food Service Accounts	26
Holiday Pay.....	26
Hours of Work	27
NEO.....	27
NESSA	27
Leaves of Absence	27
Family Medical Leave Act.....	27
Jury Duty	27
Personal Business Leave	28
Volunteer Firefighter/Emergency Squad	28
Overtime	28
Payroll.....	28
Agency Fee.....	28
Direct Deposit	28
Electronic Pay Voucher (Pay Stub).....	28
Immigration Act	29
Lost/Destroyed Pay Check	29
Payroll Advances.....	29
Payroll Deductions	29
Payroll Schedule.....	29
Salary Determination.....	30
Social Security.....	30
Tax Sheltered Annuities / 403(b)	30
Personnel Records.....	30
Position Classifications	31
Sick Bank	31
Substitute Plans.....	31
Time Clocks	31
Workers' Compensation	32
Health, Safety and Buildings and Grounds.....	33
Accident Reporting	34
Student Accident Reporting	34

Staff Accident Reporting.....	34
AED (Automated External Defibrillator)	34
Acquired Immune Deficiency Syndrome (AIDS)	35
Classrooms and Workspaces.....	35
Children of District Staff Members	36
Drug-Free Workplace	36
Emergency Closings	36
Emergency Management Plans.....	37
Safety Drills	38
Identification / Keyless Entry Badge	38
Maintenance.....	38
Parking	39
Sexual Harassment.....	39
Smoking on District Grounds	39
Supervision of Students	39
Suspected Child Abuse	39
Dignity for All Students Act (DASA)	39
DASA Coordinators	40
Check Out Sheet	40
Inventory	40
Curriculum and Instruction	41
Alternative Instruction	42
Assemblies	42
Lesson Plans.....	42
Library Media Centers	42
Staff Meetings.....	42
Fund Raising	42
Solicitation	43
Certification, Evaluation and Professional Development.....	45
Certification	46
Civil Service Regulations	46
Attendance at Employee Workshops	46

Conference Attendance / Expense Reimbursement	47
Conference/Workshop Requests	47
Expenses.....	47
Transportation	48
Professional Development	48
My Learning Plan (MLP).....	48
Evaluation / Observation.....	49
Field Experience Requests	49
Job Description	50
Employee Handbook Certification of Receipt.....	51
Appendix A: Norwich City School District Board of Education Policy A402.4: Anti- Harassment/Bullying.....	53
Appendix B: Norwich City School District Board of Education Policy A502.8: Workplace Bullying.....	59
Appendix C: Norwich City School District Board of Education Policy A602.3: Sexual Harassment.....	60
Appendix D: Norwich City School District Board of Education Policy A701.11: Internet Access/Use.....	65

Welcome from Superintendent Gerard O'Sullivan

Welcome to the Norwich City School District. You are an important part of a complex and diverse organization that focuses on children and places children's needs above all else. We all have an incredibly huge responsibility to serve all children as best we can.

The staff handbook is a general guide for you to learn and understand how our District operates. Please take the time to read and review these guidelines, rules and expectations. Please also know that there are multiple people and resources to help you with any of this information. If you have any questions, please contact your immediate supervisor or myself.

I look forward to excellent contributions from you during your time at Norwich City School District. Welcome and thank you in advance for your work and effort!

Introduction and Purpose

This handbook serves as a resource and point of information during your employment with the Norwich City School District (NCS D). Information appearing in this handbook is regarded as a guideline and is not intended as a contract of employment.

Your effort and performance in your position directly contributes to the smooth functioning of each individual school within our District and the District as a whole. Your immediate supervisor is the best source for information regarding your job duties, general building rules and the use of facilities, equipment and supplies. Throughout your employment, questions may arise about your work, policies and/or benefits. Please utilize this handbook and your Collective Bargaining Unit Agreement as a reference and contact your building administrator to best direct any additional questions or concerns.

Sources of Information

The information referenced in this handbook comes from a variety of District sources:

1. Norwich City School District Board of Education approved policy and procedure. The Norwich City School District Board Policy Handbook is made available for full viewing on the District website.
2. Building or department level procedures.
3. Administrative directives and guidance.
4. Legislation and regulation that govern education and employment in the State of New York.

Expectations

This handbook is provided for your information and you will be held accountable for its contents. Each staff member is expected to read, understand, and adhere to the procedures, guidelines and expectations set out in this handbook. You are required to examine all contents of the handbook and any applicable policies and follow all directions provided.

If you require additional information on any of these topics contact your direct supervisor and/or the office that handles that aspect of District business. A listing of the names and phone extensions of the offices has been included in the following pages of this handbook for your convenience.

This handbook will be made available on the District's website and hard copies are available by request from the Human Resources Office. Please note that this document will be periodically changed and updated as seen necessary.

District Overview



Norwich City School District

The Norwich City School District includes the City of Norwich and portions of the Towns of Guilford, McDonough, New Berlin, North Norwich, Norwich, Oxford, Pharsalia, Plymouth, Preston and Smyrna.

The District was created effective July 1, 1954, under Article 51 of the Education Law through consolidation of the former Union Free School District of the City with common school Districts from ten neighboring townships.

The District encompasses an area of approximately one hundred and twenty eight (128) square miles and is located in the center of Chenango County, roughly sixty-five (65) miles southeast of Syracuse, forty (40) miles south of Utica and forty (40) miles north of Binghamton.

The District is composed of six buildings: Stanford Gibson Primary School, Perry Browne Intermediate School, Norwich Middle School, Norwich High School, Norwich City School District Offices and Norwich Transportation Department. All buildings and facilities with the exception of the Transportation Department are located within the city limits of the City of Norwich.

Norwich City School District Personnel Directory

District Office

89 Midland Drive, Norwich, NY 13815

Gerard O’Sullivan, Superintendent	607.334.1600 x5503
MaryLu O’Reilly, Secretary to the Superintendent	607.334.1600 x5503
Robert Wightman, Deputy Superintendent	607.334.1600 x5506
Pamela Salvati, Secretary to the Deputy Superintendent	607.334.1600 x5506
Dara Lewis, Assistant Superintendent	607.334.1600 x5423
Collette Hall, Office of Instruction and Staff Development	607.334.1600 x5423
Katherine Goolden, Director of Special Programs	607.334.1600 x5411
Kris Lamb, Secretary for Special Programs	607.334.1600 x5411
Stanley Foulds, Superintendent of Buildings and Grounds	607.334.1600 x1609
Randy White, Director of Food Service	607.334.1600 x5410
Alana Golden, Director of Human Resources / Benefits Administrator	607.334.1600 x5504
Wendy Burdick, Treasurer	607.334.1600 x5509
Stacey DeMuro, Payroll	607.334.1600 x5404

Norwich High School

42 Midland Drive, Norwich, NY 13815

Michael Waters, Principal 607.334.1600 x1439

Lori Asquith, Assistant Principal 607.334.1600 x1439

Norwich Middle School

89 Midland Drive, Norwich, NY 13815

Scott Ryan, Principal 607.334.1600 x2001

Joseph Downey, Dean of Students / Athletic Coordinator 607.334.1600 x1436

Perry Browne Intermediate School

31 Beebe Avenue, Norwich, NY 13815

Jennifer Post, Principal 607.334.1600 x3053

Hayley Crimmins, Assistant Principal 607.334.1600 x3053

Stanford Gibson Primary School

8 Ridgeland Road, Norwich, NY 13815

Kisten Giglio, Principal 607.334.1600 x4251

Dawn Wenzel, Assistant Principal 607.334.1600 x4060

Transportation Department

133 Bus Garage Lane, Norwich, NY 13815

Stanley Foulds, Superintendent of Building and Grounds 607.334.1600 x1609

Jennifer Palmer, Transportation Supervisor 607.334.1600 x1602

Tullio Morbidini, Head School Bus Driver 607.334.1600 x1600

Collective Bargaining Units

Norwich Association of Certified Administrative and Supervisory Personnel (NACASP)

Scott Ryan, President

Norwich Educators' Organization (NEO)

Eric Cunningham, President

Norwich Educational Support Staff Association (NESSA)

Tullio Morbidini, President

Mission Statement

The Norwich City School District Mission Statement expresses the ideal vision of the District as understood by its collective staff. All staff members should use this statement as the guiding force behind their work in each building. ([Board Policy A109](#))

The Mission Statement reads as follows:

Through the use of all available resources, it shall be the Mission of the Norwich City School District to produce productive citizens who can successfully collaborate and compete in a global society...To develop and provide for each enrolled student a program of experiences, activities and services designed to ensure maximum opportunities for lifelong intellectual, psycho-social, personal and physical growth. It shall further be the Mission of the District to ensure the delivery of such experiences, activities, and services within an interpersonal atmosphere marked by order, warmth and genuine concern for each individual's well-being as well as appropriate physical environments which support and contribute positively to learning.

Operating Principles

The Operating Principles for the Norwich City School District serve as an extension of the District's Mission Statement. They serve as a framework within which to consider programmatic and organizational direction for the future, as well as a benchmark against which we can measure progress. The environment, experiences and activities of the District should reflect these principles and it is the responsibility of all staff to implement and practice these principles. It is expected that all staff will model the ideals embodied within the principles. ([Board Policy A109.1](#))

1. Learning is a lifelong experience. The primary function of schooling is teaching and learning which promotes individual growth and to that end schools must teach the processes and strategies as well as the "why" of learning so that children can function independently.
2. All students can learn and develop physically, intellectually, socially and emotionally.
3. Learners are critically engaged, with the knowledge that they have developed from their varied experiences, aspirations and interests.
4. It is essential that curricula and instruction be individually adapted to the needs of each learner.
5. High expectations encourage each learner to achieve his/her maximum growth.
6. The schools must provide opportunities for successful experiences as success contributes to a positive self-image.
7. The learner must make a conscious decision to actively participate in the educational process for effective learning and socialization to occur.
8. The environment for learning and teaching must be fair and supportive, characterized by order, trust and mutual respect, and must attend to the basic needs of those in the learning community for "love, power, fun, freedom and safety." *William Glasser*
9. Family and community must be involved in the educational process and organizational structures must allow for and support communication at all levels.

10. Access to programs, staff, facilities, information and materials, opportunities for learning, and the resolution of disputes and disciplinary matters must be fair and equitable for all.
11. There must be broad staff involvement in organizational decision-making and, as individuals, staff must accept responsibility for their own decisions and actions.
12. All students must be provided opportunities for involvement in the organizational decision-making process, and students must accept responsibility for their own decisions and actions.
13. Teaching and learning can take many forms and occur in many settings. Thus, all resources within the community will be utilized in meeting the individual needs of students and staff.
14. Schools must provide students with ample opportunity for self-direction and choice.
15. The lifelong needs of the learner will be best served through the development of self-evaluation skills.
16. Assessment and measures of progress must be aligned with what we know about learning and must be consistent with our instructional outcomes.
17. The learner's character development will be reinforced by good examples within the learning environment. We must strive to foster character throughout the educational system by modeling, e.g. honesty, fairness, equality, courage, loyalty, kindness, hard work and respect.

Code of Ethics

In accordance with Section 806 of the General Municipal Law, the Norwich City School District has adopted a Code of Ethics which is applicable to all District employees. All employees of the Norwich City School District should read and become familiar with the Code of Ethics. ([Board Policy A110](#))

Professional Ethics

In our community, Norwich City School District employees can be found in administrative offices, in the classrooms and hallways of our schools as well as on field trips throughout the community. Regardless of the specific position you are filling, you are representing yourself, your program, and the Norwich City School District. Use every opportunity to present yourself as a professional. Unprofessional, unethical or disorderly conduct is strictly prohibited and may result in disciplinary action.

The Norwich City School District considers the following activities unprofessional:

- Cell phone/Classroom phone usage by staff while performing your primary duties for which you were hired. Cell phone/Classroom phone usage should be restricted to planning, break and lunch times.
- Personal Visits during working hours.
- Utilizing the Norwich City School District e-mail and internet for personal purposes including personal business use.

Social Networking sites such as Facebook, Instagram, Snapchat and Twitter can be accessed by students, parents and community members. Be sure that your content presents you as a professional

and be cognizant of your privacy settings. Also, while it is tempting to want to share information about your position and your daily activities at the District be certain that you are NOT sharing any confidential information regarding students or District personnel.

Ensuring the confidentiality of all student and staff information is a high priority for the District. Please remember to lock/log off of your computer, secure confidential documents, and keep all information related to students and school personnel confidential.

Board of Education – Statement of Policy

The Board of Education has developed and maintains a Handbook of School District Policies and Administrative Guidelines, which addresses a broad array of activities within the School District. The goal of providing the best education possible can be achieved when the Board, Superintendent, School District Staff and members of the community work within the atmosphere of understanding, mutual respect, good faith and harmonious interaction.

To review the complete Board Policy Handbook please visit the Board of Education section of the School District website. The District Office will assist you with any questions you may have regarding policies adopted by the Board of Education.

Equal Employment Opportunity (EEO) Statement

No person shall be denied employment, reemployment, or advancement nor be evaluated on the basis of age, race, creed, color, national origin, sex, gender, disability, sexual orientation, marital status, or criminal record. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to age, race, creed, color, national origin, gender, disability, sexual orientation, marital status, alienage, citizenship status, partnership status, arrest or conviction record, status as a victim of domestic violence, or status as a victim of stalking and sex offenses in connection with employment. ([Board Policy A500.1](#))

Section 504 of the Rehabilitation Act of 1973

No otherwise qualified individual with a disability, as defined in Section 504 of the Rehabilitation Act of 1973 shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity conducted by the Norwich City School District. Furthermore, it is the intent of the District to ensure that students who are disabled within this definition are identified, evaluated, and provided with appropriate educational services. For further information contact the Office of Special Programs.

Title IX

The Norwich City School District does not discriminate on the basis of sex, in the educational programs or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of nondiscrimination includes the following areas: recruitment and appointment of employees, employment pay and benefits, counseling services for students, access by students to educational programs, course

offerings, student activities and athletic programs. The District Office is responsible for the coordination of activities relating to compliance with Title IX. This office will provide information, including compliance procedures, to any student or employee who feels that his/her rights under Title IX may have been violated by the District or its officials. Vocational education opportunities will be offered without regard to sex, race, color, national origin or handicap. The Norwich City School District has a grievance procedure that provides for prompt and equitable resolution of complaints alleging such discrimination.

Work Rules

The following are some general rules of the District, the breaking of which can result in immediate discharge or other disciplinary action. This must not be construed to be a complete list of offenses for which disciplinary action can be taken. If you are not sure of a situation or rule please contact your immediate supervisor or the District Office.

1. Removing or attempting to remove District property from the premises,
2. Disorderly conduct on premises including horseplay, fighting, threatening, insulting and using profane language or abusing another employee,
3. Absence from work without acceptable reasons, reporting false reasons for absence or excessive tardiness,
4. Failure to report an absence for three days,
5. Reporting to work under the influence of alcohol or drugs or possession of drugs or alcohol on school property,
6. Soliciting, collecting or circulating petitions on school time without prior approval,
7. Stealing another employee's property,
8. Falsification of any school records,
9. Leaving the school during working hours without prior permission of your immediate supervisor, and
10. Visiting with relatives and friends during working hours.

All employees will conduct themselves in a competent manner, providing the work effort necessary to fulfill their responsibilities to the District.

All employees will be held accountable with respect to the protection of school property and for student safety falling within the scope of their employment.

Communication Procedures



Communication

In order for any organization to run smoothly there must be frequent, accurate, and complete communication between and among its members. At the Norwich City School District communication is of the utmost importance; therefore, we ask our staff to frequently check District sources for needed information. District, building and program information is communicated through the District website, e-mail, online calendars, and bulletin boards and written communication. We expect staff members to check mailboxes and e-mail at least twice daily.

Bulletin Boards

The District provides bulletin boards, located in strategic areas in each school building. Employees should read notices posted on the bulletin boards. Example notices are those related to employment law as well as District job postings. Permission must be obtained from the Main Office before placing any notice on a bulletin board.

Daily Bulletin

A daily bulletin is published in all buildings. This consists of announcements to teachers, staff and students relative to school activities, policies, programs, etc. Please read daily for current building information.

Mail

Mail is delivered daily to all buildings in the school system. A distribution center is located in each building and staff members are urged to retrieve mail daily in order to receive their mail, daily announcements, bulletins and other important District information. Students are not permitted to retrieve staff/faculty mail.

News Releases and Other Communication with Public

In order to ensure that effective communication occurs, the following guidelines will be adhered to in regards to communicating with the news media and the public.

1. All news releases and other communications to the news media and public relating to Board of Education policies and decisions and other District-wide matters and concerns will be the responsibility of the Superintendent.
2. Members of the District Staff are encouraged to report newsworthy activities going on throughout the District. The Building Principals shall be responsible for coordinating news releases of activities taking place in their buildings.
3. The Superintendent delegates to members of the Administrative Staff responsibility for replying to inquiries and for commenting on activities that pertain to their area of administrative involvement. However, in replying to questions from the news media or public regarding operations and programs within the schools, administrators should continually be aware of the effect of such communication on the overall District.
4. Any employee has the right to speak as an individual citizen; and when doing so, he/she should make it clear that he/she is speaking as an individual and not as a representative of the District.

The guidelines above refer to communications with the news media and other official presentations to the public. It is the intent of the District to inform the public by any appropriate means regarding the activities of the District. These guidelines are intended to ensure that communications will be as effective as possible and will accurately interpret policies, procedures and programs operating in the District.

School Intercom

A PA system is located in each instructional building and is used for school-wide announcements. School announcements are provided daily by main-office personnel and with administrator approval. Announcements will be limited to emergencies only during instructional periods.

Telephones

Telephones are available to all school personnel. School-related long distance calls must receive administrative approval and be properly logged for billing purposes. All incoming messages received for employees are referred to the Main Office. The schools will accept emergency calls only. **Cell/Classroom phone usage by staff is restricted to planning, break and lunch times.** There is to be no cell/classroom phone usage while performing your primary duties for which you were hired.

Other Sources of Information

Other various District publications include:

- Board of Education Policy
- Collective Bargaining Unit Agreements (NACASP, NEO, NESSA)
- District website (www.norwichcsd.org)
- Global Connect Phone Announcements

Acceptable Use

All employees of the Norwich City School District are provided access to the District network services, email and internet. It is the intention of the District that these tools be utilized for work related and educational purposes only. Use of the internet for personal and private business purposes is prohibited. Also no employee shall download, view or trade material which is inappropriate in the Norwich City School District and which is not directly related to work or instructional activities. Employees should understand that all computers are school property and there should not be any expectation of privacy with respect to files created or accessed. All employees will be responsible for reviewing the entirety of the Acceptable Use Policy and abiding by the guidelines set forth in that document. ([Board Policy A701.11](#))

Confidentiality

As part of your employment with the Norwich City School District, you may regularly come into contact with information that is both professionally and personally confidential. You have the responsibility to maintain the confidentiality of such material.

Ensuring the confidentiality of all student and staff information is a high priority for the District. Please remember to lock/log off of your computer, secure confidential documents, and keep all

information related to students and school personnel confidential. ([Board Policy A110](#)) Any use of confidential information is inappropriate whether for personal advantage or in conversations with other employees or individuals who are not associated with the District. If you have questions regarding what constitutes confidential material please speak with your building administrator or immediate supervisor.

District Calendar

Refer to the adopted Norwich City School District Calendar as posted on the Norwich City School District website. The District reserves the right to update the calendar as needed and will ensure staff are notified.

District Plans

The District engages in planning at every level of the organization. For copies of the District level plans please contact the Office of Instruction & Staff Development.

Job Postings

To provide opportunity for career growth all job openings in the Norwich City School District are posted in each of the buildings and are located on the District website. Each vacancy notice will provide information regarding the qualifications required for the position and procedures for applying.

District Benefits, Payroll and Attendance



Absence Reporting

All staff are responsible for accurately reporting their absences in order to ensure limited interruption to student learning as well as accurate leave balances. All absences must be reported on the NCSA Request for Absence Approval Form, through the Employee Portal and/or through AESOP.

AESOP Substitute Registry

Teachers, Teaching Assistants and Teacher Aides are responsible for obtaining their own substitutes through the use of the [AESOP Substitute Registry System](#). You will be registered for AESOP upon hire and will receive a welcome letter with your login and password at your personal email address provided. A link to AESOP is listed in the employee section of the Norwich City School District website. For questions regarding AESOP please contact teacherregistry@dcmoboces.com.

NEO Absence Reporting

All absences must be reported through AESOP to ensure proper coverage for your absence. If you do not require a substitute please be sure to check the box for no substitute required. The District can require medical certification of illnesses.

Absence requests can be reported in increments of half or full days only.

NESSA Absence Reporting

All Support Staff are required to enter absence requests in the Employee Portal. Requests can be for full days or hourly increments. If you are requesting a partial day please be certain to add the hours that you are requesting in the notes section of the request.

Teaching Assistants and Teacher Aides are additionally required to report all absences through AESOP to ensure proper substitute coverage for your absence. If you plan to be absent for less than a half day please check the box for no substitute required in your AESOP request.

If an employee is absent three (3) or more days the District will request a doctor's note verifying the absence and the ability to return to work with no restrictions. If an employee is absent without notifying his/her immediate supervisor, disciplinary action may be taken. This includes leaving school grounds during work hours without prior approval. Failure to report an absence for three (3) days may lead to termination.

Sick, Personal and Vacation time may be taken in increments of no less than one (1) hour. Floating Holidays may be taken in increments of half or full days only.

Attendance and Punctuality

Regular attendance and punctuality of all of our staff are essential requirements for maintaining a quality learning environment for the students of the Norwich City School District. Your attendance record is essential for continued employment and is also considered in recommendations for job transfer and advancement. Excessive absences or tardiness, or failure to report absences in a timely fashion, are unacceptable and will result in negative consequences.

Unpaid leave is considered unacceptable and carries a cost to the District. Valid reasons for unpaid leave must receive prior approval from your immediate supervisor.

Attendance at School Sponsored Activities

It is the desire of the Board of Education to encourage all employees of the School District to take part as observers and participants in all school-sponsored events and activities.

It shall be the policy of the District to admit all employees to all school-sponsored events and activities without the payment of admission or related charges. Though all employees will be entitled to admission without charge, it is hoped that sound judgment will be exercised in the voluntary payment of admission and related fees in those instances involving student productions where there are costs to the sponsoring organization. ([Board Policy A304](#))

If you choose to attend a school sponsored event during working hours you will be required to submit a leave request and utilize your available leave balances to attend.

District Benefits

Affordable Care Act

The Affordable Care Act places requirements on large employers to provide full-time equivalent employees with affordable and minimum essential coverage. It is the intent of the District to abide by the regulations set out in the Affordable Care Act and ensure that the health coverage we provide will meet the requirements.

In addition, the Affordable Care Act requires that employees provide proof of coverage when completing their tax filings each year. As your employer, the Norwich City School District will provide you with a Form 1095-C each year showing proof of your eligibility and enrollment in coverage as shown in the District records.

If you have any questions regarding the Affordable Care Act and the requirements of the District please contact the Benefits Administrator.

Cancer Screening and Blood Donation

Cancer Screening

All public employees are entitled to take up to a maximum of four (4) hours of excused paid leave each school year to obtain a screening for breast or prostate cancer. Breast cancer screening includes physical exams and mammograms for the detection of breast cancer. Prostate cancer screening includes physical exams and blood work for the detection of prostate cancer.

Blood Donation

Employees who work 20 or more hours per week and seek to donate blood during their regular work hours may take an excused paid leave for up to a maximum of three (3) hours each school year.

Required Documentation for Cancer Screening of Blood Donation

Employees need to submit a completed "Employee Request for Excused Medical Leave" form to the Payroll Office. The employee's physician or blood donation facility must sign

the form to authorize that the employee received the applicable screening or donated blood. This form also documents the excused absence so that the employee is not charged. Forms must be forwarded to the Payroll Office by the end of the pay period in which the leave was taken.

As with any other absence, employees must follow routine attendance reporting procedures such as completing an NCSD Absence Request Form, scheduling a substitute as needed and alerting their supervisor. Employees should document “screening” or “donation” on their time-off request for reconciliation purposes. Absences exceeding the maximum number of hours allotted will be charged to the employee’s leave accruals.

The District encourages employees to have their annual health screenings. Whenever possible, please schedule appointments outside of the school day so as to lessen the impact on daily operations and student learning. However, please know that this time is available to you should you choose to use it.

Continuation of Benefits

If you take an approved unpaid leave of absence, become disabled, or discontinue your employment with the Norwich City School District you may be eligible to continue your insurance benefits through the District. For more information please contact the Benefits Administrator.

Dental Insurance

Norwich City School District participates with Excellus BlueCross BlueShield for its dental insurance offerings. The offering availability and premium payments are dependent on your current Collective Bargaining Unit Agreement or Board Policy. For additional information please reference your applicable Collective Bargaining Unit contract.

Open Enrollment is held during the months of May and December, with coverage changes effective July 1 and January 1.

For specific information regarding coverage please contact the Benefits Administrator.

Employee Assistance Program

To assist employees and their dependents that face difficult personal situations, the District offers an Employee Assistance Program (EAP). The EAP provided is Educators’ EAP, A Division of ESI. To access the EAP call 1-800-225-2527 or 1-800-252-4555. The Educators’ EAP program provides confidential assistance and information covering a wide range of personal concerns including but not limited to marital, financial, legal, substance misuse, alcoholism and grief. Further information may be obtained by contacting the Human Resources Office. Program information can also be obtained at www.educatorseap.com.

Health Insurance

Norwich City School District participates in the NY44 Health Benefits Plan Trust, offering health insurance through MVP (Option A). Health benefits and premium payments are determined per Collective Bargaining Agreement or Board of Education Policy. For additional information please reference your applicable Collective Bargaining Unit Agreement or Board Policy.

Open Enrollment is held during the month of May, with coverage changes effective July 1. It is a requirement of NY44 Health Benefits Plan Trust to have supporting documentation on file for the enrollment of dependents. You will be asked to provide a copy of Social Security Cards for all dependents, a copy of your marriage certificate when adding a spouse and a copy of a birth certificate when adding a child to your plan.

For specific information regarding coverage please contact the Benefits Administrator. Summary Plan Descriptions for the District's plan can also be found at www.ny44.e1b.org.

Open Enrollment and Qualifying Events

Open Enrollment periods are held for Health and Dental Insurance and Flexible Spending Plans each year. Open Enrollment periods will be widely announced and are an opportunity for you to change your dependents or choose to join or leave a plan.

Outside of Open Enrollment, you are only authorized to update your enrollment if you have a qualifying event. Examples of qualifying events include death of a dependent, birth of a dependent, adoption, marriage, divorce, etc. It is important to note that you have thirty (30) days from the date of the qualifying event to notify the Benefits Administrator of the change in your status. If you do not notify the Benefits Administrator within thirty (30) calendar days you will not be able to change your insurance and you will need to wait until Open Enrollment of the following year.

If you have any questions regarding Open Enrollment or what constitutes as a qualifying event please contact the Benefits Administrator.

Reimbursement

The District has an agreement to provide reimbursement to employees for various health related out-of-pocket expenses to include prescription, vision, durable medical, orthotic and physical therapy costs. You will be required to submit a completed Health Reimbursement Claim Invoice and your receipts as well as any related MVP Explanation of Benefits (EOB) to the Benefits Administrator. Claims are generally processed in 4-6 weeks. You will receive a separate check mailed to your address on record for your reimbursement.

Retirement

Employees are eligible and/or required to participate in either the New York State Employees' Retirement System (ERS) or the New York State Teachers' Retirement System (TRS), depending on their employment classification. Retirement contributions are discontinued during periods of approved leave without pay. For further information concerning retirement programs contact the Human Resources Office.

Section 125 Flexible Spending Plan

The Norwich City School District offers a Section 125 Flexible Spending Plan. This plan allows employees to set aside monies on a pre-tax basis to pay for health and/or dependent care expenses not necessarily covered under the established Health Insurance Plan. These accounts must be established annually. Open Enrollment for this plan is in October of each year.

Verification of Insurance

If you require a letter to verify insurance coverage with the Norwich City School District please contact the Benefits Administrator. Please ensure that you include in your request the items needed in the letter, whom to address the letter to and the deadline for the letter.

Employee Portal

All Support Staff (NESSA) employees have access to the [Employee Portal](#). For ease of use, a link to the Employee Portal can be found in the Employee Section of the District website. The Employee Portal is a resource to find the personal information on file for you at the District Office. You can also view prior pay vouchers and W-2 forms. All support staff absence requests must be submitted through this portal. If you have questions or need to reset your password please contact the Payroll Office.

End of Employment

An employee who resigns or is separated from his/her position should contact the Human Resources Office to make necessary arrangements. Please note that all resignations are required to be in writing. All property created during your employment with the District is the property of the District and is to be left with the District upon your separation.

To better understand turnover within the District an exit questionnaire will be mailed to you and it is requested that you complete and return it.

Expense Reimbursement

Expenses are reimbursed only if they have been pre-approved by the appropriate District administrative personnel. Ensure that you attach original itemized receipts to a completed claim form prior to submitting expenses to your supervisor for reimbursement.

Tax Exempt Status

The Norwich City School District is a New York State tax exempt organization. When making approved purchases, you should NOT pay tax on any business expenditure within New York State. A Tax Exemption Certificate must be completed for a specific vendor, approved by the Deputy Superintendent prior to the purchase, and presented to the vendor at the time of purchase.

Food Service Accounts

Employees are authorized to purchase lunch and food items at your building cafeteria. If you wish to do so, please contact the Food Services Director to set up an account. You will be provided with a PIN number to utilize at checkout. Please note that charging items is not authorized.

Holiday Pay

For more details regarding holiday pay/distribution please review your Collective Bargaining Unit agreement.

Hours of Work

All employees are expected to report to work on time per the schedule provided by their building and immediate supervisor.

NEO

The time that teachers will be expected to be at their duty stations will be determined in each building at the discretion of the Building Principal. Teachers shall remain after the end of the pupil day to perform professional duties, including but not limited to, meeting with parents, assisting and counseling students, and coordinating with fellow staff members. Unit members leaving a District building to which they have been assigned will be required to verbally notify the building Main Office prior to leaving and upon their return.

NESSA

The regular work week for the District is Monday through Friday, while the payroll period begins on Saturday at 12:01 AM and ends Friday at 11:59 PM. Schedules for support staff will vary depending on building schedules and student needs. You will be provided the details of your actual schedule prior to beginning employment and at the beginning of each school year. The usual work hours are assigned by departments, but are not to exceed forty (40) hours per week. Employees are expected to be at their work stations promptly when work starts and remain until the end of their schedule unless released by a supervisor. Full-time employees are provided two (2) fifteen (15) minute breaks and a lunch period during the work day. Break periods and lunch periods cannot be combined. Staff may NOT leave the building during break periods. Staff leaving the building during the work day must notify the building office or their supervisor.

Leaves of Absence

Leaves of Absence are covered under your Collective Bargaining Unit agreement. Please review this agreement for details as they pertain to your individual circumstances.

If you are taking an approved unpaid leave of absence and wish to continue health and dental insurance coverage please contact the Human Resources Office to make the proper arrangements.

Family Medical Leave Act

Employees who have been employed for at least twelve (12) months and for at least 1,250 hours during the preceding twelve (12) months are eligible for unpaid family and medical leave, consistent with the Federal Family and Medical Leave Act of 1993 (FMLA). If you have circumstances which might qualify you for such a leave please contact the Human Resources Office. ([Board Policy A506 / A612](#))

Jury Duty

Jury Duty is a great responsibility and the District encourages participation by employees when requested. You will be given the time off to serve as a juror and you will be paid your regular rate of pay. Employees must submit an Absence Request Form and/or submit the appropriate time in the Portal as well as submit a certificate of attendance from the Clerk of the Court to the Human Resources Office.

Personal Business Leave

The District provides employees with Personal Business/Leave days annually. This time is used for important affairs which cannot be conducted outside of school/working hours. Personal business/leave days not used during the school year will accumulate as sick leave. Conditions concerning this leave are explained more fully in your Collective Bargaining Unit agreement.

Volunteer Firefighter/Emergency Squad

Some employees such as members of volunteer fire departments or emergency squads may be summoned from work during emergencies. In such instances the employee may be paid for the absence from work in response to the emergency summons with prior supervisory approval. The employee is expected to notify his/her supervisor that he/she must leave and is expected to return to his/her workstation after the emergency.

Overtime

Any time to be worked past your normal scheduled work hours must receive PRIOR administrative approval. Please refer to your Collective Bargaining Unit agreement for specific details pertaining to overtime payment.

NESSA Unit Members are advised that pursuant to guidelines established for the Fair Labor Standards Act, you are formally designated as a non-exempt employee.

- As a non-exempt employee, you are NOT to begin work before your regular starting time unless approved IN WRITING by your immediate supervisor.
- As a non-exempt employee, you are NOT to perform work beyond your regular daily hours unless approved IN WRITING by your immediate supervisor.
- In emergency situations, your supervisor may verbally direct you to work additional hours, but this should be followed up with written confirmation.

Failure to comply with the above stated conditions may result in disciplinary action.

Payroll

Agency Fee

Under current law, all employees choosing not to join the applicable bargaining unit available to them are required to pay an Agency Fee. Contact the Human Resources Office for more information.

Direct Deposit

The Norwich City School District provides the opportunity for Direct Deposit of your bi-weekly paycheck to a financial institution of your choice through an ACH transaction. To elect Direct Deposit please complete an ACH Request Form and submit it to the Payroll Office.

Electronic Pay Voucher (Pay Stub)

If you elect to receive your paycheck via Direct Deposit you can elect to receive an electronic pay voucher instead of a paper pay voucher. You will receive a PDF of your pay voucher each pay period delivered to an email address of your choice. To elect to receive an electronic pay voucher

please complete the ACH Request Form, completing the email address section, and submit it to the Payroll Office.

Immigration Act

The Norwich City School District is required to comply with the Immigration Reform and Control Act, a federal law designed to prevent the employment of immigrants who are not authorized to work in the United States. As an employee you are required to complete an Employment Eligibility Form (Form I-9) and produce documents establishing identity and authorization to work at the time of hire.

Lost/Destroyed Pay Check

If you have lost or destroyed your paycheck please report it immediately to the Payroll Office. You may be subject to a stop payment charge before a new paycheck is issued. To prevent having a lost/destroyed paycheck enroll in Direct Deposit and have your monies deposited directly to your bank account each pay period.

Payroll Advances

Payroll advances are not permitted by law.

Payroll Deductions

As required by law, Federal and State Income Taxes, Social Security and Medicare deductions are withheld from your pay. Additional taxes, withholdings, annuities, savings, etc. may be made upon written request. At the end of the year, a summary of earnings and deductions for tax purposes (Form W-2) is prepared and distributed to each employee.

Payroll Schedule

School District employees are paid on a bi-weekly basis. For a current schedule please contact the Payroll Office or visit the school district website.

If you are absent on a pay day, your check will be mailed to your home address, unless you have provided written authorization to deliver it to a representative.

The District pays twelve-month staff on a 26 pay schedule.

The District pays ten-month instructional staff on a 21 or 25 pay schedule. Any ten-month instructional staff wishing to make a change to your current pay election (21 / 25) must contact the Human Resources Office and complete the necessary paperwork prior to September of the new school year. Election changes are NOT authorized after the first payroll of the School Year is processed.

The District pays ten-month support staff on a 22 pay schedule. Ten-month support staff have the option of being paid on a pay-for-punch or annualized basis. Any ten-month support staff wishing to make a change to your current pay election must contact the Human Resources Office and complete the necessary paperwork prior to the deadline in April of each school year. Election changes are NOT authorized after the deadline.

Salary Determination

Your salary will be set in accordance with the terms of the Collective Bargaining Agreement if your position is included in the NEO, NESSA, or NACASP bargaining units, or under Board of Education Policy if you are in the non-represented group.

Adjustments to payments of graduate hours, which may be due under your Collective Bargaining Agreement or Board Policy will be made bi-annually following submission of grade reports and other acceptable documentation. If you are completing a graduate program please contact the Human Resources Office to determine necessary documentation.

Social Security

All employees are required to participate in the Social Security program. This government insurance provides for monthly income when an eligible worker retires, for his/her family when he/she dies, or if he/she becomes disabled. The District and the employee pay an equal amount for this coverage. The employee's contribution is deducted from his/her salary each pay day. If you would like additional information regarding this program please contact the Payroll Office.

Tax Sheltered Annuities / 403(b)

You have the opportunity to save additional monies for retirement by making contributions to a Tax Sheltered Annuity / 403(b) account. The Norwich City School District's plan administrator is The OMNI Group. You can participate by making contribution to a designated account in accordance with an approved 403(b) vendor list.

Prior to contributing you must open an account with an investment provider participating with The OMNI Group. A list of the Plan's participating investment providers may be viewed on OMNI's website after submitting your employer as Norwich City School District and New York State as your location. When you have an account you can submit a Salary Reduction Agreement online at www.omni403b.com.

Currently, you can contribute up to \$18,000 annually. If you have at least fifteen (15) years of service with Norwich City School District or are at least fifty (50) years old, you may be entitled to make additional contributions. Contribution limits are subject to change based on IRS tax limits.

For more information visit www.omni403b.com or contact the OMNI Customer Care Center at 877-544-6664.

Personnel Records

The Human Resources Office maintains your official personnel file. Please review your Collective Bargaining Unit Agreement for the procedure for viewing your official personnel file. To maintain accurate, up-to-date records, you must inform the Human Resources Office of changes in name, address, and telephone number, marital and dependent status. Many of these changes will affect your insurance, retirement and payroll status and it is important to update them in a timely manner.

Position Classifications

The Norwich City School District makes every effort to ensure that each position is classified correctly; however, sometimes job assignments vary. If your work has changed significantly, discuss the matter with your immediate supervisor. You can discuss your job description with your supervisor and can also bring the matter to the Human Resources Office. The Human Resources Office will have information on the standards used to determine the classification of your position.

Sick Bank

Sick Banks are provided to District employees through voluntary contributions from unit members within the individual Collective Bargaining Units. Each employee wishing to join may do so during the month of September in any given school year by contributing the required number of days per their Collective Bargaining Agreement. Individuals newly hired by the District may join the bank by contributing the required number of days during their first thirty (30) days of employment. Employees are considered members of the Sick Bank with their one time donation until such time the Sick Bank becomes depleted. At that time, the unit members will be notified of their ability/requirement to rejoin. Please review your current Collective Bargaining Agreement and contact the Human Resources Office for further information.

Substitute Plans

Instructional Staff are responsible for providing clear and complete lesson plans for each day that they are absent. Plans should be kept in the Norwich City School District Substitute Teacher Folder. The folder defines the expectations for teachers and substitutes. Substitutes will be directed to look for this folder each time that they substitute.

Prior to the end of September, Teacher Aides and Teaching Assistants will compile a Substitute Folder for the reference of Substitutes in the event of their absence. This folder shall contain the following:

- Your daily schedule,
- A list of duties performed on a daily basis, and
- A list of any students who need special handling who might otherwise cause difficulty for a substitute.

Your folder should be updated whenever necessary. Any support staff member or group could be requested by their immediate supervisor to make such a folder.

Time Clocks

Time clocks are located in each building. To ensure that the Payroll Office is able to process payroll accurately all support staff (NESSA) employees are required to record their time worked each day. Employees are required to punch their lunch (paid or unpaid) as determined by their supervisor.

Under no circumstances should you attempt to punch the time clock for another individual. Falsification of time records may result in disciplinary action taken by the District. Any missed punches should be reported to your building administrator for approval and entry into Timepiece.

As a new hire you will be contacted by the Payroll Office to set up your biometrics in order to punch the clock. If you have questions or if the time clock is not working properly for you please contact the Payroll Office.

Workers' Compensation

Norwich City School District is committed to providing a hazard-free environment for all students, employees and the general public and willingly complies with all occupational safety and health regulations. The Deputy Superintendent is the Safety and Health Coordinator for the District and is available to address any concerns you may have regarding safety.

If you are involved in an accident while performing your duties as an employee of the District, no matter how slight, please report it to your School Nurse immediately and complete the Accident Report Form and Workers' Compensation Forms on file in the Main Office of each building. All paperwork concerning accidents should be completed within twenty-four (24) hours of the accident. The District is responsible for filing the claim with the Chairman of the Workers' Compensation Board. The following is an excerpt from Section 110 of Workers' Compensation Law, "Within ten days after the occurrence of an accident resulting in personal injury, which shall cause a loss of time from regular duties beyond the working day or shift on which the accident occurred, or which shall require medical treatment beyond ordinary first aid, or more than two treatments by a physician or person rendering first aid, a report thereof shall be made in writing by the employer to the Workers' Compensation Board upon blanks (Form C-2) to be procured from the Chairman for that purpose."

Health, Safety and Buildings and Grounds



Accident Reporting

Norwich City School District is committed to providing a hazard-free environment for all students, employees and the general public and willingly complies with all occupational safety and health regulations. The Deputy Superintendent is the Safety and Health Coordinator for the District and is available to address any concerns you may have regarding safety.

Student Accident Reporting

Students who are hurt should not be left unattended. To get assistance utilize your phone, walkie-talkie or send a student or other staff members to the School Nurse. Use first aid if necessary and always practice Universal Precautions. All student accidents must be reported on an official Accident Report Form.

It is the responsibility of the person in charge (Teacher or Support Staff) at the time of the injury to:

1. Call for help if the injury is serious or send the student to the School Nurse, and
2. Complete an official Accident Report Form and submit it to the School Nurse.

Ambulance services are available to the school, but only when coordinated through the Administrator, School Nurse or Advisor for extra-curricular events and activities.

Staff Accident Reporting

If you are involved in an accident while performing your duties as an employee of the District, no matter how slight, report it to your School Nurse immediately and complete the Accident Report Form and Workers' Compensation Forms on file in the Main Office of each building. All paperwork concerning accidents should be completed within twenty-four (24) hours of the accident. The District is responsible for filing the claim with the Chairman of the Workers' Compensation Board. The following is an excerpt from Section 110 of Workers' Compensation Law, "Within ten days after the occurrence of an accident resulting in personal injury, which shall cause a loss of time from regular duties beyond the working day or shift on which the accident occurred, or which shall require medical treatment beyond ordinary first aid, or more than two treatments by a physician or person rendering first aid, a report thereof shall be made in writing by the employer to the Workers' Compensation Board upon blanks (Form C-2) to be procured from the Chairman for that purpose."

AED (Automated External Defibrillator)

In May 2002, legislation was enacted to add a new Section 917 to the Education Law requiring School Districts, BOCES, county vocational education and extension boards, and Charter Schools to provide and maintain on-site, in each instructional school facility, at least one functional automated external defibrillator (AED) for use during emergencies. The legislations also required public school officials and administrators responsible for such school facilities to ensure the presence of at least one staff person who is trained in the operation and use of an AED at all school sponsored functions.

School sponsored and school approved curricular and/or extracurricular events/activities are all activities of the School District associated with its instructional curriculum or otherwise offered to its students, including but not limited to, Board Meetings, PTA meetings, and school-based management teacher meetings.

Other activities sponsored by outside groups such as 4-H, Girl/Boy Scouts, Community Youth Groups including physical activities, etc. ARE NOT included in this mandate, even if the school process includes board or administrative approval.

When planning any extra-curricular activity please check with the Main Office of your building to ensure that you will be in compliance.

Acquired Immune Deficiency Syndrome (AIDS)

The Board of Education recognizes the public concern over the health issues surrounding Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus Infection (HIV). The Board also recognizes, based upon the current state of medical knowledge, that the virus associated with AIDS is not easily transmitted and there is no evidence that AIDS or the HIV Virus can be transmitted by casual social contact in the open school setting.

The Board acknowledges the right of those employees diagnosed as having AIDS or HIV to continue their employment as well as the rights of all employees and students in the school district to work, learn, and participate in school activities without being subjected to significant risks to their health. The Board also takes notice that under current law and regulations the disclosure of confidential AIDS and/or HIV related information must be strictly limited.

Accordingly, it is the policy of the Board of Education that no employee shall be denied the opportunity to continue their employment with the District solely on the basis of being diagnosed as having AIDS or HIV.

In accordance with current State law and regulations, it is also the policy of the Board of Education to prevent any employee from being subjected to adverse or discriminatory treatment or stigma because he or she has been diagnosed as having AIDS or being HIV infected. ([Board Policy A504 / A608](#))

Classrooms and Workspaces

The setting in which we work reflects our most important values regarding what we do. It should provide students with a model of effective learning and workplace organization. Decisions relating to the arrangement of furniture, materials, and the decoration of the walls must take the needs of students and the most effective instructional practices into account. In addition, it is essential to take into account the following health and safety guidelines:

1. Electrical equipment must be safely plugged in and kept clear of sources of water and other potential shock hazards. They must be turned off or unplugged at the end of each day.
2. Nothing may be plugged in to data drops.
3. Large and/or heavy items must be secured to furniture and/or walls to prevent items from falling.

4. Carts that hold computers and other heavy items may only be moved by staff members.
5. Items such as maps and charts hung from walls must be secured and checked often.
6. To provide a clear and safe exit, paper and other combustible materials must NOT be placed within two feet of the ceiling and must be at minimum ten feet away from an outside exit.
7. Door windows must be kept clear at all times.
8. Classroom doors need to be closed at all times and may NOT be propped open.
9. Evacuation directions must be posted near your classroom door.
10. Emergency exit signs are to be placed on one of your classroom windows and the space in front of that window is to be kept clear.
11. Before using any extension cord or adapter check with the Superintendent of Buildings and Grounds for approval.
12. Information Technology Staff will move all computer related technology equipment (computers, printers, scanners, etc.). Check with the technology department prior to submitting a ServiceNow request.
13. Toaster ovens, refrigerators, coffee pots, microwaves, etc. are NOT to be kept in classrooms. Seek prior permission for student project use.
14. All rooms and office areas are to be kept clean, orderly and well organized.

Children of District Staff Members

Children are permitted to be in your work area providing that it is not during work hours. Your children may come to your office or classroom when your work day ends. Children must not be left unattended in classrooms or unsupervised in other areas, including but not limited to playgrounds, hallways or gymnasiums. District employees may utilize the Latchkey program as needed.

Drug-Free Workplace

In accordance with the Federal Drug-Free Work Place Act of 1998, the Norwich City School District has adopted a drug-free workplace policy. The Board of Education is committed to the prevention of alcohol, tobacco, and other substance use/abuse. Its intent is to ensure the proper conduct of all staff and employees. ([Board Policy A404.1 / A505 / A610 / A611](#))

Emergency Closings

Administrators and twelve (12) month staff, unless informed otherwise, will be required to report to work on days when programs or campuses are closed for students due to hazardous weather or emergency conditions. It is expected that employees will report to work at the normal required time for their position. If the Superintendent or designee makes the determination to close or delay the opening of offices and buildings, such staff members will be paid and will not have such days deducted from accumulated leave. Staff members who call in, do not report or have previously applied for sick, personal business or vacation leave for such days are not available for work and will have such time charged against the appropriate leave accumulation.

On occasions when a staff member makes the determination that he/she cannot report on time due to hazardous weather or emergency conditions and his/her work site is open, he/she must call

his/her supervisor to report the absence and take personal business leave, personal leave, vacation leave, or unpaid leave for the time lost. The same shall apply for staff members who make the determination to leave work early due to extreme weather conditions and secure approval from his/her supervisor prior to leaving.

The following will apply for emergency closings:

Ten-Month Staff

- Staff that have submitted a request for sick/personal time WILL NOT be charged time.
- Staff MUST report to work on days where there is a delay. For example, if school is delayed one hour, staff should report one hour later than their standard start time.

Twelve-Month Staff

- Staff that have submitted a request for sick/personal/vacation time WILL be charged time.
- If the Superintendent closes school and sends twelve-month staff home during the day, they must have reported to work or they will be charged for the time off. If the employee has requested a half-day in the PM and staff are sent home at the half-day, the employee will NOT be charged for the PM if they were in attendance in the AM.
- Employees on an approved leave of absence WILL be charged time.

Please note that these procedures additionally apply to unused snow days in the spring, as well as calendar half-days.

In addition to the District website and a Global Connect call, the radio and television stations that broadcast emergency closings for the Norwich City School District are:

Norwich/Oneonta – Central NY Radio Group

Binghamton – WAAL, WKOP, WNBF, WHWK, WYOS, MIX 103.3, STAR 105.7, KGB-FM

Sidney WCDO

Syracuse – WSTM Channel 3

Syracuse – WNTQ 93Q, WICZ TV40

Binghamton – WIVT, WBCH Channel 34, WBNG TV Channel 12, WICZ Fox News 40

Syracuse YNN

Emergency Management Plans

School Districts are required to have emergency management plans available for each building. These plans include procedures for a variety of emergency situations such as emergency evacuations, lock-downs and weather related emergencies. These plans are updated periodically. Your Administrator should have the most up to date version of your building's plans.

Safety Drills

The State mandates that eight (8) fire drills be conducted during each school year. Please review the procedures with your students. More specific information will be provided within your individual building. The general guidelines to follow are:

- Move quickly and quietly, without talking,
- Report to your designated area, and
- Listen for special instructions.

You must have a complete record of attendance with you during all fire drills. Also, take your walkie-talkie (if available to you) with you during the drill. All staff should model appropriate fire drill expectations.

The State mandates that four (4) lockdown drills be conducted during each school year. Please review the procedures with your students. More specific information will be provided within your individual building.

Identification / Keyless Entry Badge

You will be provided with an identification/keyless entry badge upon hire. It is required that staff wear their identification badge at all times during working hours. The following are guidelines for use of your badge:

- The identification / keyless entry badge must be attached to a lanyard with a clip or placed in a protective cover.
- DO NOT place badges on a demagnetization device as it will inactivate the badge.
- DO NOT punch holes in the badge.
- DO NOT bend the badge.
- Lost badges should be reported to the Human Resources Office immediately.
- A \$5 replacement fee is established for all broken and/or lost badges.

Maintenance

The District takes pride in the appearance of our buildings and grounds. We need your help in keeping the buildings clean and well maintained. The District has provided the buildings with adequate individual supplies as well as containers for trash, discarded paper and recycling. We ask that you do your best to keep your area clean and organized and report any issues that may arise.

Work orders should be issued through the School Dude Maintenance Request program for all requests pertaining to custodial or maintenance tasks. Emergency problems, including but not limited to, flooding, power outages and bodily fluids, should be referred immediately to the Main Office to contact a custodian.

Parking

Parking spaces are provided for staff at each building. There is no charge for parking. Parking your vehicle in any of the District lots is at your own risk. Please ensure that you lock your vehicle for safety. You are NOT authorized to park in fire lanes, traffic circles and other restricted areas.

Sexual Harassment

Sexual harassment violates federal and state law and may subject the harasser to personal, civil and/or criminal liability. In addition, it is the policy of the Norwich City School District to maintain a working environment that is free from sexual harassment. As such, any form of sexual harassment is strictly prohibited and will result in appropriate disciplinary action.

All employees of the Norwich City School District are expected to read and become familiar with Board Policy A402.3. ([Board Policy A402.3](#))

Smoking on District Grounds

Because of the health hazards associated with smoking, and in accordance with State law, the Board of Education prohibits smoking and all other tobacco use in all District buildings, on school grounds, and in any District vehicle.

Supervision of Students

Students must be supervised at all times including but not limited to classrooms, hallways, cafeterias, gymnasiums, study halls, homerooms, athletic events, dances, etc. Under no circumstance should a teacher leave his/her class unattended. If the occasion demands that a staff member leave students, it is the staff member's responsibility to contact his/her supervisor for a replacement or in a real emergency to obtain the assistance of another staff member. This regulation is in effect prior to school, during the school day, during after-school activities, rehearsals, trips, athletic events, dances, and on all occasions of school sponsored activities.

Suspected Child Abuse

New York State Law requires school officials to report cases of suspected child abuse and maltreatment. The Norwich City School District recognizes the importance of this issue, as well as the role of school personnel in the protection of abused or maltreated children. Therefore, the District will fully comply with all appropriate laws and regulations and promptly report all cases of suspected abuse and maltreatment consistent with the attached guidelines. ([Board Policy A404.2](#))

Dignity for All Students Act (DASA)

The purpose of the Dignity for All Students Act (DASA) policy is to promote a healthy, positive workplace climate so that every individual is able to contribute fully to our educational community. Every person has the right to dignity at work. The rights and responsibilities described in this policy apply to all employees, students, parents and all who utilize or visit District facilities. ([A502.8 / A602.4](#))

Each building has a Dignity Act Coordinator who is trained in the handling of bullying and/or harassment issues.

DASA Coordinators

Norwich High School

Kelly Collins-Colosi, Social Worker 607-334-1600 x1237

Norwich Middle School

Joseph Downey, Dean of Students / Athletics Coordinator 607-334-1600 x2500

Perry Browne Intermediate School

Elizabeth Pizzuto, School Counselor 607-334-1600 x3032

Stanford Gibson Primary School

Susan LaFever, School Counselor 607-334-1600 x4082

Elaina van der Sommen, School Counselor 607-334-1600 x4071

Check Out Sheet

At the end of each school year and/or if you should change positions or buildings during the school year, you may be asked to complete a checkout sheet. Items on the sheet may include such things as key return, borrowed books, inventory, etc. Please contact your Main Office to review your building's specific procedures.

Inventory

Maintain an inventory of equipment and supplies assigned to your use and ensure that supplies are secure in your area.

Curriculum and Instruction



Alternative Instruction

If students are unable to attend regular instruction due to illness or disciplinary action, it is the responsibility of the teacher to provide substantially equivalent alternative instruction. Please refer to the Norwich City School District Alternative Instruction Procedures and Guidelines located on the District website under the Office of Instruction and Staff Development.

Assemblies

In order for our students to enjoy and benefit from the assembly programs we plan for them, it is necessary to establish a plan of organization for the events. Teachers and paraprofessionals are responsible for their students and are to escort their students to the assembly and sit with them throughout the program. Be certain that students are aware of good audience behavior:

1. Enter the assembly area in a quiet and orderly manner.
2. Fill in seats.
3. Provide recognition in the form of applause only.

Any staff member who does not have a class is asked to assist the other staff during the assembly. If an assembly takes place during a teaching or supervisory period you must attend the assembly with your students.

Lesson Plans

Planning for instruction is one of the most important aspects of your role as an educator. Planning provides focus, direction, targets and accountability. All instructional staff are expected to have current lesson/unit plans available for review at all times.

Library Media Centers

The District's Library Media Centers are a service-oriented resource available for all District personnel and students. The libraries maintain an extensive print and non-print collection. There is, in addition, a sizable equipment inventory. Many pieces of equipment are available to be signed out. Faculty and staff are asked to sign an equipment liability form when signing out equipment. Please contact your library personnel for the proper procedures.

The materials available to you do not stop with your individual building's collection. Through the NYS Library System our libraries are able to procure materials not available locally. Please ask your building Library Media Specialist about interlibrary loans. ([Board Policy A701.3 – A701.7](#))

Staff Meetings

You are required to attend staff meetings as per the terms of your Collective Bargaining Agreement.

Fund Raising

The Board of Education has approved policy and procedures that guide fund raising and the use of these funds. ([Board Policy A207.5](#))

Solicitation

Other than as outlined below, no person, whether representing an individual or private corporation, shall advertise or solicit funds within the facilities of the Norwich City School District. Fund raising activities by school-sponsored clubs and organizations and bona-fide non-profit public service agencies shall be approved in advance by the involved building administrator, and shall conform to the following guidelines: ([Board Policy A703.6](#))

1. There will be no direct solicitation of funds from students.
2. All participation shall be voluntary.
3. No activity will be approved which negatively impacts the instructional process.

Certification, Evaluation and Professional Development



Certification

New York State Education Law specifically states that all teachers must have and maintain the appropriate and valid teaching certificate. It is the responsibility of the instructional staff member to maintain their certification and contact the District immediately if there is a change in their certification status. Please note that a lapse in certification can be cause of termination under New York State Education Law. The District will continue to monitor and verify the status of its certified employees, but this does not waive the responsibility of the employee to maintain what is required for his/her assignment. If you have questions regarding your certification, please contact the NYSED Office of Teaching Initiatives at (518) 474-3901 or the Human Resources Office.

As of July 1, 2016 all holders of permanent, professional and Level III Teaching Assistant certifications through NYSED are required to register through TEACH every five (5) years. You will receive notification from NYSED as well as from the Human Resources Office regarding your registration process. Holders of Professional and Level III Teaching Assistant Certifications are subject to a requirement of 100 CTLE hours every five (5) years. Maintaining your certification is a subject of employment with the District and is a personal responsibility. Be certain to meet all the requirements of your certification during each five (5) years cycle.

Civil Service Regulations

All non-certified employees are governed by the Norwich City Civil Service Commission.

Employees hired in provisional positions are responsible for registering for and taking all examinations required for their position.

All test announcements are available through the Norwich City Civil Service Commission and will be posted within the Norwich City School District.

Employees who are appointed in competitive positions must pass their examination and score in the top three of the available and interested candidate pool in order to be permanently appointed and continue working in the position.

Contact information for the Norwich City Civil Service Commission is:

Norwich City Civil Service Commission

1 City Plaza, Norwich, NY 13815

(607) 334-1235

If you have questions regarding your appointment or your status as a provisional employee please contact the Human Resources Office.

Attendance at Employee Workshops

The District schedules workshops during the school year for employees fulfilling various requirements and needs. If you are required to attend the workshops, you will not be excused from attendance without prior approval from the District.

Conference Attendance / Expense Reimbursement

The Norwich City School District is committed to providing staff with a variety of options for professional development. To expedite the task of pre-registration, payment and transportation coordination the following guidelines must be followed. Failure to follow the guidelines can slow the process and may jeopardize attendance, payment and reimbursement of expenses.

Conference/Workshop Requests

- All conference/workshop requests are to be submitted through My Learning Plan.
- Plan on a minimum of three (3) weeks lead time prior to your conference/workshop date to submit your request. This is especially important if there is a registration deadline. Be as detailed and accurate as possible in your request.
- Complete any registration form and send it with all the required information to the Office of Instruction & Staff Development.
- If you are requesting a school vehicle please complete and submit a transportation request. Please note that mileage will not be reimbursed if you have not completed a transportation request.
- Be certain to ask for itemized receipts for expenses, including but not limited to, meals, lodging, tolls and parking.
- All registrations are arranged through the Office of Instruction & Staff Development. DO NOT individually submit your registration or reservation.
- The Office of Instruction & Staff Development will process your requests and provide you with confirmation and other relevant details. If you are uncertain of any details leading up to a conference or workshop please contact the Office of Instruction & Staff Development.
- Upon your return from a conference/workshop complete the NCSD Staff Development Report Form. This can be found in your My Learning Plan account on the LearningPlan tab, under Approved and/or In-Progress. Complete the NCSD Staff Development Report, click save, and mark your activity as complete. This will generate an email for the administrator to finalize the request. Please note that the event venue has to confirm attendance prior to completing this portion.
- If cancellation is necessary, please notify your Administrator and the Office of Instruction & Staff Development prior to the event. If you do not attend due to an emergency please notify your Administrator and the Office of Instruction & Staff Development as soon as it is possible.

Expenses

- When the District is assuming all or part of the conference/workshop costs purchase orders will be generated by the Office of Instruction & Staff Development.
- Only pre-approved expenses as indicated in the District My Learning Plan request will be reimbursed.
- Reimbursement for expenses for the amount budgeted and pre-approved will be made only upon submission of a claim invoice with itemized receipts attached.
- The District can only reimburse gratuities up to fifteen percent (15%).

- Claim Invoices with receipts attached should be submitted to the Office of Instruction & Staff Development within two (2) weeks of the conference/workshop date.
- Please note that the District DOES NOT pay for phone calls from the conference center or hotel. You are responsible for resolving payment prior to check out.

Transportation

- Reimbursement for mileage will be issued only if a transportation request has been submitted and denied due to lack of an available vehicle.
- If more than one employee is attending the same conference/workshop, a designated driver must be appointed. Only the designated driver is eligible to receive the reimbursement for mileage if a District vehicle is not available.
- It is the responsibility of the designated driver to contact the transportation office to arrange pick-up and return of the vehicle. It is the responsibility of the passenger(s) to contact the designated driver to secure travel arrangements.

Professional Development

The Norwich City School District encourages all employees to pursue professional development on an ongoing basis in an effort to increase efficacy and productivity. The District will work to assess the needs of employees and provide targeted professional development.

My Learning Plan (MLP)

The District has implemented the My Learning Plan system to support our professional development approval and tracking. Please follow the steps below to submit and follow through with professional development requests:

1. Access My Learning Plan at <http://www.mylearningplan.com>.
2. Enter your login information on the main screen and click the “login” button to enter the site. (Username = NCSD email address, Password = eSchool or assigned password).

Please note that passwords used for MLP/OASYS are either your eSchool password or have been assigned to you. Please do not change your password.

3. You may be prompted to complete your “User Profile” to verify that your name, building, and department are accurate. Choose Submit. You will receive a “Form Saved” message confirming success.
4. From the main “Learning Plan” screen, you can also:
 - a. Browse the District Catalog / BOCES Catalog:
 - i. Click the District Catalog, DCMO Catalog or CRTTC links.
 - ii. Browse the offerings and click the title of an activity of interest.
 - iii. Click the activity to request enrollment/approval for the activity.
 - iv. Complete the process/form and submit it. (DO NOT use the Outside Request form for any of these catalogues.)
 - v. Once you have attended the event you need to login to MLP and on the LearningPlan tab, under Approved and/or In-Progress choose manage. Complete the NCSD Staff Development Report Form, if applicable, click

- save and then Mark Your Activity Complete. This generates an email for the administrator to finalize your request.
- vi. The activity will then appear on your LearningPlan Tab in the “My Requests” recently completed section.
- b. Submitting an Outside Request Form:
 - i. Click the form link under Fill-In Forms on the left side (Outside Request Form).
 - ii. Complete and submit the form.
 - iii. The activity will appear on your LearningPlan Tab in the “My Requests” section. Clicking on the title of the activity will indicate the approval status.
 - iv. Once you have attended the event you need to return to MLP and on the LearningPlan Tab, under Approved and/or In-Progress choose manage, complete the NCSD Staff Development Report Form and click save. This generates an email for the administrator to mark your activity as complete.
 - c. View your portfolio:
 - i. Click the My Portfolio link to view all of your professional development.
 - ii. Use the Left Navigation to view your activities based on different criteria.
5. To learn more about using MyLearningPlan, please enter the Help Center to access video tutorials, manuals and webinars.

Evaluation / Observation

Formal evaluations and/or observations are completed for all Norwich City School District employees each year. Your immediate supervisor will explain your particular evaluation process to you. Please review your Collective Bargaining Unit agreement and/or the District’s approved APPR plan for more information.

Field Experience Requests

The Staff and Administration of the Norwich City School District recognize the importance of mentoring new individuals in the teaching profession. We willingly provide the opportunity for educational field experiences in all of our programs including the areas of special education, counseling, and related services.

All requests for any type of field experience (shadowing, observation, student teaching, internship, etc.) are processed through the Office of Instruction and Staff Development. Placement offices have been directed to make all requests directly to this office. If a staff member is contacted directly, he/she should refer the request to the Office of Instruction and Staff Development. Staff members may host multiple short-term field experiences within a school year, but are only authorized one student teacher per year. No placements should be concurrent. The Request for Field Experience form is available on the District website under The Office of Instruction and Staff Development.

Job Description

Support Staff will be provided with a job description prior to beginning employment or transferring to a new position. Please be certain to ask your supervisor if there is anything regarding your duties that you do not understand or find especially difficult.

Employee Handbook Certification of Receipt

I have received and will be responsible for the review of the Norwich City School District Employee Handbook.

If I have any questions I will contact my immediate supervisor or the District Office.

Employee Name

Employee Signature

Position Hired

Date

Appendix A: Norwich City School District Board of Education Policy

A402.4: Anti-Harassment/Bullying

New York State has found that a safe and civil school environment is necessary for students to learn and achieve high academic levels. Harassing and bullying behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Harassment and bullying are against state and school policy.

It is therefore the policy of the Norwich City School District that school employees, volunteers and students in the Norwich City School District shall not engage in harassing or bullying behavior.

School employees, volunteers and students in school, on school property, or at any school function or school sponsored activity shall not:

1. Engage in harassing or bullying behavior.
2. Engage in reprisal, retaliation or false accusation against a victim, witness or an individual who has reliable information about such an act of harassment or bullying.

For purposes of this policy “harassment” and “bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student’s person or property.
2. Has a substantially detrimental effect on the student’s physical or mental health.
3. Has the effect of substantially interfering with a student’s academic performance.
4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities or privileges provided by a school.

For purposes of this policy “trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

School employees, volunteers, parents or guardians, and students are all expected to assist with the enforcement of this policy, including but not limited to, assisting with educational and preventative measures, reporting, and investigations of harassment or bullying.

Violation of this policy shall subject a student and/or teacher or volunteer to appropriate discipline pursuant to the Norwich City School District policies and administrative regulations and authorizes the District to take any other measures that the District believes to be reasonable and appropriate under the circumstances. The Superintendent shall promulgate and implement administrative procedures relative to preventative measures, reporting and investigation, and publication of harassment and bullying.

Expanded Definitions of Bullying

Harassment

For purposes of this policy, the term “harassment” is defined as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities of benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. The harassing behavior may be based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (identity or expression).

Bullying

For purposes of this policy, the term “bullying” (which is subsumed under the term “harassment”) is defined, in general, as a variety of hostile activities which harms or induces fear through the threat of further aggression and/or creates terror. “Bullying” is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and/or badgering of others. Bullying can take at least three forms:

- *Physical* (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- *Verbal* (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- *Psychological* (including, but not limited to, spreading rumors, manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

Bullying is characterized by:

- *Power Imbalance* – occurs when a bully uses his/her physical or social power over a target
- *Intent to Harm* – the bully seeks to inflict physical or emotional harm and/or takes pleasure in this activity
- *Threat of Further Aggression* – the bully and the target believe the bullying will continue
- *Terror* – when the bullying increases it becomes “systematic violence or harassment used to intimidate or maintain dominance.” – Barbara Coloroso, *The Bully, The Bullies & The Bystander*

Cyberbullying

As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving District students may occur both on campus and off school grounds and may involve student use of the District Internet system or student use of electronic devices while at school, such as cell phones, digital cameras, and personal computers to engage in bullying. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory

e-mail messages, instant messages, text messages, digital pictures or images, or Web site posting (including blogs).

Bullying/Harassment Prevention and Intervention

The Board of Education affirms its commitment to maintaining both educational and work settings which support respect, dignity, and equality. Further, the Board of Education also recognizes its responsibility to provide an environment that is free of harassment, hazing, and/or bullying. The Board of Education recognizes that these acts are counter to the mission of the district and the goals of the Board of Education. By disrupting the learning environment, these behaviors affect all concerned with the educational mission: those bullied, those doing the bullying, and bystanders. As a result, the Board of Education forbids all forms of harassment, hazing, and bullying on any district property, school buses, or school-sponsored event – both on and off school grounds that either substantially disrupts the learning environment or negatively affects the rights of others.

The school learning environment provides an opportunity for both students and staff to gain an appreciation in a key district value: the importance of respect and working positively with others. The District recognizes that by requiring the implementation of an anti-bullying program, through both direct student instruction and professional development for staff, both students and staff will learn key elements about bullying prevention: the warning signs of bullying and everyone's responsibility to take an active role in preventing bullying before overt acts of bullying happen. Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate supervisor. The District recognizes the importance of eliminating unacceptable student conduct and works proactively to prevent these behaviors. School personnel who become aware of harassment shall act promptly to address the harassment, with the goal of preventing it from recurring. When appropriate, school personnel will address the effects on the student who are harassed. Remedial measures will generally include counseling of person(s) who have been harmed by harassment and person(s) who have been responsible for the harassment of others and implementing monitoring programs to follow up on addressed issues of harassment.

Prevention and intervention techniques within the District to prevent against bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies/participants, victims and their parents to help ensure that the bullying stops. Although the focus of this policy is prevention, it is recognized that acts of bullying and harassment may still transpire. In such instances, disciplinary action may occur in accordance with the District's Code of Conduct. Consequences shall depend upon the specific circumstances surrounding the incident, the developmental level of the student, their disciplinary history, and must be consistent with the District's Code of Conduct.

Rules against bullying shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents.

Training Guidelines

Staff training shall be provided to raise awareness of the problem of bullying within the schools and to facilitate staff identification of and response to such bullying behavior among students. Training will be provided to employees in conjunction with the District's existing professional development in order to:

- Raise awareness and understanding of the school district's Code of Conduct;
- Raise awareness and sensitivity to potential acts of discrimination or harassment directed at students that are committed by students or school employees on school property or at school functions; including, but not limited to, discrimination or harassment based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex;
- Enable employees to prevent and respond to incidents of discrimination and harassment.

Dignity Act Coordinator

At least one employee in every school shall be designated as a Dignity Act Coordinator and instructed in the provisions of the proposed rule and thoroughly trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.

The designation of each Dignity Act Coordinator shall be approved by the board of education annually. The name(s) and contact information for the Dignity Act Coordinator(s) shall be shared with all school personnel, students, and persons in parental relation. This shall be done by:

- Including in the District Code of Conduct
- Posting on District website
- Included in at least one district or school mailing per school year
- Posted in highly-visible areas of school buildings
- Made available at the district and school level administrative offices

In the event a Dignity Act Coordinator vacates his or her position, another school employee shall be immediately designated for an interim appointment as Coordinator, pending approval of a successor Coordinator by the Board of Education within 30 days of the date the position was vacated. In the event a Dignity Act Coordinator is unable to perform the duties of his or her position for an extended period of time, another school employee shall be immediately designated for an interim appointment as the Dignity Act Coordinator, pending return of the previous Dignity Act Coordinator to his or her duties as Dignity Act Coordinator.

Policy Adopted: July 6, 2010

Policy Amended: November 13, 2012

Anti-Harassment/Bullying: Administrative Guidelines

I. PROCEDURES FOR RESOLUTION OF BULLYING/HARASSMENT COMPLAINTS

A. Level One – Building Principal or Staff Member

A complainant shall, within fifteen (15) working days after the occurrence of the event which is the subject of the complaint, make an appointment with and discuss the matter with the building principal or if appropriate, another building principal. Every effort will be made to resolve the complaint informally at this level. The building principal or immediate supervisor shall give an oral response to the complainant within five (5) working days after the initial discussion. A complainant may report an incident or occurrence to any staff member and that staff member shall contact the principal immediately.

B. Level Two – Deputy Superintendent

In the event the complainant is not satisfied with the decision made at Level One, the complainant may formalize the complaint in writing. The complaint must be submitted to the Deputy Superintendent within five (5) working days after the oral response at Level One. The complainant may request that a meeting concerning the complaint be held with the Deputy Superintendent. A parent, guardian or other counsel may accompany a minor student. The Deputy Superintendent, as the designee of the Superintendent, will investigate the complaint and attempt to resolve it. The Deputy Superintendent will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying. Within ten (10) days after receipt of the complaint, a written report from the Deputy Superintendent regarding findings and actions taken will be sent to the complainant, other involved parties, as well as the Superintendent.

C. Level Three – Superintendent

In the event the complainant is not satisfied with the decision made at Level Two, the complainant may submit a written appeal to the Superintendent within five (5) working days after receipt of the written report. The complainant may request a meeting with the Superintendent. The Superintendent may request a meeting with the complainant to discuss the appeal. Within five (5) working days after the receipt of the complainant's written appeal, the Superintendent will send a decision in writing to the complainant and other involved parties.

D. Level Four – Board of Education

In the event the complainant is not satisfied with the decision made at Level Three, the complainant may submit a written appeal to the Board of Education within ten (10) working days after receipt of the Level Three decision. The complainant may request a meeting with the Board of Education. Within twenty (20) days after receipt of the written appeal, the Board of Education shall determine what action should be taken to resolve the complaint. The decision of the Board of Education shall be final and a written copy of the decision will be delivered to the complainant within five (5) working days after the decision is made. The Board of Education may, in its sole discretion, implement a Board Hearing Panel for purposes of addressing and resolving a complaint at this Level.

II. IMMUNITY

A school employee, volunteer, or student, or a student's parent or guardian, who promptly, reasonably, and in good faith reports an incident of harassment or bullying in compliance with the procedures adopted by the District, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

III. COLLECTION REQUIREMENT

The Deputy Superintendent shall maintain a system to collect harassment and bullying incident data.

IV. NOTIFICATION

The Superintendent will provide the Deputy Superintendent copies of the Bullying and Harassment policy to school employees, volunteers, students, and parents or guardians through school communications through-out the school year, as appropriate (i.e. newsletters, school website, or public media.)

Administrative Guidelines Adopted: July 6, 2010

Administrative Guidelines Amended: June 13, 2011

Appendix B: Norwich City School District Board of Education Policy

A502.8: Workplace Bullying

The purpose of this policy is to promote a healthy, positive workplace climate so that every individual is able to contribute fully to our education community. Every person has the right to dignity at work. The rights and responsibilities described in this policy apply to all employees, parents, and all who utilize or visit District facilities.

Bullying is defined as conduct that a reasonable person would find hostile, intimidating, offensive, humiliating or an abuse of authority. It may be verbal, nonverbal, public or private. It is typically behavior repeated across multiple incidents; a single incident is rarely a violation. It may originate from any employee or from any individual to another. It is also bullying to continue policy-violating conduct when the targeted individual requests that it cease.

Illustrative examples of bullying include, but are not limited to:

1. Provocative or dehumanizing name calling
2. Belittling the person
3. Exclusion from requisite training
4. Physical isolation
5. Rumors (or failing to stop them) & gossip about a person or school's reputation
6. Discounting or humiliating people at meetings
7. Deliberate exclusion from job-critical decision-making opportunities
8. Preventing the person from self-expression, being yelled at, being threatened, the prohibition of speaking to others
9. Intentional deception about the true purpose of an investigatory or disciplinary meeting
10. Preventing an employee from meeting students' academic potential
11. Moving or hiding items required for productive work

For an individual to allege a policy violation, to call it bullying according to this policy's standard, the targeted individual must be able to demonstrate that due to the alleged bullying activity that he/she has experienced negative consequences which are affecting their ability to perform his/her job. It is the intent of this policy that such issues are identified early by the targeted individual, a co-worker or colleague, and the issue is resolved at the earliest possible stage.

Bullying must not be confused with the non-abusive exercise of management rights to assign tasks, coach, and reprimand or take disciplinary actions against employees. Any administrator, supervisor or individual in a position of leadership to whom a complaint is reported (verbally or in writing) must take appropriate action according to internal procedures. Failure to comply may result in disciplinary action.

Freedom from retaliation is protected under this policy. Retaliation is a separate offense from the original claim of bullying. Protected individuals include complainants, or anyone who testifies, assists, or participates in any manner in an investigation or proceeding, internal or external, pertaining to the allegation of bullying. Misuse of the policy is a violation of the policy itself.

Policy Adopted: July 6, 2010

Appendix C: Norwich City School District Board of Education Policy

A602.3: Sexual Harassment

The Board of Education of the Norwich City Schools believes that all students and employees are entitled to study and work in an environment free from all forms of discrimination, including sexual harassment. Therefore, consistent with all state and federal laws, the Board of Education prohibits any form of sexual harassment by students or employees. Violation of this policy will result in disciplinary action, as outlined in the Administrative Guidelines of this policy.

The Board of Education also believes that effective efforts to combat sexual harassment must focus not only on enactment of this policy, but on creating an institutional climate that supports respectful relationships and is free from gender inequity. To provide students and employees with the knowledge and skills necessary for them to assume their responsibility in the prevention of sexual harassment and gender inequity, awareness programs will be required for all district staff and secondary students. Issues related to gender equity and respect for others will be integrated into the curricula at both the elementary and secondary level.

Students and employees will be encouraged to report all incidents of sexual harassment. The initiation of a complaint shall not adversely affect the status of a student or employee. Retaliation is also prohibited against any individual who testifies on behalf of a complainant, or any individual who assists or participates in an investigation, proceedings, or hearing conducted under this policy.

A copy of this policy and accompanying procedures will be distributed to all students and employees in the Norwich City School District. Contents of the policy will be reviewed with all employees and students during annual awareness sessions.

Questions regarding the application of this policy are to be directed to the Director of Instruction & Staff Development or the Superintendent of Schools.

Ref. Title VII – 1964 Civil Rights Act

Title IX – 1972 Educational Amendments

Policy Adopted: January 24, 1994

Policy Amended: November 18, 1996

Policy Amended: February 11, 2002

Policy Amended: October 16, 2007

Sexual Harassment: Administrative Guidelines

These administrative guidelines provide information and establish specific direction for the implementation of the sexual harassment policy.

Effective efforts to combat sexual harassment must focus not only on enactment of policy, but on creating an institutional climate that supports respectful relationships and is free from gender inequity. Students and employees will be provided with knowledge and skills necessary for them to assume their responsibility in the prevention of sexual harassment. Character Education initiatives and annual Right To Know presentations are examples of district efforts in these regards.

Definition

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is either explicitly or implicitly a term or condition of an individual's grade or employment,
- Submission to or rejection of such conduct by an individual is used as a basis for grade/employment decisions affecting that individual; and/or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive school/working environment.

Examples of sexual harassment include, but are not limited to the following behaviors:

1. Any activity that demonstrates boundary invasion and is directed toward establishing or results in an inappropriate sexual relationship such as dating, sending intimate communications; and/or engaging in sexualized dialogue whether in person, by phone, via the Internet, or in writing.
2. Sexually oriented communication, including sexually oriented "kidding", spreading sexual rumors, telling dirty jokes, and sexual graffiti.
3. Subtle pressure or requests for sexual activity, accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment or student status.
4. Creating a hostile learning or work environment, including the use of innuendoes or overt or implied threats.
5. Unwelcome touching (i.e. patting, pinching, repeated brushing against another person's body, etc.)

Sexual Harassment Complaint Procedures

The following procedures are established to provide for the reporting and resolution of sexual harassment complaints.

It is strongly recommended that the complainant attempt to rectify the situation in question before following the procedures below.

Informal Complaint Procedure

Students who believe they have been subjected to sexual harassment may request an informal meeting with the Building Principal. Students will be informed that they may request the presence of their parents and/or another staff member. The Principal may contact the Director of Instruction & Staff Development for advisement or possible involvement. A meeting will be scheduled within five (5) school days of receipt of the request.

Employees who believe they have been subjected to sexual harassment may request an informal meeting with their immediate supervisor. Once an informal complaint has been received, the Supervisor may contact the Director of Instruction & Staff Development for advisement or possible involvement. If the alleged harasser is the immediate supervisor, the employee may request an informal meeting with the Director of Instruction & Staff Development. Employees will be informed that they may request the presence of another staff member. A meeting will be scheduled within five (5) work days of the receipt of the request.

The purpose of the informal meeting will be to discuss the allegations and if needed, the remedial steps available to resolve the issue without filing a formal, written complaint. It is the responsibility of the Supervisor/Principal to confirm that the alleged harasser is aware of the concern.

If the alleged harasser is not a student or employee of the Norwich City School District, the complainant will be advised of the following options: 1. Complainant may petition Superintendent to notify the alleged harasser's school district or employer of the incident and request resolution. 2. Complainant may pursue issue independent of school involvement.

Investigation of an Informal Complaint

Within five (5) school days of the informal student complaint meeting, the Building Principal will discuss the complaint with the alleged harasser. The alleged harasser will be notified of his/her right to request the presence of a parent, staff member, or other individual.

Within five (5) work days of the informal employee complaint meeting, the immediate supervisor will discuss the complaint with the alleged harasser. The alleged harasser will be notified of his/her right to request the presence of another staff member or other individual.

The Principal/Supervisor may contact the Director of Instruction & Staff Development for advisement or possible involvement.

Denial of Allegations: If the alleged harasser denies the allegations, the Principal/Supervisor will inform the complainant in writing. Should the complainant be dissatisfied with the resolution, the formal complaint procedure will be explained.

Admission of Allegations: If the alleged harasser admits the allegations, the Principal/Supervisor will obtain a written assurance that the sexual harassment will stop immediately. Depending on the severity of the charges, further disciplinary action may be imposed pursuant to district guidelines.

The Principal/Supervisor will prepare a written report of the incident and inform the complainant and alleged harasser of the resolution. This report will be filed with the Director of Instruction & Staff Development.

Formal Complaint Procedure

Students who believe they have been subjected to sexual harassment are to report the incident to the Building Principal, a counselor or the appropriate building Student Services Facilitator, or the Director of Instruction & Staff Development.

If a formal complaint involves a student, the student's parents will be notified by the Principal. Exceptions to this rule will be made if a student is 18 years of age or older, or is legally emancipated.

Employees who believe they have been subjected to sexual harassment are to report the incident to the Building Principal, or their immediate supervisor or the Director of Instruction & Staff Development.

The individual receiving the complaint will assist the complainant in the completion and submission of the complaint form. Complaint forms are available in the Main Office of each building and in the Superintendent's office. The completed complaint form will be immediately forwarded to the Director of Instruction & Staff Development. Upon receipt of a written complaint, the Director of Instruction & Staff Development will initiate a prompt, thorough, and impartial investigation of the allegations.

Investigation of a Formal Complaint

It is the responsibility of the Director of Instruction & Staff Development to ensure that every instance of alleged sexual harassment is investigated promptly, fairly, and effectively.

Within twenty (20) calendar days after receipt of a written complaint, the Director of Instruction & Staff Development will in writing communicate the findings and the recommended action to be taken to the Superintendent of Schools. Within ten (10) days the Superintendent will notify the complainant and alleged harasser of the findings and the decisions regarding the complaint. The correspondence will be filed with the Director of Instruction & Staff Development.

Appeal Process

If the complainant or accused wishes to appeal the decision, she/he may complete an appeal form and forward to the Superintendent of Schools within thirty (30) calendar days of receipt of decision. Upon receipt of an appeal form, the Superintendent of Schools will review the matter and if needed conduct an independent investigation of the complaint. The Superintendent will respond to the complainant, noting the results of his/her review within thirty (30) days.

An appeal may also be filed with: The New York State Commissioner of Education, The Federal Office for Civil Rights, and/or The New York State Division of Human Rights. Additional information and addresses may be obtained from the Director of Instruction & Staff Development.

If at any point in the sexual harassment proceedings the complainant or accused party initiates action at the State or Federal level, local action will cease.

Investigation in the Absence of a Complaint

In the absence of an official complaint, the District reserves the right to investigate any suspected occurrence of sexual harassment brought to its attention.

Remedial Action

If an investigation reveals that sexual harassment has occurred, appropriate disciplinary measures will be imposed in a manner consistent with any applicable law, district policies and regulations, and collective bargaining agreements.

Any student determined to be guilty of sexual harassment will be directed by the Building Principal to cease the harassing behavior. A substantial charge against a student in the school district may subject the student to disciplinary action that may include suspension or expulsion, in accordance with applicable regulations.

Any employee determined to be guilty of sexual harassment will be directed by his/her immediate supervisor to cease the harassing behavior. A substantiated charge against an employee in the district shall subject that employee to disciplinary action.

Following a finding of sexual harassment, the Director of Instruction & Staff Development will monitor the situation to ensure that the harassment has not resumed and that no retaliatory action has occurred. Victims of sexual harassment will also be provided the opportunity for services such as counseling, if requested.

Documentation

The right to confidentiality, for both the complainant and the alleged harasser, will be respected consistent with the school districts legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. However, all records of formal and informal complaints and investigatory procedures will be filed in the office of the Director of Instruction & Staff Development.

If a complaint against a student is determined to be valid, the final determination, as well, records of disciplinary action taken, will be filed in the student's disciplinary file. If a complaint against an employee is determined to be valid, the final determination, as well, records of disciplinary action taken, will be filed in the employee's personnel file.

Guidelines Adopted: January 24, 1994

Guidelines Amended: November 18, 1996

Guidelines Amended: February 11, 2002

Guidelines Amended: October 16, 2007

Guidelines Amended: May 20, 2009

Appendix D: Norwich City School District Board of Education Policy A701.11: Internet Access/Use

All Schools in The Norwich City School District will have graphical Internet access installed. The primary purpose of this initiative will be to provide staff and students with access to the wide range of information technology that now spans the globe. This network will link all schools electronically and provide staff and students in the Norwich City School District with a virtual electronic community. It is important at the outset of this initiative that all staff and students understand the rights, privileges and responsibilities associated with the use of telecommunications in our schools. *It is also important for students and staff to understand that the computers are school property and neither students nor staff should have any expectations of privacy with respect to files created or accessed.* It is the purpose of this document to establish the policy and the guidelines for the use of telecommunications throughout the District. It is expected that the schools will incorporate aspects of these guidelines in their Employee Handbook so that staff and students will fully understand their responsibilities and privileges.

It is the clear intention that use of the Internet within the Norwich City School District be for educational purposes only. The advantages of telecommunications to the curriculum are unmistakable. Schools will find tremendous new opportunities for enhancing, extending and rethinking the learning process in view of the vast realm of information available through the Internet. With a clear focus on the learner, the Internet will provide the student with unprecedented access to the worldwide resources for research. The Internet will provide additional opportunities for students to participate in collaborative and cooperative learning, to become independent, self-motivated problem solvers, and to see first hand examples of global interdependence. Access to the Internet will provide:

- Access to the newest and most comprehensive form of information technology
- Global electronic communication (e-mail)
- Selected newsgroups
- Educational public domain and shareware software
- Access to discussion groups on a wide variety of topics
- Electronic connections to institutions such as: libraries, museums, government agencies, universities and colleges

Cyberbullying

As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving District students may occur both on campus and off school grounds and may involve student use of the District Internet system or student use of electronic devices while at school, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any

technological toll such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).

Cyberbullying has the effect of:

- a) Physically, emotionally or mentally harming a student;
- b) Placing a student in reasonable fear of physical, emotional or mental harm;
- c) Placing a student in reasonable fear of damage to or loss of personal property; and
- d) Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Also, cyberbullying that occurs off-campus, which endangers the health and safety of students or staff within the school or can be reasonable forecast to cause a material or substantial disruption to the educational process, is prohibited. Such conduct could also be subject to appropriate disciplinary action in accordance with the *District Code of Conduct* and possible referral to local law enforcement authorities.

The attached guidelines shall govern such use.

Policy Adopted: December 18, 2000

Policy Amended: October 15, 2001

Policy Amended: October 16, 2007

Policy Amended: November 13, 2012

Internet Access/Use: Administrative Guidelines

1. All rules and expectations of the school's Code of Conduct A402.1, are considered to be appropriate and in effect when using the Internet.
2. All use of the Internet must be in support of research or consistent with the educational purposes of The Norwich City School District.
3. Use of the Internet for product advertisement, commercial, for-profit purposes or for political lobbying is prohibited.
4. Use of the Internet for personal and private business is prohibited.
5. *Users shall not intentionally view, download or trade material which is inappropriate in The Norwich City School District and which is not directly related to the student's or employee's work or instructional activities, including, for example (but not limited to), immoral, pornographic or sexually suggestive material or material which espouses or demonstrates the use of violence or weapons. To this end, the District will use an "internet filter" to restrict access to inappropriate materials. Such filtering software shall be designed and it shall operate so that images which are obscene, pornographic or harmful to minors shall not be displayed. Such filtering software shall also be designed and it shall operate so that images or language which advocate or promote violence or hatred against particular individuals or groups of individuals or promotes the superiority of one racial, ethnic or religious group over another shall not be displayed.*
6. No student shall disable or attempt to disable filtering software. However, such filtering software may be disabled for bona fide research or other lawful purposes, when the building principal of the building in which such research or other lawful activity will be conducted has given written permission to disable the filtering software.
7. Users should not provide information of a personal nature to anyone on the Internet.
8. Staff will provide students with Internet sites (Uniform Resource Locators) that allow them to search for information needed for specific projects and teach research methods for using the Internet.

9. *Staff will monitor student usage of the computers. Students and their parents will be notified of the planned monitoring by mail, newsletter, login (splash) screens, and student handbooks. Usage of school computers by students shall be deemed to be consent of the student and parent to such monitoring.*
10. Users shall not intentionally seek information about, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
11. No use of the Internet shall serve to disrupt the use of the Internet by others.
12. Hardware and software shall not be destroyed, modified, or abused in any way.
13. Malicious use of the Internet to develop programs that harass other users, infiltrate a computer or computing system, or damage the software components of computer or computing system is prohibited.
14. The use of hate mail, harassment, discriminatory remarks, or other anti-social behaviors is strictly prohibited.
15. The illegal installation of copyrighted software for use on District computers is prohibited.

Guidelines Adopted: December 18, 2000

Guidelines Amended: October 15, 2001

Guidelines Amended: October 16, 2007

