

ADMINISTRATIVE GUIDELINES

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McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Student

Title: Program Requirements

The Program Requirement for students is:

- Students in grades 9-11 will carry at least 7 periods of instruction each semester including physical education, resource room, and academic intervention services.
- Seniors are required to have six (6) classes on their schedules. Seniors who elect to have six courses must enter into an agreement (a Senior Contract) stating that they will forego a study hall period in the senior lounge. This study hall period will be determined at the start of the first (September) and second (late January) semesters of the year. The consequences of going to the senior lounge instead of the designated study hall will result in a reduction or loss of senior privileges as /outlined in the Senior Class contract.
- Work study does not count as a period of instruction

Revised 4/07

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Student

Title: Drop/Add Course Procedure

If a course is to be added, it must be done within the first week of the new semester. A drop/add form must be completed by the student, parent, teacher, school counselor, and building principal.

If a course is to be dropped, it must be done within the first three weeks of the new semester, and only if the Guidance Department can schedule the student into another course in order to meet the minimal class requirement. (Note: Under extenuating circumstances, the latter may be waived by the building principal). A drop/add form must be completed by the student, parent, teacher, school counselor, and building principal.

Permission to drop a course may be granted at the end of the first semester if the Guidance Department can schedule a half-year course in lieu of the dropped course to meet the minimal class requirement. (Note: Under extenuating circumstances, the latter may be waived by the building principal). If the student is permitted to drop a course at midyear, a W/F (withdraw/fail) will be entered on the student's transcript if s/he is failing, and a W/P (withdraw/pass) will be entered on the student transcript if the student is passing. A drop/add form must be completed by the student, parent, teacher, school counselor, and building principal.

Revised 4/07

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Student

Title: Independent Study Guidelines

Independent study is designed for students who wish to study a subject not currently taught or who needs to take a required course when there are extenuating circumstances.

General Guidelines:

1. Laboratory science courses are not possible for independent study.
2. Failed courses cannot be taken for independent study.
3. Independent study is not intended to be for the purpose of allowing for “free” time.
4. No more than one credit of independent study may be contracted for a student in any given semester.

Procedural Guidelines:

1. Student must submit a statement to the school counselor giving the reason for requesting an independent study.
2. The Independent Study Committee consisting of a minimum of two teachers and the school counselor will review the student request and grant approval or denial.

Faculty Guidelines:

1. The cooperating teacher must present a course description to the Independent Study Committee. This description must consist of:
 - a) course outline
 - b) course requirements
 - c) student expectations
 - d) time requirements and schedule
 - e) deadlines
 - f) grading system
 - g) credit proposal
2. For an independent study course to be granted 1 unit of credit, the following time requirement must be fulfilled:
 - at least one period per week
 - eight periods per month
 - forty weeks

3. For an independent study course to be granted $\frac{1}{2}$ unit of credit, the following requirement must be fulfilled:
 - at least one period per week
 - eight periods per month
 - twenty weeks
4. Each ten weeks, the cooperating teacher must submit to the principal and Independent Study Progress Report—copies are available in the high school office (copy attached).

Independent Study Committee Guidelines:

1. Request input from appropriate teachers.
2. Invite additional teachers to attend meeting as necessary.
3. The committee will notify the student of their decision.
 - a. If request is approved, the student will be notified that s/he must meet with the teacher and agree to the course guidelines.
 - b. If request is denied, the student will be notified of denial and a statement of reason for denial will be submitted to the high school principal.

McGRAW CENTRAL SCHOOL TEN WEEK INDEPENDENT STUDY PROGRESS REPORT

Teacher _____ Date _____

Course _____

Student _____ Grade Level _____

Progress Report for Dates _____ to _____

Sessions:

Date	Length of Session	Comments

Student's Course Grade _____
Additional Comments: (on back)

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Student

Title: Promotion Policy for Grades 7 & 8

To be promoted to the next higher grade, students in Grades 7 and 8 must meet the following requirements:

7th Grade: Pass three (3) of the four (4) major subjects
(English, Social Studies, Math, & Science)
Students will be required to retake the failed course or pass that course in summer school.

8th Grade: Pass four (4) of the five (5) major subjects
(English, Social Studies, Math, Science, Foreign Language)
Students will be required to retake the failed course or pass that course in summer school.

Have a final average of 65 or greater. This average will include the four or five major subjects plus all specials. (Art, Home & Career Skills, Music, Physical Education, Technology and, where appropriate, Health).

If a student does not meet both of the above criteria, then retention or promotion shall be a judgement of a committee of teachers, the guidance counselor and the secondary principal.

In the event that the student is retained or required to retake a course the following is to occur:

- *a letter from the principal will be sent return receipt notifying the parents of the situation, the options available, and the implications relative to graduation requirements.*
- *prior to September 1, the principal is to send a follow-up letter summarizing:*
 - *the related events of the previous school year*
 - *the choices made and consequences and/or outcome of those choices*
 - *the long-term implications*

Note: This information will be:

- included in the Student Handbook
- communicated to parents; this is to be a written communication

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Student

Title: College Credit and Attendance Policy

A student who wishes to attend college part-time and apply college credit toward a McGraw diploma must make a written request to the high school principal for permission by the end of the second week of school. If permission is granted and the student passes the agreed upon course(s), McGraw credit will be granted.

A student who wishes to take all of his/her courses for a semester or year at a college but wants a McGraw diploma must submit a written request to the high school principal by the end of the second week of school. If permission is granted and the student passes the agreed upon course(s), the student will be granted a McGraw diploma.

The following procedures and applications have been developed by the administration.

Administrative Guidelines

Section: Student

Title: Preparation for a Superintendent's Hearing

Please follow these guidelines in preparation of a Superintendent's Hearing:

1. Forward a copy to the Superintendent of your letter sent to the parent/guardian providing a suspension notification of the student.
2. Provide a clear, concise statement to the Superintendent of the specific event that resulted in a principal's suspension and will form the basis for a Superintendent's Hearing.
3. Make sure that your parent/guardian letter includes a notification statement telling the parent/guardian that you are referring the matter to the Superintendent of Schools for consideration of further discipline at which time a further suspension may be imposed.
4. Make sure that the student's date of birth is noted in your letter that is sent to the Superintendent.
5. Advise the Superintendent if the student is a special education student and discuss procedures that must be followed for a special education student.
6. Provide an anecdotal discipline record to the Superintendent with stated violations, imposed penalties, and dates of each violation prior to the hearing.
7. Obtain written feedback from all teachers who have contact with the student. This is to include assessment of the student's progress academically and emotionally.
8. Obtain a copy of the student's attendance record.
9. Provide the names of any witnesses.
10. Discuss possible hearing dates with the Superintendent.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Student

Title: Marking System

1. Students must meet laboratory requirements before being admitted to a science Regents examination.
2. All work should be completed promptly. In an *emergency*, a mark of INC may be given. The teacher will make up a list of the incomplete work with deadlines and give a copy to the student and to the principal. The work must be made up by two weeks after the end of the marking period, special circumstances may be approved by the principal to extend this time period. If the work is not made up, a grade of "0" will be recorded for the missing work.
3. To be eligible for the Honor and High Honor Rolls, students must be taking at least six courses with numerical marks, including physical education. All numerical marks are included with a BOCES/OES mark weighted three times. Students who have an "incomplete" are not eligible for the Honor Roll unless an exception is made by the principal for special circumstances.
4. A final mark containing a decimal of .5 or higher will be rounded up to the next whole number. A decimal of less than .5 will be dropped. Averages will not be rounded up for the Honor Roll.

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Student

Title: Averaging/Ranking

1. Calculation of course final averages will be done as follows:

- a. To calculate the final average in a full year course, each quarter will count 1/5 and the final exam will count 1/5.

Final average equals:

$$\frac{1^{\text{st}} \text{ qtr avg} + 2^{\text{nd}} \text{ qtr avg} + 3^{\text{rd}} \text{ qtr avg} + 4^{\text{th}} \text{ qtr avg} + \text{final exam grade}}{5}$$

- b. To calculate the final average in a semester course, each quarter will count as 2/5's and the final exam will count as 1/5.

Final average equals:

$$\frac{(1^{\text{st}} \text{ qtr avg}) \times 2 + (2^{\text{nd}} \text{ qtr avg}) \times 2 + \text{Final Exam Grade}}{5}$$

2. Each student's average will include all subjects. The final mark, including the Regents score, will be used. The mark will be weighted or un-weighted depending on what calculation is being done (Honor Roll, Junior or Senior Honor Society or class rank) by the credit for the course.
3. If a course or Regents has been repeated, the higher mark will be used.
4. College courses will be included in averaging and will generally count as one credit for the school year.
5. Averages will be calculated for all students in a program leading to a McGraw Central School diploma, including students studying abroad or in college. Average and rank will not be calculated for students in GED, IEP diploma, or letter of achievement programs. Students who expect to graduate in August will be ranked with the class for June of following year.
6. Students will be ranked in order of averages. Students earning the same average will be assigned the same rank, with the next rank omitted.
7. All ranking and averaging, including determination of Honor Society eligibility, will be calculated on the following system.

Subject: Weighted vs. Unweighted Average Calculation

The un-weighted grade point average is used to determine eligibility for Honor Roll each marking period. Each grade earned is multiplied by the course credit*. These values are then totaled and divided by the number of credits. (See example 1 on page 12).

The weighted grade point average is used to determine eligibility for the National Junior and Senior Honor Societies, as well as Class Rank. The first and second ranked seniors (based on cumulative weighted GPA from the beginning of their freshman year, including any accelerated credits earned previously, through seven semesters) are Valedictorian and Salutatorian for the graduating class. In this calculation, each course is weighted to reflect the degree of academic challenge as follows:

Non-Regents courses	1.0
Regents courses	1.05
College level or AP courses which receive 1-4 college credits	1.10
College level or AP courses which receive 5 or more college credits	1.15

The weighted grade point average is determined by multiplying the grade earned by the credit and weighting factor. These values are then totaled and divided by the number of credits. (see example 2 on page 12)

(*Note: Courses that meet every day for a full year are 1.0 credit. Courses that meet every other day for a full year are 0.5 credit. Courses that meet every day for a half year are counted as 1.0 credit during the marking periods they are taken, 0 credit in the marking periods not taken, and 0.5 credit for the final average at the end of the year.)

The sample calculations below illustrate the calculation for both types of GPA using the same set of grades for a hypothetical student, one marking period (or final course grades).

Example 1 –Unweighted GPA				Example 2 –Weighted GPA				
Course	Grade	Credit	Gr x Cr	Course	Grade	Credit	Weight	Gr.xCr.x Weight
Eng. 11R	87	1.0	87	English 11R	87	1.0	1.05	91.4
Soc. St. 11R	82	1.0	82	Soc. St. 11R	82	1.0	1.05	86.1
French 3 R	91	1.0	91	French 3 R	91	1.0	1.05	95.6
Course III	90	1.0	90	Course III	90	1.0	1.05	94.5
AP Biology	79	1.0	79	AP Biology	79	1.0	1.15	90.9
Band	95	0.5	47.5	Band	95	0.5	1.0	47.5
P.E.	96	0.5	48	P.E.	96	0.5	1.0	48
Art	90	1.0	90	Art	90	1.0	1.0	90
TOTAL		7.0	614.5	TOTAL		7.0		644
Unweighted GPA = $614.5(7.0) = 87.8$				Weighted GPA = $644(7.0) = 92$				

Revised 1/08, 5/08

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Student

Title: Interviews of Students by the Department of Social Services

Social Services Law requires public schools to cooperate with Social Services regarding child protective services. Social Services may not interview at the school merely for its own convenience. It must have a reason, pursuant to its investigation, that the interview needs to take place at the school. The district has a right to insist that the time and location of the interview limit the disruption to the educational process of the school and the student in question.

Regarding the interview:

- the administrator is to inform the case worker that you will only make the child available for an interview without the parent's permission if Social Services submits a signed document stating that the Department's investigative needs require an on-campus interview using the designated form (copy attached).
- the school district may not release educational records to the Department of Social Services.
- district employees should not generally be present during such student interviews—the student should be advised that a school staff member will be available to the student to meet with the student outside of the interview room.

McGRAW CENTRAL SCHOOL

Department of Social Services Request for Interview of Student

Pursuant to Social Services Law 425, the Department of Social Services is requesting that the district cooperate in a child protective services matter by making

_____ available for an interview at _____.
student's name *time and place*

The Department of Social Services hereby certifies that the particularities of this investigation require that the interview be performed at the school rather than at the child's home or other location.

Dated: _____

Name of Representative

Title: _____

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Student

Title: Request for Transportation on BOCES Bus

Prior to allowing a student, not on the original list, to ride any BOCES bus, the transportation supervisor is to be notified in writing. This notification is to be given at least two school days prior to the date of transportation and is to include:

- Date Request is being made
- Student's Name
- Student's Grade Level
- Reason for Request
- Duration of Transportation – Date(s) of Transportation

Any deviation from this procedure will result in the student being sent back into the building; transportation at that time will be denied.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Students

Title: Fundraising Activities

Organizations related to the District which use their affiliation to generate funds and support District activities shall follow the procedures outlined below:

REQUEST

- Using the designated district form, all requests for fundraising activities shall be submitted to the building principal by May 1 of the previous school year.
- Each organization is allowed to request one *major* fundraiser activity per school year. A *major fundraiser* is one that directly impacts the community.
- There is to be one fundraiser, district-wide, occurring at a time.
- Any organization requesting a fundraiser is required to send a representative to the spring planning meeting.

SPRING MEETING

The building principals will hold a district meeting with the representative(s) of any group requesting a fundraising event for the following school year.

APPROVAL

- The building principals will review all requests prior to the spring meeting. The purpose of this review will be to:
 - ensure one *major* fundraiser request per organization
 - ensure one *major* fundraiser district-wide at one time
 - prepare for spring meeting
- The final approval will occur at the spring meeting. This approval will include date(s) of sale.
- The approved list will be compiled and submitted to the district office. This compilation will:
 - list fundraisers in chronological order
 - identify the organization sponsoring the fundraiser, date(s) of event, and brief description of fundraiser.
 - *The building principal may approve an additional fundraiser under extenuating circumstances.*

**McGRAW CENTRAL SCHOOL
DISTRICT APPROVAL OF FUNDRAISING EVENTS**

This request is to be used for all fundraising activities. The completed request must be filed for approval by May 1 of the previous school year.

Each organization is allowed to request one fundraiser per school year. Only one fundraising event at a time is to be taking place in the district.

The Building Principals will be responsible for overseeing and administering all activities.

NAME OF ORGANIZATION _____

ADVISOR(S) RESPONSIBLE FOR ACTIVITY _____

NUMBER OF MEMBERS IN THE ORGANIZATION _____

DESCRIPTION OF FUND RAISING EVENT _____

PURPOSE _____

PROPOSED DATE(S) OF SALE _____

DURATION OF SALE _____ SELLING PRICE _____

LOCATION OF SALE _____

NAME OF SUPPLIER _____ PERCENTAGE OF PROFIT _____

Type of Sales

Taking Orders _____ Immediate Sell _____ Delivery Date _____

IMPACT OF SALE – Check all that apply:

Students in building *Other* _____

McGraw Community

Submitted by: _____

Advisor

Date

* Approval _____

Building Principal

Date

Approved Date(s) of Sale _____

*Spring Fundraiser Meeting

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Students

Title: Initiation of an Extra-Curricular Organization

Organizational Procedures

Teachers/students desiring to form an extra-curricular activity shall petition their principal in writing. The petition shall state the purpose of and describe the activities of the proposed extra-curricular activity. If the purpose of the proposed extra-curricular activity falls within the scope of educational or school service purposes and if the necessary space and equipment are available, the principal shall seek a suitable advisor. When these procedures have been accomplished, the building principal shall recommend to the superintendent that the extra-curricular activity be approved by the Board of Education.

All extra-curricular activities must go through a one-year volunteer trial period before becoming eligible for payment. Proposals will be approved or rejected after consultation among all three parties listed above.

As all extra-curricular positions are contractual in nature, the creation and payments of stipends for such positions not already included in the contract must be negotiated between the bargaining unit and the Superintendent of Schools in the form of a Memorandum of Agreement (MOA).

All extra-curricular activities seeking stipends must go through the one-year trial period before becoming eligible for negotiations for inclusion in the contract as described above. Negotiations toward an MOA must take place between the bargaining unit and the Superintendent of Schools prior to the commencement of the one-year trial period.

All extra-curricular activities in the one-year trial period will go through the evaluation and accountability procedure used for other extra-curricular positions. Notification of approval for continuation and stipend payment for the following year will be given by March 31st of the trial year.

All advisors are one-year renewable positions.

Application Procedure

Three copies of a proposal by the activity advisor will be submitted simultaneously to (1) the building principal, (2) bargaining unit president and (3) the Superintendent of Schools that discusses the following:

1. Advisor's time commitment and responsibilities
2. Description of student activities, number of contests, student learning, etc.
3. Month by month listing of student/advisor activities

Guidelines

Each extra-curricular organization is required to follow the McGraw Class/Organization Guidelines. A copy may be obtained:

- from the building principal
- in the High School Faculty Handbook – Section 8

McGRAW CENTRAL SCHOOL

Administrative Guideline

Section: Student

Title: Double Up Courses Due to Failure

Doubling up is defined as the opportunity for a student to enroll in two courses in one core subject area at the same time. Students will not be allowed to double up in sequential courses (i.e. Global 9 & 10, Sequential Math, Foreign Language)

I. Conditions:

Doubling up courses following a failure is a privilege granted to students and requires a student to work hard to make up the deficiency created by the failed class. A student who has failed a course will be allowed to double up in one subject area at a time with the approval of a department committee. Any exception to this rule must be approved by the principal.

When doubling up, the following guideline will be followed:

- Each five and ten week marking period the student's progress will be checked by the guidance counselor. A student having difficulty in one or both courses will meet with his/her counselor and be encouraged to bring both courses up to a passing grade. The student will be informed that failure to do so by the end of the first semester will result in removal from the higher level course.

II. Request

I request permission to double up in _____ and accept the conditions stated above.

Student Signature _____ Date _____

III. Approval

Permission is hereby granted for _____ to double up in _____.

Committee Signature _____ Date _____

_____ Date _____

_____ Date _____

Parent Signature _____ Date _____

Principal Signature _____ Date _____

McGRAW CENTRAL SCHOOL

Administrative Guideline

Section: Student

Title: Student Suspension

Each time a student is suspended, the principal is required to complete the Building Principal Checklist. Guidelines for completion of the checklist include:

- If space provided is not adequate, continue on an attached sheet.
- File the original with the Superintendent within two school days of the suspension; the checklist may be attached to superintendent's copy of suspension letter.
- Insure that the parent/guardian receive this notice.

McGRAW CENTRAL SCHOOL

Administrative Guideline

Section: Student

Title: AP (on-line and in-house) and College Level Courses

Averaging/Ranking

1. The one on-line AP course paid for by the MCSD will be included in the student's average.
2. The final mark will be used.
3. For ranking purposes, the final mark will be used for a one semester course and the mid-year cumulative average for a two semester course.
4. The mark will be weighted or unweighted depending on what calculation is being done (Honor Roll, Honor Society or class rank).
5. AP courses will be awarded:
 - a. 1 credit for a full year course
 - b. ½ credit for a semester course
6. AP courses will be given a weight of:
 - a. for 1-4 college credits 1.10
 - b. for 5 or more college credits 1.15
7. College level courses will count as one credit.
8. College level courses will be given a weight of 1.2.

Course Stipulations

- the student must have successfully completed any pre-requisites
- the district will pay for one on-line AP course per student; this includes tuition and the cost of the required text
- the district will not pay for an on-line course if a comparable course is offered by the district
- the student agrees to complete the course and take the AP examination
- any student who does not take the AP examination will have the AP designation removed from his/her transcript
- the student is responsible for the cost of the examination
- the student may enroll in more than one on-line course at his/her own expense
- the student, parents and secondary principal must sign the AP Course Commitment Form (page 20a).

McGRAW CENTRAL SCHOOL DISTRICT
McGraw, NY 13101

Advanced Placement Course Commitment Form

AP course (on-line and in-house) will be offered through the McGraw Central School District.

Course stipulations include:

- the student must have successfully completed any pre-requisites
- the student agrees to complete the course and take the AP examination
- any student who does not take the AP examination will have the AP designation removed from his/her transcript
- the student is responsible for the cost of the examination
- the student agrees to put forth his/her best effort

Additional on-line course stipulations:

- the district will pay for one on-line AP course per student; this includes tuition and the cost of the required text
- the district will not pay for an on-line course if a comparable course is offered by the district
- the student agrees to find his/her own mentor
- the student may enroll in more than one on-line course at his/her own expense

The continued opportunity to offer AP courses for McGraw students will depend on the success and commitment of the student to the program.

I hereby acknowledge that I have received a copy of this commitment and agree to comply with the terms and conditions contained above.

Student Signature

Date

Parent/Guardian Signature

Date

Secondary Principal Signature

Date

AP Course _____

Date Enrolled _____

McGRAW CENTRAL SCHOOL
Administrative Guideline

Section: Student

Title: Re-taking a Regents Examination

To be eligible to retake a Regents examination, a student will be required to:

1. obtain 20 hours of tutoring from a certified teacher with knowledge in the content area; the tutor must be approved by the secondary principal *prior* to commencement of tutoring
 - the 20 hours of tutoring must be documented; documentation of tutoring must be submitted to and approved by the secondary principal prior to the examination
 - if the examination is not being offered on site, the student is required to register through the McGraw Central School Guidance Office to retake the Regents examination (or)
2. attend summer school with transportation available and retake the examination in August (or)
3. receive remediation through the school in the following year for a semester and retake the Regents in June.
4. a student who has passed a Regents with a 65% or above and would like to retake a Regents to raise his/her grade may do so once without required tutoring. The examination must be taken the next time it is offered. Registration is required for the August Regents retakes by July 1st through the McGraw Central School Guidance Office.

.....
I have read, understand, and agree to follow the requirements stated above prior to retaking the Regents examination in _____ to be administered in August/June.

Student's Signature

Parent's Signature

Tutor's Signature

Principal's Signature

Date

Documentation of 20 hours of tutoring:

This student has approval to retake the Regents exam.

Principal's Signature

Date

McGRAW CENTRAL SCHOOL

Administrative Guideline

Section: Student

Title: Summer School Criteria

To be eligible for enrollment in a summer school program offered through the McGraw Central School District for the purpose of passing a failed course, a student will be required to:

- complete the course during the school year
- obtain a minimum final course average of 50%

This criteria is to be shared with all parents and students:

- at the start of the school year
- at the end of the first semester

McGRAW CENTRAL SCHOOL

Administrative Guideline

Section: Student

Title: Announcement of Class Rank

By February 15 of each school year, the valedictorian and salutatorian will be determined. Once this is established, the following is to occur:

- no later than February 20, the secondary principal will announce this to the staff and student body
- after the announcement has been made, each senior is to be notified of his/her class rank

McGRAW CENTRAL SCHOOL

Administrative Guideline

Section: Student

Title: Foreign Exchange Students

Only non-immigrant foreign students who possess a valid J-1 visa to study in the United States will be admitted to the district's high school. The district retains the sole discretion to deny admission to any student not meeting all the requirements set forth in this guideline and regulation.

Foreign Exchange Student (J-1 Visa)

Foreign exchange students will be admitted to the high school for a one academic year program.

1. The district recognizes only those organizations designated as "Exchange Visitor Programs" by the U.S. Department of State, pursuant to federal regulations, as sponsoring organizations for the exchange of students. Any such organization must supply proof of designation prior to recognition.
2. No foreign exchange students subject to this guideline shall be brought into the district by a foreign exchange student program unless s/he has been accepted in writing as a student by the high school principal or a designee.
3. Foreign exchange students will be allowed to attend school and will be provided bus transportation to and from school free of charge. When a foreign exchange student is accepted for admission pursuant to this guideline, the letter of acceptance shall include a statement that tuition shall be waived for the student.
4. The district will accept no more than three foreign exchange students per academic year.

Admission Regulations

The High School Principal shall review applications for the admission of foreign exchange students according to the following guidelines:

1. Students must be between the ages of 15 and 18 years and six months.
2. The student must have demonstrated in his/her home school a level of scholastic achievement to indicate the possibility of success in the high school
3. The student must be proficient in the English language.
4. The student's records and credentials, including English translation, indicating all academic institutions attended, courses studied, and grades received in secondary school must be available to school officials no less than three weeks prior to the departure from the student's home or by June 15 for admission the following September.
5. The student must be in good health and an immunization record must be provided.
6. The student or the sponsoring organization must provide verification of health and accident insurance with a minimum limit of \$50,000.
7. The student must enroll for a full course of study as per the district's program requirements.

8. The student must agree to conform to established standards of acceptable behavior and conform to the rules and regulations of the high school.

All applications will be reviewed by the School Counselor and High School Principal. After review, a recommendation for the approval or rejection of the application will be submitted to the Superintendent.

The district reserves the right to deny admission to any student not meeting all the requirements set forth in this policy and regulations.

Extra-curricular Activities

Foreign exchange students will be permitted to participate in all district extra-curricular activities, provided they meet the district's eligibility requirements and follow the district's behavioral and academic rules. Foreign exchange students wishing to participate in interscholastic athletics must also:

1. be sponsored by an organization both approved by the U.S. Department of State and accepted by the Council on Standards for International Educational Travel (CSIET) and
2. comply with all State Education Department and New York Public High School Athletic Association (NYSPHSAA) rules and regulations.

Registration and Graduation

1. The foreign exchange student must present him/herself for registration prior to the first day of classes for the current semester.
2. At the time of registration the foreign exchange student will be provided:
 - a form to be signed by him/her, the host family, and a representative of the sponsoring organization, indicating compliance with the conditions as stated in this policy
 - a copy of the McGraw Central School Foreign Exchange Student Guide
3. The foreign exchange student will be granted a certificate upon completion of an approved course of study and will be allowed to participate in commencement exercises, as appropriate.

Termination

A student's participation may be terminated at any time by school officials for failure to abide by established guidelines, including:

1. failure of two or more courses of study without sufficient effort;
2. failure to conform to established rules and regulations;
3. failure to conform to the regulations established by the sponsoring organization;
4. excessive absences.

Suspension of Sponsoring Organization

Should the guarantee of documentation provided by a sponsoring organization prove invalid, further acceptance of foreign exchange students from that organization will be dependent upon proof of compliance with district guidelines.

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Student

Title: Exit Surveys

Any time a student (grades K-12) withdraws from the McGraw Central School District, both the parent(s) and the student, when feasible, are to complete the *Exit Survey (pages 26a & 26b)*.

Survey Procedure:

- Copies of the surveys are to be located in:
 - all Guidance Offices
 - both Main Offices
- At the start of each school year, the building principal will designate the person responsible for ensuring that the surveys are complete; the name of this individual will be submitted to the District Office by September 1.
- Upon completion, all surveys will be submitted to the District Office.

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Student

Title: Caregiver – Legal Authority

Parents have the legal right to delegate certain health and school-related decisions to an adult caregiver of the child. The types of decisions for which this authority can be delegated include:

- review of school records
- enrollment of the child in school, *this shall not be construed to satisfy the requirement of residency*
- authorization for participation in school related activities
- authorization for school related medical care

This authorization:

- requires the written consent of both parents; this consent is to be given using the *Authorization of Caregiver Consent Form (pages 27a & 27b)*
- is good for one year or less, but may be
 - o revoked at any time by the parent
 - o extended by the parent

McGRAW CENTRAL SCHOOL DISTRICT
AUTHORIZATION OF CAREGIVER CONSENT FORM

Use of this form is authorized by section 5-1801 of the NYS General Obligations Law.

1. I hereby state that I am the parent of the child(ren) named below and there are no court orders now in effect that would prohibit me from exercising the power that I now seek to authorize.
2. I am temporarily entrusting to _____, a person over the age of 18, who resides at _____, the care of the following child(ren):

Name Date of Birth

Name Date of Birth

3. Any authority granted to a caregiver pursuant to this form shall be valid (check the appropriate box, initial and fill in any relevant blanks; specified time period may not exceed one year):
 - ___[Initials] a. from _____(date) until and including _____(date), or until the date of revocation, whichever occurs first; or
 - ___[Initials] b. for one year from the date of signature of the authorization, or until the date of revocation, whichever occurs first.
4. As to the above named child(ren), the caregiver named above is authorized to (parents should **circle and initial** any that apply):
 - a. review school records;
 - b. enroll in school;
 - c. excuse absences from school;
 - d. consent to participation in school program and/or school-sponsored activity;
 - e. consent to school-related medical care;
 - f. enroll in health plans;
 - g. consent to immunizations;
 - h. consent to general health care;
 - i. consent to surgery;
 - j. consent to dental care;
 - k. consent to developmental screening; or
 - l. consent to mental health examination or treatment.

Any of the above authorizations may be further limited by conditions defined by the parent in writing on this form (e.g. the parent may grant the authority to consent to surgery, subject to the condition that they cannot be reached by phone or other electronic means).

5. NOTICE TO PARENTS AND CAREGIVERS: Caregiver authorization pursuant to this form is valid until the earlier of revocation or one year from the date of signature of the authorization by the parent. A parent may revoke an authorization at will, and may notify relevant schools and health care providers of such revocation. A caregiver who receives notification from a parent of such revocation, shall forthwith notify any school, health care provider or health plan to which an authorization pursuant to this subdivision has been presented. Failure by the caregiver to notify recipients of the authorization or the revocation shall not make notification of revocation by the parent ineffective. This authorization is temporary, but may be renewed by the parent. However, parents and caregivers involved in a long-term care giving arrangement may seek a more permanent legal arrangement by commencing a judicial proceeding to appoint legal guardianship or to determine custody.

6. Signature and date.

PARENT SIGNATURE

DATE

(In cases of court order that parents must agree on education or health decisions, signatures of both parents).

PLEASE NOTE:

This document does not determine the child's school district of residency or guarantee that the child shall be permitted to attend the schools of this district. Such residency determination will be made by the district in accordance with Education Law § 3202 and the applicable regulations of the Commissioner of Education.

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Student

Title: Participation in Graduation

To be eligible for participation in commencement, a student must:

- meet the graduation requirements of the State Education Department and McGraw Central School District, or
- have formal notification that s/he has passed the GED examination and entered ninth grade with the graduating class

Once eligibility has been determined, all student participants must:

- attend the mandatory practice
- comply with the required dress code

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: **Student**

Title: **Internship Programs**

The Board of Education must approve any external placement internship program for which a student(s) earn academic credit.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: **Student**

Title: **Bringing Baby to School**

Any student wishing to show their baby to faculty and staff will be permitted to do so after dismissal. The student is to follow the established visitor procedure.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Student

Title: Homeless Students

Homeless students were granted extensive rights and school districts extensive duties relative to those rights.

A homeless child is defined as:

- a child or youth who lacks a fixed, regular, and adequate nighttime residence which includes:
 - sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason
 - living in motels, hotels, trailer parks or camping grounds due to the lack of adequate accommodations
 - abandoned in hospitals
 - awaiting foster care placement
 - a migratory child
- a child or youth that has a primary nighttime location that is:
 - a supervised shelter designed to provide temporary living accommodations
 - a public or private place not designated for a regular sleeping accommodation for human beings

District Responsibilities:

- appoint a Local Educational Liaison whose duties are listed on page 32a
- when the district becomes aware that a homeless student is currently living in the District, the Liaison has an obligation to seek out the student and provide the student with the regular Student Residence Questionnaire form as well as the Supplemental Residency Questionnaire (page 32c); if necessary, the Liaison is to assist the student in filling out the forms.
- following completion of the residency questionnaires, the Liaison is to make a determination relating to homelessness and subsequently *school district choice. This determination is to be documented using the format on the Notice of Determination/School Choice Form (page 32b).
 - * a homeless student has the right to choose to attend either the last school attended before becoming homeless (district of origin), or the school district where the student is currently living (district of current location).
- once a school district has been designated as the school of attendance (designated district), the designated district is required to *immediately* enroll the student
 - regardless of whether or not the student is able to produce records
 - regardless of whether or not the district has a dispute regarding the school's selection or the student's homeless status

Transportation

- The Department of Social Services may be responsible for transportation where the homeless student is placed by DSS in temporary housing outside the designated district.
 - The Office of Children and Family Services may be responsible for transportation of the homeless student that the Office temporarily placed in residential programs outside the designated district
 - In remaining cases, transportation must be provided by the designated school district.
 - If the designated district is also the school district where the homeless student is living, the student is entitled to the same transportation as resident students
 - If the designated district is not the school district where the homeless student is living, the designated district is responsible for providing transportation up to 100 miles round trip.
- Note:** While a designated district is responsible for providing transportation to the homeless student, the district of origin is responsible for the cost of the transportation.

Dispute Resolution

If the designated district doubts the student is homeless or disputes the school's selection, the designated district is obligated to immediately enroll the student while the dispute is pending.

Each district is required to establish procedures for dispute resolution which include;

- an opportunity by the family to submit information to the district addressing the disputed issue prior to the district making a final determination
- a written explanation of the district's decision
- a statement to the person in parental relation or the youth of the right to appeal the decision
 - the student is entitled to remain enrolled for 30 days after the district's decision to allow an opportunity to appeal the decision

DUTIES OF LOCAL EDUCATIONAL LIAISON

The Local Liaison shall ensure that:

- 1) homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;
- 2) homeless children and youth enroll in, and have a full and equal opportunity to succeed in, schools of that local educational agency;
- 3) homeless families, children, and youth receive educational services for which such families, children, and youth are eligible, including Head Start and Even Start programs and preschool programs administered by the local educational agency, and referrals to health care services, dental services, mental health services, and other appropriate services;
- 4) the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- 5) public notice of the educational rights of homeless children and youth is disseminated where such children and youth receive services under this Act, such as schools, family shelters, and soup kitchens;
- 6) enrollment disputes are mediated in accordance with the requirements of the McKinney-Vento Act;
- 7) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school that is selected.

In meeting these responsibilities, Local Liaisons will assist homeless children and youth with activities, including the following:

- Enrolling in school and accessing school services.
- Obtaining immunizations and medical records.
- In writing, notify school personnel, service providers and advocates of homeless children and youth of the duties of the liaison.
- Working with school staff to make sure that homeless children and youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
- Helping to coordinate transportation services for homeless children and youth.
- Collaborating and coordinating with State coordinators for the education of homeless children and youth, as well as community and school personnel responsible for providing education and related support services to homeless children and youth.
- Carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute.
- Assist unaccompanied youth in placement and enrollment decisions.
- Act as the designator together with an unaccompanied youth in designating the school district of attendance and other designator duties under the Act.

**McGRAW CENTRAL SCHOOL DISTRICT
NOTICE OF DETERMINATION RELATING TO HOMELESSNESS**

TO: [List Names of Parents, Guardians, Students, and if the application is made by someone other than the person in parental relationship, the name of the applicant]

In accordance with the resolution of the Board of Education, I have been delegated to make determinations regarding the homelessness of students. After review of the application and the various other documents submitted to me [Note – if there was a personal interview with anyone, add the following phrase – *and my interview with (here name the individual)*]:

- (a) I have determined that (check the appropriate box(es):
 - (1) The student is/is not (circle appropriate answer) homeless within the meaning of the McKinney-Vento Act and 100.2(x) of the Commissioner’s Regulations.
 - (2) School attendance. If enrolled in this District, the student shall attend (insert name of facility student has the right to attend in the District).
 - (3) Shall be transported as follows: (insert transportation determination).
 - (4) Other issues: (insert other issues decided as necessary).
- (b) The basis of my determination is as follows: (Here specify the details of the reasons).
- (c) The above determination shall be implemented _____. (Insert date at least 30 days from date of determination).

The determination may be appealed to the Commissioner of Education in accordance with Education Law § 310, within 30 days of the date of this determination, and the procedures for taking such appeal may be obtained from the Office of Counsel, New York State Education Department, State Education Building, Albany, NY 12234 or by calling (518) 474-5807. The procedure for taking such an appeal may also be obtained at the Office of Counsel’s website @<http://www.counsel.nysed.gov>.

Educational Liaison

Date

c: Clerk, Board of Education
Building Principal

**McGRAW CENTRAL SCHOOL DISTRICT
SUPPLEMENTAL RESIDENCY QUESTIONNAIRE
RE: HOMELESSNESS**

Student Name: _____

1. List the person or persons with whom you live and state their relationship to you:

2. Please describe your housing arrangement and the reason for your housing arrangement:

3. Is your housing: (circle one of the following)
 - a. Motel, hotel, camping or trailer ground, trailer or camping ground.
 - b. Shared housing belonging to a non-family member.
 - c. A shelter or similar accommodation designed to provide temporary living space.
 - d. A public or private place not designed for or ordinarily used as a regular sleeping accommodation, including car, public space, abandoned building, or similar setting.
 - e. None of the above.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Student

Title: Custodial Parent/Guardian

At the start of each school year, the building principal is to submit to the superintendent information regarding any student with a current custodial agreement. This information is to include:

- student:
 - name
 - age
 - grade level
 - address

- custodial parent/guardian:
 - name
 - telephone number

This information is to be updated at the end of each quarter.

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Student

Title: Person in Parental Relation

The parent of a minor or incapacitated person may designate a third party as the person in parental relation for the purposes of:

1. giving consent for medical services
2. making educational decisions

The law states that:

1. the designation must be in writing (form attached)
2. if a court order requires both parents to agree on educational or health decision, both parents must sign the form
3. the parent may revoke the designation orally or in writing by notifying the School District
4. the designation does not cause a change in residency and the residency of a minor is that of the parent at the time the designation form is signed

9/18/07

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Student

Title: Early Dismissal for Employment

Seniors may request an early dismissal for employment.

This request will be granted and continued as long as the student meets the following conditions:

1. Attends school regularly
2. Arrives to school on time
3. Achieve satisfactory in each class in which s/he is enrolled
4. Reports to work:
 - a) each day s/he is released early from school
 - b) during the time period s/he was to be in school
5. Remains in school anytime s/he does not have to work during this time
6. Notifies the Guidance Counselor if:
 - a) s/he stops working
 - b) his/her hours of employment are changed

Failure to comply with any of the above may result in disciplinary action and/or termination of this early dismissal privilege by the high school principal.

The Request for Early Dismissal Form must be:

1. Completed and signed by the parent
2. Approved by the principal
3. Completed and signed by the employer
4. Returned to the Guidance Office

9/18/07

MCGRAW CENTRAL SCHOOL
EARLY DISMISSAL REQUEST FOR EMPLOYMENT

Seniors may request an early dismissal for employment.

This Early Dismissal Request Form must be:

1. Completed and signed by the parent
2. Completed and signed by the employer
3. Approved by the principal
4. Returned to the Guidance Office

THIS SECTION IS TO BE COMPLETED BY THE PARENT

We request that our son/daughter _____ be excused from school on _____
Days of Week

at _____ in order to report to work at _____
Time Name of Company/Employer

from _____ to _____
Time of Employment

This request will be granted and continued as long as your son/daughter meets the following conditions:

1. Attends school regularly
2. Arrives to school on time
3. Achieve satisfactory in each class in which s/he is enrolled
4. Reports to work:
 - a. each day s/he is released early from school
 - b. during the time period s/he was to be in school
5. Remains in school anytime s/he does not have to work during this time
6. Notifies the Guidance Counselor if:
 - a. s/he stops working
 - b. his/her hours of employment are changed

Failure to comply with any of the above may result in disciplinary action and/or termination of this early dismissal privilege by the high school principal.

Date

Parent/Guardian Signature

THIS SECTION IS TO BE COMPLETED BY THE EMPLOYER

This is to confirm that _____ is employed by _____
Name of Student Name of Company/Employer

on _____ from _____ to _____
Days of Week Time of Employment

Should the employment cease or should the hours of employment during the school day change, I will notify the McGraw Central School Guidance Office at 836-3610.

Date

Signature of Employer

THIS SECTION IS TO BE COMPLETED BY THE HIGH SCHOOL PRINCIPAL

_____ Approved _____ Denied Reason for Denial _____

Date

Signature of Principal

Revocation of Privilege:

Reason:

Date

Signature of Principal

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Student

Title: Early Graduation

A request to graduate early must be made:

- during the summer prior to sophomore year
- during sophomore year

To be eligible to be considered for early graduation:

1. a student must have 14.5 credits prior to entering junior year
 - students are not permitted to take new courses during the summer unless approved by administration
 - students are not permitted to take new courses at the BOCES summer school
 - all approved summer courses will be at the expense of the student
2. a student must have an 85% GPA at the conclusion of sophomore year

While in the early graduation program:

1. the student must maintain a passing average in all courses; in the event that the student is failing a course at the end of **any** quarter, s/he will be removed from the early graduation program and placed in a regular graduation program.
Note: The parent/guardian, student, school counselor, and principal will be required to sign a contract agreeing to this criteria
2. the student must achieve senior status, as per the administrative guideline, to participate in senior activities.
3. the student must meet all NYS and MCSD graduation requirements.

MCGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Student

Title: Elementary School Retention

The recommendation to retain a student must be approved by the Principal and Superintendent. This approval will be based on the teacher's submission of the following:

1. Rationale for retention
2. Plan indicating the differentiated instruction that will be used the second year
3. Measurement tool(s) that will be used to illustrate growth or lack of growth the following year

Discussion with parent(s) regarding retention is not to occur:

1. until after approval has been given
2. prior to the 3rd report card and spring conference

6/3/09

MCGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Student

Title: Lunch Charge

Elementary School

Students will be allowed to charge a maximum of *\$5.00. A student who owes the cafeteria more than \$5.00 will not be allowed to purchase the meal of his/her choice. The student will be offered a peanut butter and jelly sandwich, fruit/vegetable choice, and milk at no charge. This will be done until the debt has been repaid.

* At no time will a student be allowed to charge a snack to their lunch account

High School

Students will not be allowed to charge lunch or snacks. If a student fails to have money on account or cash available, the student will be offered a peanut butter and jelly sandwich, fruit/vegetable choice, and milk at no charge.

If it is felt that this policy is being abused by students, parent contact will be made.

9/30/09

MCGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Student

Title: Collection and Reporting of Race/Ethnicity Data

School districts are required to collect and report racial and ethnic data through the State Information Repository System (SIRS).

This must be done:

1. Using a two-part questionnaire – attached (page 39a)
 - a. Must be completed by each new student as s/he enters the district
 - b. This will be completed at the time of registration
 - c. Whenever possible, students should be allowed to self-identify their race and ethnicity
2. Newly collected racial and ethnic data must be retained for at least 3 years; this includes:
 - a. Racial and ethnic data stored in the district student management system
 - b. Original individual student questionnaires

NOTES:

- A. The second question lists five racial groups: 1. American Indian or Alaska Native, 2. Asian, 3. Black or African American, 4. Native Hawaiian or Other Pacific Islander, 5. White. Respondents will not be offered the choice of selecting a “multi-racial” or similar category for “two or more races”.
- B. When reporting data, NYSED will report aggregated racial and ethnic data in the following seven categories:
 1. Hispanic/Latino
 2. American Indian or Alaska Native
 3. Asian
 4. Black or African American
 5. Native Hawaiian or Other Pacific Islander
 6. White
 7. Two or more races
- C. In accordance with the federal guidelines, no student will be reported in more than one category

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Conference Procedures

The following guidelines should be followed for conference requests.

1. Request:

- a. The conference request form should be filled out by the person wishing to attend a conference
- b. A copy of the conference program and agenda are to be attached.
- c. If the district is to prepay the registration fee, the original, completed registration form is to be attached.

Note: Any in-house staff development requiring a substitute must complete a conference request form.

2. Approval:

- a. Initial approval or denial will be given by the building principal.
- b. Once approved, the principal will forward the request to the grant coordinator for approval; the request must be forwarded at least seven (7) school days prior to conference date.
- c. The coordinator will forward the approved request form to the business office.
- d. The Business Office will forward the request form to the Superintendent for final approval.
- e. The superintendent will sign and forward the request to the Business Office. Copies will be distributed as per the form.

3. Denial:

When a conference is denied, the reasons for denial will be indicated on the form and returned to the building principal.

4. Registration:

- a. All online conference registrations will be done by the school secretary or individual teacher. If a payment is required with registration, the Business Office will submit this payment (with attached registration form stating cost). **Any registration that is done not following this procedure will be cancelled.**

5. Cost/Expenses:

- a. The registration fee, lodging, and included meals will be paid through the Business Office.
- b. All approved meals, gas, and other expenses are to be paid by the employee and submitted for reimbursement upon completion of the conference. Sales tax will not be reimbursed. Before leaving, the person attending the conference should pick up a tax-exempt form from the Business Office as well as a vendor claim form.

6. Transportation:

Transportation to and from the conference will be through the use of the school vehicle. If an employee wishes to use his/her own vehicle, mileage will not be reimbursed unless the school vehicle was not available. It is possible that two or three people will be asked to share a school vehicle if they are attending the same conference. Transportation requests are to be indicated on the Conference Request Form.

7. Conference Report:

- a. Each conference attendee is to submit an individual Conference/Workshop Summary and Planning Sheet on the District form (page 6c) to his/her immediate supervisor within one week of their return.
- b. Upon receipt, the supervisor is to initial and forward to the superintendent.

**McGRAW CENTRAL SCHOOL
CONFERENCE/WORKSHOP SUMMARY & PLANNING**

Name: _____ Date submitted: _____
Conference Title: _____ Date of Conference: _____
Conference Location: _____

SYNOPSIS:

IMPACT on INSTRUCTION

Key Topic/Theory/Practice:	Classroom Implementation Ideas & Strategies:
1.	1.
2.	2.
3.	3.

Supervisor's Initials: _____
Superintendent's Initials: _____

Date: _____
Date: _____

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Staff

Title: Substitutes

I. Hiring Procedures

The following procedure and instructions must be adhered to in the hiring of substitutes by the McGraw Central School Board of Education.

- A.** All substitutes must be officially appointed by the Board of Education.
- B.** No person will be recommended as a substitute without the following being completed by the Administrator:
 - 1. A personal interview.
 - 2. Transportation personnel will be interviewed by the Administrator in charge and the Head Bus Driver.
 - 3. Maintenance and custodial staff will be interviewed by the Administrator in charge and Head Custodian.
 - 4. Cafeteria staff will be interviewed by the Administrator in charge and the Food Service Manager.
 - 5. An application made out by the candidate.
 - 6. A documented reference check by the Administrator. Three (3) references are required.
 - 7. The recommendation of the Administrator to the Superintendent of Schools.

II. Use of Substitutes Prior to Board of Education Approval

- A.** It may be necessary to use a substitute prior to receiving Board of Education approval. While awaiting BOE approval, a substitute may be used if s/he has been approved by the Superintendent and the following has occurred:
 - 1. A written request is made from the Administrator to the Superintendent to approve substitutes.
 - 2. Request must include:
 - name of substitute
 - date of interview
 - evidence of reference check
 - certification, if any
 - areas where s/he will substitute
 - a recommendation for approval

III. Use of Student Teacher as Substitute Teacher

A student teacher may be hired as a substitute teacher and receive substitute teacher pay under the following conditions:

- 1. The student teacher has completed one full eight-week experience in an elementary assignment.
- 2. The student teacher has completed four of the eight weeks of a secondary assignment.
- 3. The student teacher has completed an application to substitute teach, has been interviewed and recommended by the principal and approved by the Board.
- 4. The supervising teacher makes a written recommendation describing demonstrated teacher effectiveness.
- 5. The student teacher *only* substitutes for the supervising teacher.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Tutors

Any tutoring which is going to take place and will require the district to pay the tutor is to be approved by the Superintendent. The administrator requesting the tutor is to write a memo which indicates:

- student's name
- grade level
- tutor's name
- reason for tutoring
- anticipated length of tutoring (weeks, months)
- if medical, copy of doctor's note

After approval has been given, the following is to occur:

1. The CSE chairperson will notify the attendance clerks of classified students (grades K-12) receiving tutoring.
2. The high school guidance office will notify the junior-senior high school attendance clerk of regular education students (grades 7-12) receiving tutoring.
3. The elementary secretary will notify the elementary school attendance clerk of regular education students (grades K-6) receiving tutoring.

Note: The individuals named above in #'s 1-3 are also responsible for notification when tutoring ends.

revised 1-05

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Emergency Closing Days

The following guidelines are applicable to emergency closing days:

- Administrators are not required to report to work unless notified by the superintendent prior to 10:00 a.m.
- Exempt office staff is not required to report to work unless notified by their immediate supervisor or the superintendent prior to 10:00 a.m.
- Technology coordinator is not required to report to work unless notified by his/her immediate supervisor or the superintendent prior to 10:00 a.m.
- Head custodian and head bus driver will not be required to remain at work unless s/he has requested their staff to report or s/he and/or their staff have been notified to report by their immediate supervisor or the superintendent. All decisions are to be made prior to 10:00 a.m.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Memos

To keep abreast of what is happening in each building, administrators need to send copies of all memos to the superintendent. This does not mean individual notes sent to staff members but only those memos sent to a committee or the staff as a whole.

Meeting agendas should also be sent to the superintendent.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Bringing Children to Work

On regularly scheduled school days, the staff is not permitted to have their children/grandchildren accompany/join them for any portion of the day.

This guideline does not include planned programs, such as Take Your Child To Work.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Textbook Selection

Textbooks shall be defined in the terms which such materials are considered for budgeting; therefore, a textbook is a classroom book which can be used for more than one year and is assigned to students as essential reading for a given course.

Procedure for Selection:

- a committee of teachers of the content area within and across grade levels is to be formed
- the committee is to critique a minimum of three textbooks
- prior to selection, the committee is to share their recommendation and rationale for selection with the building principal
- once a final selection is made, the "Textbook Request" form is to be completed and submitted for Board of Education approval at the first meeting in May.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: ADMINISTRATIVE EVALUATION

All administrative staff will be evaluated by the Superintendent on a yearly basis, or more regularly if deemed necessary. The purpose of the evaluation will be to openly, constructively and cooperatively assess the administrator's progress in doing his/her job. The following evaluation cycle will take place each year.

		<u>DUE DATE</u>
1.	The Superintendent and Administrators will discuss objectives and strategies directly related to attaining the Board of Education goal(s).	October 1
2.	Check and feedback on the progress toward attaining the goal(s).	January 31
3.	Evaluation, feedback and revision. This is to be a written performance review report, to be as follows.	
	(a) Each Administrator will write a narrative of the progress toward the established goals. This will become a part of the evaluation and year-end report.	May 15
	(b) The Superintendent, upon receipt of the administrative narratives, will complete the evaluation cycle by completing the "Administrator Performance Review."	June 15

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Crisis Intervention Plan

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Gymnasium Partition

It is the responsibility of the building administrator to ensure that:

1. Directions for opening and closing the gymnasium door are posted in the gymnasium at each end and on opposite sides of the door.
2. Any adult opening or closing the door has received training in the safe operation of the door.
3. Each adult trained is to sign a copy of the appropriate Training Form—copies attached. The form is to be placed in his/her personnel file.
4. A list of trainees is to be kept updated and submitted to the following:
Garth VanGundel, Supt. of Building & Grounds
Steve Littlefield, Business Administrator
Kathy Rutan, Athletic Director

Gymnasium Partition Training Form

I, _____ have received training in the safe operation of the *McGraw Elementary School* gymnasium partition. I understand and will abide by all safety procedures with regard to its proper use.

Signature
of
Trainee _____

Date _____

Signature
of
Trainer _____

Date _____

c: Personnel File

Gymnasium Partition Training Form

I, _____ have received training in the safe operation of the *McGraw High School gymnasium* partition. I understand and will abide by all safety procedures with regard to its proper use.

Signature
of
Trainee _____

Date _____

Signature
of
Trainer _____

Date _____

c: Personnel File

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Staff

Title: Student Management

Issues affecting student behavior and management are extremely complex in the areas of Special Education. In many instances teachers work with students who pose very different problems than those found in the general population. Such examples include the emotionally disabled, multiply disabled (i.e., emotionally and physically disabled), and cognitively challenged. Indeed, the application of specialized instructional and motivational techniques are the very foundation of “Special” Education.

Procedure Statement

The Special Education Department of the McGraw School District seeks to provide the most positive environment possible for the education of children served within the Special Education Program. Further, the District recognizes that specialized instructional and management techniques are necessary to effectively manage and educate children with disabilities of diverse needs. In order to meet these ends the following shall be the procedure of the Special Education Department on Corporal Punishment and General Student Management.

1. Corporal Punishment: Corporal punishment SHALL NOT be used by any District classroom teacher, teacher aide, assistant, volunteer, or physical, occupational, or speech therapist, counselor, or special teacher. Corporal punishment includes the use of physical force for the purpose of punishing a child, but does not include, restraint of a child to protect oneself or others from physical injury or to protect the property of the school or others; or to restrain or remove a child whose behavior is interfering with the orderly exercise and performance of school district functions, powers and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.
2. Removal and Restraint Procedure –
 - A. If it is the opinion of the teaching staff that a student’s behavior is inappropriate in a class setting and that such behavior results in the disruption or obstruction of learning in the class or that such behavior may endanger others in the school, steps will be taken to eliminate the disruptive behavior in the classroom.
 1. The student will be informed that the behavior that he/she is exhibiting is inappropriate and depending on the display is potentially dangerous to himself and to others, a risk to property, or so disruptive the class cannot proceed. S/he will be asked to discontinue the behavior and conduct her/himself in an appropriate manner.

2. If the behavior continues, the student will be encouraged to leave the classroom and go to a separate room (de-escalation room) and remain there with a staff member until such time s/he is willing to or capable of demonstrating appropriate classroom behavior.
 3. If the student refuses to go to the de-escalation situation and disruptive behavior continues, physical removal may be used. Physical removal results when alternative procedures and methods (i.e., emptying the classroom to remove the audience) cannot reasonably be employed or are ineffective. The removal techniques are used by staff who is trained in the procedure of Behavior Management Techniques, which shall be referred to a BMT in the rest of this document.
 4. If the student, while being moved, struggles to the point of trying to cause harm to others (kicking, biting, scratching, hitting, etc.) he will physically be restrained. This procedure is necessary for the student's own protection and to prevent the endangerment of others.
- B. At any time a student is deemed to be dangerous to himself or others, or is a risk to property of value, he will be restrained immediately.
 - C. BMT is not to be used on stairways or other dangerous areas.
 - D. When BMT is used, a physical incident report must be completed by all persons in attendance either as participants or observers. (see form)
 - E. Any injuries should be documented on the Physical Incident Report and reported to the school nurse for first aid treatment and suggested follow-up.
 - F. It is best to work in pairs (or more if needed) with most restraints. This offers the extra hand, the break when needed, and a witness.

3. Imposed De-Escalation Procedures

A. Conditions for which imposed de-escalation is appropriate.

1. Student demonstrates one of the following situations.
 - a. Dangerous to self
 - b. Dangerous to others
 - c. Destroying or about to destroy property
2. Student is persistently disruptive to the classroom routine to the detriment of others and requests to stop have had no effect.

B. Teacher considerations for imposed de-escalation

1. Use of BMT must be on the IEP. A signed parent permission form also must be placed in the student's file.
2. Parents should be encouraged to see the de-escalation room(s).
3. De-escalation is not to be used as the discipline/punishment consequence. Consequences for behaviors are provided through the behavior plan.
4. Students must be escorted to de-escalation and always visually and orally supervised. The adult must remain outside of the room by the door.
5. If a student refuses to go to de-escalation, the person in charge should continue efforts to verbally convince the student to leave. If that fails and the student is disruptive, the other students could be moved to another location. If the student is not disruptive wait him/her out. Physical removal as an option is used if the student is deemed dangerous or extremely disruptive to the Program and it is deemed no other techniques are viable as options. The Coordinator of Educational Programs or nearby trained staff must be contacted if more assistance is needed.
6. Usually the length for imposed de-escalation is until a student commits oneself to demonstrating reasonable behavior and self-control. Commitment accompanies calm behavior for usually 1-10 minutes (dependent on student capabilities). NO student should return to the classroom if visibly upset. An ending conference must be positive and reassuring to the student (he/she is wanted in the classroom, but the behavior causing exit to de-escalation cannot be accepted). Alternatives to the behavior leading to time out must be discussed. Students who are not calm after 45 minutes in De-escalation despite staff attempts to de-escalate behavior, will have the legal guardians called and informed. A plan including the guardian's input will be developed.
7. The de-escalation room door is never locked.

8. Records must be kept on each de-escalation occasion. These records are to be kept on file and reviewed regularly by staff for effectiveness of the procedure. Recording of the date, beginning time of de-escalation, ending time, episode resulting in de-escalation, behavior while in de-escalation, and signature of the staff member present, are necessities (see form). Student summaries of individual de-escalations for each month/year are kept by the teacher (SEE FORM). These are entered into a computer for management of data on individuals using De-escalation.
 9. Students should always be encouraged to work on calming themselves down as an alternative to dangerous or disruptive behavior.
 10. Staff should provide instruction/reinforcement in ways to calm down and provide positive feedback to shorten/prevent de-escalation times.
4. Behavior Management Plans
- Each SED classroom teacher needs to develop a Behavior Management plan for their students. Each plan must include the Amendment for De-escalation and Restraint (see form). The teacher should keep the signed copy of the Amendment.

Programs that have been successful in working with the disabled are:

- A. Food reinforcers
- B. Token economies
- C. Contracts
- D. Level Systems
- E. Combination of the above

Systems vary from simple and unsophisticated to very complex and very sophisticated. Information on setting up such programs is available in SETRC and from your Coordinator of Educational Programs and fellow teachers. It is strongly suggested that the teacher, who is considering implementing the program, contacts the Coordinator and discusses their ideas. Copies of this plan are submitted to the Coordinator. As noted earlier this plan is shared with the parents at the Annual Parent Conference as well as with the student.

One of the major components in utilizing any system is the recording of observable data. Data is best collected when the architect of the system:

1. Defines the Learner
2. Defines the Desired Behavior
3. Defines the Undesired Behavior
4. Measures and Monitors: Establishes a Baseline
5. Defines the Consequence(s)

6. Determines the Contingencies
7. Applies Contingencies
8. Measures and Monitors the Results

One must also understand students are human and live in a dynamic state. It is very important to try and understand the background and current/future environmental effects on a person. A Behavior System with no compassion is a tool of control. Our goal is to teach students to change their behavior, have them change their behavior, and have the change be a part of their new persona.

5. Referral to Committee on Special Education: Behavior on the part of a student which does not respond to consistently applied management techniques within the classroom and/or dangerous behavior should be reported to the teacher's immediate supervisor. A full discussion of the nature of the behavior should be conducted with the supervisor. If the supervisor suggests alternatives for dealing with the behavior, every effort should be made to employ such alternatives. If no suggestions are made or if those made subsequently fail, and if the supervisor concurs, a referral to the Committee on Special Education shall be made.

Behavior Plan Amendment for De-escalation and Restraint

Unfortunately, even with the best of behavior plans, student behavior may escalate to a level that would require removal from the classroom to a de-escalation area. Our de-escalation room(s) are small enclosed areas in which students are encouraged to calm down so they can return to their classrooms. You are encouraged to become acquainted with the de-escalation areas.

If it is the opinion of the teaching staff that a student's behavior is inappropriate and that behavior is not affected positively by the behavior system and a) results in the disruption of the class or b) endangers the student or others or c) may result in destruction of property:

- I. The student will be informed that the behavior is inappropriate. He will be asked to discontinue the behavior and conduct himself in an appropriate manner.
- II. If the behavior continues, the student will be encouraged to leave the classroom and go to separate de-escalation area and remain there with a staff member until such time he is willing to/capable of demonstrating appropriate classroom behavior. (Usually students calm down in less than 45 minutes. Should your child continue to be upset after 45 minutes the staff will contact you and a plan will be developed with you).
- III. If the student refuses to go to De-escalation, physical removal may be used. The same procedure applies as in II above.
- IV. IF the student, while being removed, struggles to the point of endangering others he will be restrained.
- V. At any time a student is deemed to be dangerous to himself or others; or is at risk of damaging valuable property he will be restrained immediately.

Restraint, however, is a technique to be avoided whenever it is possible to do so.

I have read the above procedures and understand their purposes in my child's program.

Date

Parent Signature

Any questions relative to the implementation of the procedures should be directed by the staff member to the Coordinator of Educational Programs for clarification and guidance.

SOME SUGGESTIONS TO TEACHERS

1. Never allow a case of discipline to go until it becomes a disturbing influence on the class.
2. Be firm, but reasonable from the start.
3. Don't make statements or threats that you should or cannot carry out.
4. Try to understand the whole child. There is a reason for his behavior.
5. Your main objective is to reason with the child and make him wish to do that which is right.
6. Be as assertive about positive behaviors as you might be about negative behaviors.
7. Consequences of behavior should be natural consequences when possible.
8. Seek assistance only when you really need it (this will make you more assertive in the eyes of the students).
9. Focus on a child's strong points.
10. Remember typical children do negative things from time to time.
11. When angry, ask others to deal with the situation and return only when calm.
12. Always be looking for new ways.
13. Provide opportunities for children to excel.
14. Treat students as you would like to be treated.
15. Be human and enjoy your students.

INCIDENT SUMMARY RECORD – MCGRAW CENTRAL SCHOOL

STUDENT NAME TEACHER REPORT PERSON

DATE MON TUES WED THUR FRI

DE-ESCALATION BASIS: DISRUPTIVE ASSAULTIVE
 DESTRUCTIVE STUDENT REQUEST

DE-ESCALATION START TIME DE-ESCALATION END TIME TOTAL DE-ESCALATION

CRISIS INDICATOR(S) AGITATED WITHDRAWN
 NONCOMPLIANT ARGUMENTATIVE
 INAPPROPRIATE

CRISIS STIMULI: CARRY IN REALITY DISTORTION
 CARRY OVER SYSTEM ESTRANGEMENT
 TAP IN MANIPULATION – FALSE
 MYOPIA FAULTY THINKING
 NUMB VALUES LACK OF SOCIAL SKILLS
 AMBIGUOUS MANIPULATION – SETTING UP

ESCORT REQUIRED RESTRAINT REQUIRED
 ONE PERSON ESCORT ONE PERSON RESTRAINT
 TWO PERSON ESCORT TWO PERSON RESTRAINT
 MORE THAN 2 ESCORTS MORE THAN 2 RESTRAINTS

POLICE AGENCY ASSIST INJURIES PARENTAL ASSIST
 HOSPITAL ESCORT STAFF INJURIES ESCORT
 TRANSPORT STUDENT INJURIES CONTROL ASSIST-
 CONTROL ASSIST NURSE SEEN PHONE
 PARENTAL HOLD CONTROL ASSIST-
 ARREST VISIT

COMMENTS

CRISIS STIMULI/TRIGGERS

CARRY IN – PROBLEM INITIATED OUTSIDE OF SCHOOL, CREATING GREAT ANXIETY.

TAP IN – AN UNRESOLVED ISSUE WAS TAPPED INTO I.E. ABUSE(S), ABANDONMENT, REJECTION.

CARRY OVER – PROBLEM WAS INITIATED AT ANOTHER TIME WITH ANOTHER STUDENT OR STAFF.

REALITY DISTORTION – ALTERED PERCEPTION OF HOW THINGS ARE OR HOW THEY OCCURRED.

MYOPIC – STUDENT REMEMBERS ONLY THE LAST DETAIL OR IS FIXED ON JUST ONE DETAIL OF AN EVENT.

FAULTY THINKING – STUDENT COMES TO A WRONG CONCLUSION EVEN THOUGH THE SEQUENCE OF EVENTS IS CORRECTLY RECALLED.

SYSTEM ESTRANGEMENT – STUDENT GETS PLEASURE FROM CAUSING PAIN TO OTHERS.

NUMB VALUES – DELIBERATELY SEEKS SELF PUNISHMENT.

LACK OF SOCIAL SKILLS – HAS THE RIGHT ATTITUDE BUT THE WRONG SOCIAL BEHAVIOR(S).

MANIPULATION – FALSE FRIENDSHIP – BEHAVING INAPPROPRIATELY FOR FRIENDSHIP OR WANTING TO BELONG.

MANIPULATION – THE SETUP – SET UP BY ANOTHER TO BE AGGRESSIVE AND/OR ACT OUT.

AMBIGUOUS – BEHAVIOR IS NOT CLEARLY DEFINED BY LSCI CATEGORIES.

*If no physical intervention is needed, use this page only.

Name: _____ Date: _____

De-escalation started _____

De-escalation ended _____

1- Events while in de-escalation (Details needed including times): _____

2- What events seemed to trigger the incident: _____

3- Describe the student's understanding of the incident and plan for dealing with future incidents more appropriately: _____

Signature: _____

PLEASE ATTACH ADDITIONAL SHEETS, IF NECESSARY

20k

c: Superintendent

McGRAW CENTRAL SCHOOL
Physical Intervention/De-escalation Report*

Instructions: This form is to be completed any time staff places hands on a student (regular or special education) for physical removal to de-escalation room. Please fill out this page only if the student is not removed from the room. This form is to be submitted to the main office immediately, if possible, or by 3:00 that day.

Date: _____

Student: _____

Person Completing Report: _____

Staff member in Charge: _____

Other Involved Staff: _____

Other Non-Involved Staff (Witnesses): _____

Location of Incident: _____

Physical Intervention Used:

Beginning Time: _____

Ending Time: _____

_____ One Person Escort

_____ Two Person Escort

_____ One Person Take Down

_____ One Person Take Down with Assistance

_____ Two Person Take Down

_____ Other: _____

Time Counselor Notified: _____

Time Counselor Arrived: _____

Injuries:

_____ None

_____ Student

_____ Staff

Nature of Injury: _____

Who: _____

Nurse Seen: _____

Nature of Injury: _____

Who: _____

Nurse Seen: _____

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Recruiting and Hiring

I. All Positions

The hiring process could require several months before a new employee is selected and offered a position, depending on the nature of the position and the current job market. A thorough review process for all positions is required, including careful documentation and verification of claimed credentials and required licenses. The hiring procedure requires the following steps:

1. The Superintendent is to be informed of all vacancies.
2. The district office will prepare and post a notice describing the vacant position.
3. The Administrator(s) aligned with the vacancy will review all applications for job openings.
4. Depending on the position, a screening committee may be established to interview selected candidates. Personnel on screening committees are there to represent the best interest of the school district. If a candidate is a personal friend, staff personnel should recuse themselves.
5. If a committee is established, the Superintendent and/or Administrator will meet with the committee to establish criteria to be used by the committee in evaluating candidates. It is essential that the committee understand:
 - any finalist must be of high quality and acceptable to the committee
 - the finalists are not to be ranked
 - the final decision will be made by the superintendent.
 - the administration may not choose from the finalists—at anytime the search may be re-opened.
6. Formal interviews should be conducted for the purpose of proposing finalists to the Superintendent.
7. The Superintendent and in some cases, the Administrator will interview and assess each finalist.
8. Prior to making a recommendation, the Superintendent or Administrator may meet with the committee to obtain additional feedback on each finalist.
9. The Superintendent or Administrator will notify and inform the committee of the selected candidate.
10. The Superintendent or Administrator should promptly notify the selected candidate(s) and seek acceptance and promptly inform the rejected finalists.
11. The administrator recommending the candidate to the superintendent is to refer to *page 42 – Staff Section, Recommendation for Board of Education Appointment*.
12. The Superintendent will make a recommendation to the Board.
13. The Board may accept or reject a nomination. No person shall be considered employed until a resolution to that effect has been approved by the Board.
14. The Administrator will notify all applicants once the position is filled.

II. Teacher Aides/Assistants

Prior to the hiring of a teacher aide/assistant, the following additional steps are required:

1. The administrator is to review the Teacher Aide/Assistant job description with the selected candidate.
 - a. The candidate is to sign and date the job description.
 - b. This signed job description will go into the candidate's personnel file.

2. The candidate is to be given in-service training which deals with the unique needs of the classified special education student.
 - a. In-service Training
 1. From 2-6 hours, depending on skills and experience*
 2. Topics
 - Role
 - Child Development
 - Students with Special Needs
 - Cognitive
 - Social/Emotional
 - Learning
 - Physical
 - Legal Issues
 - Student Management
 - Instructional Support
 - Clerical Support
 - Restraint Training – from 1-4 hours, depending on skills and experience*

 - b. Verification of the in-service program specifying title, time, and content is to be signed by the candidate.
 - c. The signed verification will go into the candidates' personnel file.

3. The candidate is to have a physical examination done by the school physician. The purpose of the physical is to provide medical clearance for the physical activity that may be required by the job.

*Training may be waived or topics modified, based on previous experience, skills, and/or training.

McGRAW CENTRAL SCHOOL

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: This entry-level position’s main purpose is to relieve school teachers from that part of their duties which, while related to the teaching process, can be performed by non-professional personnel. The work is performed under direct supervision of a school teacher or teachers. The duties of this class differ from those of school monitor due to the more complex nature of the assignments that are performed. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Relieves teachers of classroom duties for short periods by supervising students;
- Performs tasks of a clerical nature: operating copy machines, filing, preparing statistical reports, and recording information;
- Supervises students during lunch, recess, study halls, time-out/detention rooms, the loading and unloading of buses and in the school corridors;
- Proctors and otherwise helps to conduct exams. Assists teachers in correcting exams;
- Aids teachers with computer-related instruction;
- Aids teachers in the preparation of audio-visual materials and maintains audio-visual records;
- Distributes instructional materials to classrooms;
- Sets up instructional equipment including, but not limited to, projection, science laboratory, computer, and audio-visual equipment;
- May aid teachers in implementing testing modifications as designated.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good general intelligence; ability to establish good relationships with children; familiarity with classroom routine; ability to follow written and verbal instructions; good communication skills, both oral and written; above average clerical aptitude; ability to maintain discipline; physical condition commensurate with the demands of the position. In Special Education classes, successful completion of district-wide in-service training dealing with the unique needs of classified special education students is also required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

I have read and understand the responsibilities and requirements of the teacher aide job description.

Signature of Candidate _____ Date _____

Signature of Administrator _____ Date _____

McGRAW CENTRAL SCHOOL

TEACHER ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: A teaching assistant is appointed by a board of education to provide, under the general supervision of a licensed or certified teacher, direct instructional service to students.

TYPICAL WORK ACTIVITIES: Teaching assistants assist teachers by performing duties such as:

- working with individual pupils or groups of pupils on instructional projects;
- providing the teacher with information about pupils which will assist the teacher in the development of appropriate learning experiences;
- assisting pupils in the use of available instructional resources and assisting in the development of instructional materials;
- utilizing their own special skills and abilities by assisting in instructional programs in such areas as: foreign languages, arts, crafts, music, and similar subjects; and
- assisting in related instructional work as required.

CERTIFICATION REQUIREMENTS:

Teaching assistants must meet NYS certification requirements.

TENURE:

Teaching assistants must acquire tenure as a NYS certified Teaching Assistant

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good general intelligence; ability to establish good relationships with children; familiarity with classroom routine; ability to follow written and verbal instructions; good communication skills, both oral and written; above average clerical aptitude; ability to maintain discipline; physical condition commensurate with the demands of the position. In Special Education classes, successful completion of district-wide in-service training dealing with the unique needs of classified special education students is also required.

I have read and understand the responsibilities and requirements of the teacher assistant job description.

Signature of Candidate _____ Date _____

Signature of Administrator _____ Date _____

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Health and Safety Concern Reporting Procedure

1. The initial contact for reporting a health/safety concern is the building nurse. Alternate is building principal.
2. The nurse will:
 - Assist the employee in completing the Health and Safety Report
 - Contact and submit the form to the Business Administrator
3. With the exception of an emergency situation, all reports will be reviewed by the Health and Safety Committee prior to taking action.

McGRAW CENTRAL SCHOOL DISTRICT
Health and Safety Report

This form is to be used if your concern needs to be addressed by the Health & Safety Committee. Only those issues that have not been satisfactorily resolved through your immediate supervisor should be submitted to the Committee via this form.

Employee Name _____ Date _____
Department/Building Location _____
Employee's Supervisor _____
Submitted by _____ Title _____

A specific description of the issue/concern and your observations can help to resolve the problem as quickly as possible. Please use the space below to describe the nature of the concern, the location, and any potential causes.

Supervisor contacted? ____ Yes ____ No
Date employee first became aware of concern _____
Steps taken to resolved concern:

Other staff involved with or affected by concern (please list):

Other staff involved or affected by solution (please list):

We may need to contact you to discuss this issue. What is the best time to reach you?

So we can respond promptly, please return this form to:

Steve Littlefield
Business Office
Fax: 836-3635

Health & Safety Committee Response

Date received: _____
Action Taken:

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Procedures for Handling Suspicious Material

- DO NOT OPEN THE ENVELOPE OR PACKAGE
- LEAVE THE PACKAGE AND EVACUATE THE ROOM
- KEEP OTHERS FROM ENTERING THE ROOM
- NOTIFY YOUR SUPERVISOR, WHO WILL CONTACT THE SUPERINTENDENT

*EACH LOCATION WHERE MAIL IS OPENED WILL CONTAIN:
A BOX OF DISPOSABLE GLOVES
A BOX OF PLASTIC BAGS*

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Staff

Title: Request to Leave Early

A situation may arise when a staff member requests to leave prior to the scheduled dismissal time. Prior to the staff member leaving, the following is to occur:

1. the staff member is to complete and submit the Request to Leave Early Form (Page 25a)
2. the administrator is to review the form and give written approval or denial
 - if approved, the staff member is to:
 - find his/her own coverage
 - sign out in the main office prior to leaving the building

REQUEST TO LEAVE EARLY

Any staff member requesting to leave prior to the scheduled dismissal time is to complete and submit this form to his/her supervisor. If the request is approved, the staff member is to:

- find his/her own coverage
- sign out in the main office prior to leaving the building

To Be Completed By Staff Member

Staff Member: _____

Date/Time Requesting to Leave: _____

Reason: _____

Coverage Provided By: _____

To Be Completed By Supervisor

_____ Approved _____ Denied

Signature of Administrator _____

c: Staff Member

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Payroll

The McGraw Central School District has adopted the following administrative guidelines regarding payroll:

1. A periodic test will be conducted to verify accuracy.
2. Each building principal or supervisor must certify part-time and overtime claims bi-weekly. The signed time sheet must be returned to the business office. The business administrator and his/her staff will then prepare all payrolls.
3. Any employee working less than 100% on a special aid grant is required to submit a timesheet detailing the time, date, and hours worked on the grant.
4. Overtime expenditures require written pre-approval and subsequent supervisor approval of the employee's timesheet for payment. Acceptable documentation for overtime requests shall indicate the date, time of day, purpose, and proper authorization.
5. The District will encourage and provide direct deposit of employee paychecks upon written request.
6. In an effort to segregate duties, the District will make an effort to separate the employee information entry/edit function in the District's accounting software from the payroll processing function. This segregation prevents an individual from being able to modify employee salaries and deductions while processing the payroll.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Civility Statement

Each employee of the McGraw Central School District has the right to end a telephone conversation with anyone who is rude, vulgar, and/or disrespectful. However, prior to ending the conversation, the employee must first say:

“Excuse me, I am going to have to interrupt you and ask that you speak to me as respectfully as I am speaking to you, otherwise, I am going to have to end our conversation.”

It is the intent that the person will calm down and speak respectfully. If not, the staff member is to hang up.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Committee Procedures

Each committee, upon its formation, is to establish:

- Roles and responsibilities
- Composition of membership
- Term of membership
- Replacement process for members
- Decision-making process

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: District Committee Communication

It is the responsibility of district committee members to communicate with the group they represent. The purpose of this communication should be to:

1. keep the group informed of committee progress
2. elicit feedback from the group prior to the committee making a final decision
3. share with the committee the group's comments/concerns.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Faculty Selection and Replacement for District Committees

Selection:

When teachers are requested to be members of district committees, the selection will be done by the McGraw Faculty Association.

Replacement:

When teacher members of a committee need to be replaced, the replacement will be done following the membership selection process established by the committee. If the committee has not established a selection/replacement process, the selection/replacement will be done by the McGraw Faculty Association.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Faculty Meetings

Each building administrator will hold one regularly scheduled faculty meeting each month. In an effort to increase communication and involve staff in decision making, the following is to occur:

- prior to the meeting, the faculty will be given the opportunity to submit agenda items. This is to be done using the form found on page 32a.
- each meeting is to have an agenda and follow-up minutes.
 - the agenda is to be distributed to all participants and the superintendent prior to the meeting
 - the minutes are to list faculty members not present
 - the minutes are to be distributed to all participants and the superintendent following the meeting.
- a standing agenda item is to be Committee Reports. At this time a designee from each committee is to report to the faculty. This will:
 - keep the entire faculty informed of committee progress
 - give committee members an opportunity to elicit feedback from all faculty members which can be shared with the committee.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Staff Operation of School District Vehicles

Employees must possess a valid driver's license.

Employees who regularly operate school vehicles **or** who transport students must demonstrate a clean driving record.

There are three levels of review for employee drivers:

Regular & Sub Bus Drivers

- Fingerprinting
- Abstract
- 19A and SED requirements

Occasional Drivers who Transport Students less than 30 days per year – this includes staff, faculty and coaches who use small vehicles to transport students to approved athletic and field trips and the driver education teacher.

- Abstract
- Acceptable* driving record

* Based on same standard used for bus drivers

Vehicle Operators who do not transport students – this includes maintenance employees who regularly operate the school truck and other vehicles. It also includes those who occasionally use a school vehicle to attend conferences or meetings for school purposes.

- Yearly submission of valid driver's license

The head bus driver shall maintain all current records.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Door Prizes

The giving of cash prizes, including gift certificates, is prohibited.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: References

Administrators and supervisors are often asked by an employee or perspective employer for a reference. The following are offered for your protection:

- be cautious about what you put in writing
- you have the right to decline writing someone a letter
- when called by a perspective employer, only offer the following:
 - verify employment
 - certification status

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Inventories

Twice a year (September – 1st day of school and June – last day of school), the following inventories are to be completed by each staff member and submitted to his/her immediate supervisor:

1. Book (Form A)
2. Furniture (Form B)
3. Equipment (Form C)
4. Materials and Substances (Form D)

Procedures to be followed include:

- o distribution of previous inventories
- o update/revise by staff member
 - Note: written explanation is to be given for discrepancies from one inventory to next*
- o submit to immediate supervisor who will:
 - review
 - keep the Book inventory on file
 - forward the Furniture, Equipment and Materials and Substance inventories to the District Office

(forms A, B, C, and D are attached)

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Staff

Title: Attorney Contact

Prior to contacting the school district attorney, the administrator is to inform the superintendent. A record of any contact with the attorney is to be maintained on the School District Attorney Contact Form (page 37a) and submitted to the Superintendent monthly.

McGRAW CENTRAL SCHOOL DISTRICT
SCHOOL DISTRICT ATTORNEY CONTACT

<u>DATE</u>	<u>ATTORNEY</u>	<u>REASON</u>	<u>LENGTH OF CONTACT</u>
--------------------	------------------------	----------------------	-------------------------------------

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: **Staff**

Title: **Administrative Internship**

Any administrative internship is to be approved by the Board of Education.

Guidelines for an administrative internship are located on the following pages entitled, "Administrative Internship Procedures".

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Administrative Internship Procedures

General Procedures

1. The intern will submit:
 1. a letter of interest to the superintendent which includes:
 - scope of internship responsibilities
 - timeframe of internship
 - b. an official transcript

2. The superintendent will meet with the administrative team to discuss the aspects of the internship. Items to be discussed include:
 - terms of internship
 - intern duties and responsibilities
 - designation of supervisor(s)
 - supervisor(s) duties and responsibilities

Criteria

The intern candidate must:

1. Have tenure as a classroom teacher.
2. Possess permanent/professional certification as a classroom teacher.
3. Be enrolled in an administrative certificate/degree program and have completed 21 hours of course work.

Post Approval

Once the internship has been approved:

1. The administrator designated as the supervisor will write a letter to the college confirming the internship.

2. The supervising administrator(s) and intern will meet with the superintendent to outline the details of the internship.

3. Following this meeting, the supervising administrator(s) will:
 - develop a detailed outline of the intern's major responsibilities, including but not limited to:
 - organization and management
 - supervision
 - curriculum/staff development
 - educational and social climate
 - public relations and communication
 - professional improvement
 - district-wide effectiveness
 - outline the evaluation process

4. This outline must be submitted to the superintendent for approval *one month prior* to the start of the internship.

McGRAW CENTRAL SCHOOL DISTRICT
Administrative Guidelines

Section: Staff

Title: Maintenance Request Procedure

The Maintenance Request Form must be completed to request routine maintenance. Emergency repairs do not require this form. Emergencies include, but are not limited to:

- roof leaks
- heating failures
- refrigeration equipment failures
- sanitary sewer line blockage
- electrical circuit failures

Staff member making a routine maintenance request:

1. The staff member (requestor) must complete the top portion of the form listing the item needing attention.
2. The completed form is to be submitted to the building administrator for approval.
Note: If the requestor wishes to receive the completed form after the work has been prioritized, s/he needs to leave the entire form intact when submitted.

Building Administrator:

1. Reviews the request – this review represents recognition of the problem.
2. Approves the request – this indicates a formal request to the maintenance department.
3. Once approved, the form is to be submitted to the business administrator.
4. When the pink copy of the form has been processed, it is to be returned to the staff member making the request.

Business Administrator:

1. Reviews the request and determines if the work can be performed within budgetary appropriations.
2. If approved, the form is submitted to the Head Custodian.

Head Custodian:

1. Establishes the priority ranking of the request.
 - Prioritization is based upon:
 - a. importance of the request
 - b. number of other tasks of equal or high priority scheduled
 - c. staff availability
 - Priority rankings of 3, 4, or 5 may be pushed back by requests with a higher ranking.
2. Once ranked, the pink copy of the form will be submitted to the building administrator who will return it to the staff member who made the request.
3. Each request form will be placed in the maintenance binder which categorized by rank.
4. The maintenance staff will be directed to complete the work as filed in the binder.
5. Once the work has been completed:
 - the yellow copy of the form is to be submitted to the business administrator.
 - the white copy will be placed in a second binder in the maintenance department.

McGRAW CENTRAL SCHOOL DISTRICT
Administrative Guidelines

Section: Staff

Title: Certificates/Licenses

Staff members (full-time, part-time, or substitutes) employed in a position that requires a New York State certificate and/or license are to submit a valid copy of this certificate/license to the district office.

McGRAW CENTRAL SCHOOL DISTRICT
Administrative Guidelines

Section: Staff

Title: Extra-Curricular Applicants

Any applicant for an extra-curricular position who is not a full-time school employee is to complete the extra-curricular application (page 41a). Prior to the superintendent recommending the applicant for approval to the Board of Education, the following is to be submitted to the superintendent:

1. completed application
2. notes from the reference checks
3. request for recommendation from the building principal; this request is to include:
 - a. strengths of candidate
 - b. superiority of this candidate to other applicants
 - c. any noted weakness/concern

McGRAW SCHOOL EXTRA-CURRICULAR APPLICATION

The McGraw Central School is taking applications from individuals interested in an extra-curricular position. If interested, complete this application and return to the school office.

Position of Interest: _____

Name _____ Date _____
Last First Initial

Home Address _____
Street Post Office Zip Code

Telephone _____

Work Experience: Specific Job (teacher, secretary, buyer, sales clerk, etc.) _____

Experience related to the position: _____

Please list three references:

Name _____

Position _____

Telephone _____

Name _____

Position _____

Telephone _____

Name _____

Position _____

Telephone _____

For Coach Applicants:

* Date of Certification of:	Issued	Expires
CPR	_____	_____
First Aid	_____	_____
AED	_____	_____

* Are you certified as a coach in NYS _____ yes _____ no

If no, list courses you are or have taken towards this certification:

* Copies of cards and certification must be submitted.



Signature _____ Date _____

This section is to be completed by building principal

Date of Interview _____

Three Reference Checks have been Completed _____ (notes attached)

McGRAW CENTRAL SCHOOL DISTRICT
Administrative Guidelines

Section: Staff

Title: Recommendation for Board of Education Appointment

A person working in the school district, either as a volunteer or in any paid position must be:

- o recommended by the superintendent to the Board of Education
- o appointed by the Board of Education

The school district employee requesting that the superintendent make this recommendation:

- is responsible for knowing when the Board meets
- is to submit the following information to the superintendent by 8:00 a.m. the Friday prior to the BOE meeting:
 - the application and any other paperwork
 - notes from completed reference checks
 - the Candidate Summary using the format on page 42a. This summary is to be submitted with the recommendation.

NOTE: The summary is to be completed for all recommendations, including substitutes.

McGRAW CENTRAL SCHOOL DISTRICT

Name of Candidate _____

Recommended Position _____

Administrator _____ **Date** _____

Education and/or Background for this Position:

Related Experience:

Comments from References:

Overall Impression of Candidate:

McGRAW CENTRAL SCHOOL DISTRICT
Administrative Guidelines

Section: Staff

Title: Teaching Assignments

Building Principal is expected to:

1. Gather simple data (enrollment; existing course sections/grade level sections; budget constraints; room constraints; etc.
2. Ask teachers to gather additional data (needs of students as a whole or in particular).
3. Call together a team of affected teachers (which may include special ed., support teachers, and teachers who have recent experience with students) to participate in a dialogue as an advisory team.
4. Use data obtained, as well as other factors to determine best assignments for teachers based on the maximization of student achievement.
5. Consensus will be used whenever possible, however if consensus cannot be reached, the final decision will lie with the principal.

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Staff

Title: Building Security

I. Supervisors' Responsibility:

Provide training to all staff under his/her supervision on their responsibilities in enforcing building security expectations.

II. Staff Responsibility:

A. Visitors in Building

1. Each staff member has an obligation to stop any individual in the building who is not wearing a visitor's badge. The staff member is to say: *"May I help you? You are not wearing a visitor's badge, have you signed in at the main office?"*
 - If the visitor has the badge in his/her hand, ask that s/he put it on.
 - If the visitor does not have a badge, please direct him/her back to the office.
 - If the visitor refuses to return to the office, the staff member is to notify the main office. Do not get into a confrontation with the visitor.
2. Any staff member who is at the receiving end of the visitor, is not to meet with a visitor who does not have a visitor's badge. The staff member is to ask the visitor to return after signing in at the main office and obtaining a visitor's badge.

B. Identification Badges

1. All staff members are required to wear their ID badge at all times during the school day/shift.
 - If a staff member "forgets" his/her badge, s/he will be issued a numbered temporary staff badge for one day only.
 - If a staff member loses his/her badge, it will cost the staff member \$5.00 for a replacement badge.
2. Substitutes will be given a numbered badge for the day that must be returned to the office at the end of the day.
3. Coaches will be issued an identification badge that must be returned to the Athletic Director at the end of the season.

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Staff

Title: Interscholastic Positions

Members of the interscholastic coaching staff will be evaluated by the athletic director.

There will be one (1) written evaluation, which will be completed at the conclusion of the sports season involved. This written evaluation will be discussed with the coach and a copy of the evaluation will be given to the coach. This conference will take place within thirty (30) days after the last contest of the season. At the discretion of the athletic director, or upon the request of a coach, and additional written evaluation/progress report will be written midway through the season.

Coaching assignments are for one year and will be reviewed for renewal annually. If it is decided that a coach will not be recommended for reappointment, s/he will be given written notice before the beginning of the sports season involved. This provision may be waived and a coach not asked to return if a serious concern is brought to the attention of the athletic director or high school principal.

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Staff

Title: Health/Dental Insurance Enrollment

Effective January 1, 2007, any enrollment changes for health or dental coverage will only be done twice a year: **October 1** and **February 1**. This includes any change of benefits – individual, family, additions or deletions.

The only exceptions are:

1. the birth of a child to an employee who is currently enrolled
2. the spouse of a newly married employee who is currently enrolled
3. the termination of an employee
4. the hiring of a new employee
5. a dependent becomes ineligible for coverage

2/13/07

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Staff

Title: Time Out Room (Elementary School)

- I. Facility
 - A. Referred to as the red room
 - B. Is a safe environment
 - C. Does not have a lock on the door
 - D. Contains a shatter resistant window

- II. Use
 - A. Limited to severe and extreme noncompliance
 - B. After other interventions have been tried and found unsuccessful
 - C. Specified in Behavior Intervention Plan (BIP)
 - D. In absence of BIP, used for physically aggressive behavior
 - 1. Towards others
 - 2. Towards self
 - 3. Towards objects
 - E. Notification to principal if excessive use is occurring

- III. Time Limitations
 - A. Specified in the Behavior Intervention Plan (BIP)
 - B. Adjusted to allow for de-escalation

- IV. Record Keeping
 - A. Use will be recorded in the Time Out Room Log
 - B. Placement of Log will be in a covered binder in a convenient location

- V. Procedure Awareness
 - A. Reviewed annually with staff
 - B. Published in Faculty Handbook
 - C. Published in Parent Handbook

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: Staff

Title: District Owned Cell Phones

The MCSD currently owns and pays service on eight (8) cell phones. These phones are to be distributed to the following individuals:

1. Superintendent of Schools
2. Business Administrator
3. Secondary Principal
4. Elementary Principal
5. Head Bus Driver
6. Superintendent of Building and Grounds
7. Elementary School Nurse
8. High School Nurse

These phones are:

- ✓ to be charged at all times
- ✓ to be on and with the individual at all times during regular school hours
- ✓ to be used for school business only; not for personal use

Should one of the individuals listed above prefer to use his/her personal cell phone instead of the one provided by MCSD, the following will apply:

- MCSD will not reimburse any personal or school related charges
- the individual is to complete the attached form and return it to the District Office
- the individual's personal cell phone:
 - must have service in the District
 - is to be on and with the individual during regular school hours
- the MCSD cell phone is to remain charged and in the individual's office for emergency purposes

REQUEST TO USE PERSONAL CELL PHONE INSTEAD OF DISTRICT CELL PHONE

Staff Member: _____ Position: _____

Personal Cell Phone Information:

Phone Number: _____

Service Provider _____

I understand and agree to the following:

- **MCSD will not reimburse me for any personal or school related charges**
- **my personal cell phone:**
 - **must have service in the District**
 - **is to be on and with me during regular school hours**
- **my cell phone number will be given to appropriate school personnel**

Signature of Employee: _____ Date: _____

**McGraw Central School District
Administrative Guideline**

Section: Staff

Title: Digital Camera(s)

- A. A current inventory of the digital cameras will be on file in the main office of each school building.**
- B. The camera(s) will be stored:**
 - 1. In the safe in the high school office**
 - 2. In the locked closet in the elementary school office**

The following procedure is to be followed whenever a school owned digital camera is to be used by staff or students:

- I. The camera(s) may be signed out in the office for use at any time**
 - A. The individual signing out the camera is financially responsible for return of the camera; the camera is to be returned in the same working condition as when signed out**
 - B. The individual signing out the camera is not to transfer it to another individual**
- II. Upon conclusion of use, the camera is to be returned to the office**

McGraw Central School District

Administrative Guidelines

Section: Staff

Title: Resignations

A resolution of any staff resignation will be accepted by the Board of Education.

Dated: 2/5/10

McGraw Central School District

Administrative Guidelines

Section: Staff

Title: Elementary Class Lists

From the date of the principal's initial request, grade level teams will be given one week to complete the tasks on the forms provided.

1. Current grade level teams will compile class lists for the following year without teacher names attached.
2. Copies of these lists will be distributed to the grade level teams receiving the students in the fall. That team will have the opportunity to suggest change/movement of students. The process for this is:
 - Change/movement is to be written in pencil
 - Rationale is to be given for each change
 - Teacher names may be suggested
3. Both lists will be reviewed by the principal; the principal may meet with grade level teams.
4. The principal will make the final decision and finalized lists will be distributed to the faculty.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: **Staff**

Title: **Personal Cell Phone Use**

During the school day, faculty and staff are *not* to use their cell phones. This includes texting. The only exception is during planning periods, breaks, or lunch.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Community Relations

Title: Removal of School Owned Equipment from Buildings

The following procedure is to be followed whenever school owned equipment is removed from the buildings.

1. Request:
 - m. The Request for Removal form is to be filled out by the person wishing to remove the equipment.
 - n. The request is to be submitted to the administrator.
 - o. The request must be submitted at least one week prior to the date of anticipated use.
2. Approval:
 - a. Approval will be given by the administrator. This approval is to be based on ensuring that the equipment is not needed for instructional and/or district use during the time requested.
 - b. Once approved, the administrator will:
 - keep the original on file
 - distribute a copy to:
 1. the borrower
 2. the person responsible for equipment
 - c. The administrator is to ensure that the borrower clearly understands his/her responsibility for the equipment
 - d. The equipment is to be picked up in the main office
 - e. Prior to removal of equipment, the administrator and borrower are to jointly examine the equipment.
3. Denial:
 - a. When the request is denied, the administrator will indicate the reason for denial on the form and
 - keep the original on file
 - distribute a copy to the person making the request
4. Return of Equipment:
 - a. The date that the equipment is to be returned must be indicated on the request.
 - b. The equipment is to be returned to the main office.
 - c. Upon return of the equipment, the administrator is to:
 1. examine the equipment in the presence of the borrower
 2. note date and time of return on the original form
 3. sign the original form and distribute a copy to:
 - the borrower
 - the person responsible for equipment
 4. keep the original on file.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Community Relations

Title: Flag Display

1. The flag will be displayed daily from sunrise to sunset upon or near every school building within the district during days that school is in session.
2. Within the school buildings, the flag will be displayed:
 - in assembly rooms
 - in all rooms used for instruction
 - in the room where meetings of the Board of Education are conducted
3. The Pledge of Allegiance shall be recited daily via the PA system in each school building.
4. The flag may be displayed at night when lighting is appropriate for special occasions when authorized by the superintendent.
5. The flag will be flown at full staff at all times; it may be flown at half staff to commemorate the death of a:
 - person of national standing as designated by the President or Governor
 - present Board of Education member
 - present student or employee

Relative to the flag being flown at half staff:

- The period of half staff shall be from the day of death to the end of the day of the funeral.
- The flag shall not be flown at half staff in response to a petition from students, faculty, other employees of the district, a member or members of the community who have as their intent an expression of sympathy, support, dissent or opposition to a cause which is political, social, or economic.
- Authorization for the flag to be flown at half staff shall be granted by the superintendent.

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Community Relations

Title: Borrowing of School District Textbooks

The following procedure is to be followed whenever school district textbooks are borrowed:

1. Request:
 - a. The Textbook Request Form is to be filled out by the individual wishing to borrow the textbook.
 - b. The request is to be submitted to the building administrator.

2. Approval:
 - a. Approval will be given by the building administrator. This approval is based on ensuring that the textbooks are not needed for instructional use during the time requested.
 - b. Once approved, the building administrator will:
 - keep the original on file
 - distribute a copy to:
 1. the borrower
 2. the person responsible for the textbook
 - c. The administrator is to ensure that the borrower clearly understands his/her responsibility for the textbook.
 - d. The textbook is to be picked up in the main office.
 - e. Prior to removal of textbook, the administrator and borrower are to jointly examine the textbook.

3. Denial:
 - a. When the request is denied, the administrator will indicate the reason for denial on the form and:
 - keep the original on file
 - distribute a copy to the person making the request

4. Return of Textbook:
 - a. The date that the textbook is to be returned must be indicated on the request.
 - b. The textbook is to be returned to the main office.
 - c. Upon return, the administrator is to:
 - examine the textbook in the presence of the borrower
 - note date and time of return on the original form
 - sign the original form and distribute a copy to:
 4. the borrower
 5. the person responsible for textbook
 - keep the original on file

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Community Relations

Title: Athletic Volunteer

The use of volunteer athletic assistants strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and assists employees in providing more individualization and enrichment opportunities for students. A volunteer athletic assistant is an adult who is volunteering his/her services to an athletic team or teams without compensation or employee benefits.

Requirements:

1. Volunteer athletic assistants must have current CPR, First Aid, and AED.
2. Volunteer athletic assistants must begin work towards their New York State coaching certification and complete those courses within the required time frame.

Procedures:

1. The coach should inform the Athletic Director that he/she would be interested in such service and justify the need.
2. After the agreement by the Athletic Director, the volunteer assistant will complete an application and interview with the Athletic Director.
3. The application will be reviewed by the Athletic Director. The Athletic Director will contact at least two references.
4. Following the reference check, the Athletic Director will make his/her recommendation to the Superintendent.
5. The volunteer assistant will need to be approved by the Board of Education.
 - a. The approval will be for the current school year only
 - b. Reference checks and BOE approval are required each year.
6. The District shall not publicly post, display or communicate a volunteer's personal identifying information to the public. Personal identifying information shall include Social Security number, home address or telephone number, personal electronic mail (e-mail) address, Internet identification name or password, parent's surname prior to marriage, or driver's license number.

Revised 3/22/10

Administrative Guidelines

Section: Community Relations

Title: School Volunteer

The use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and assists employees in providing more individualization and enrichment opportunities for students. A volunteer is an adult who is volunteering his/her services to the district without compensation or employee benefits.

Procedure:

1. Each new volunteer must complete and submit an application to the administrator in charge of the program. (page 5c)
2. The administrator will review each application and interview the applicant.
3. The administrator will contact at least two references.
4. Following the reference check, the administrator will make his/her recommendation to the Superintendent.
5. The volunteer will need annual approval by the Board of Education.
6. Reference checks will be done on new volunteers.
7. Prior to volunteering, each volunteer is to be informed in writing* that:
 - a. only district liability insurance applies for coverage in case of an accident
 - b. a written record of each period of service (volunteering) shall be kept.A copy of this signed notification is to be kept on file in the administrator's office
8. A written record of each period of service (volunteering) is to be kept
 - the volunteer Program Sign In/Out sheet is to be used (page 5a)
 - completed copies of this sheet are to be kept on file in the administrator's office
9. The supervising administrator will elicit feedback from the staff on the volunteer's performance.
10. The District shall not publicly post, display or communicate a volunteer's personal identifying information to the public. Personal identifying information shall include Social Security number, home address or telephone number, personal electronic mail (e-mail) address, Internet identification name or password, parent's surname prior to marriage, or driver's license number.

* sample letter follows (page 5b)

Revised 3/22/10

Administrative guidelines require the school to maintain a record of each time a volunteer is in the building. Please help us by signing below for the time you volunteer. Thank you for your cooperation.

SCHOOL BUILDING

DATE	VOLUNTEER SIGNATURE	TIME IN	TIME OUT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The McGraw Central School Volunteer Program is now taking applications from those people who have two hours a week to donate.

Volunteers may do such jobs as reading to students or listening to a student read aloud; working with one student or a small group of students to develop better understanding of a particular math concept or reading skill; playing academic games; setting up snacks; doing special projects; going on field trips; preparing special materials to be used with the children or on a bulletin board; or just being a special friend to someone who needs to talk. Non-classroom volunteers are also needed. Several volunteers are placed in the library to aid in shelving books or perhaps to help a child choose a book. People are sometimes needed to display the students' art work.

Volunteers are assigned to teachers who have made a request. Assignments are based on the time slot made available by the volunteer and preference of school—Elementary or Junior Senior High School.

Volunteering requires no special education. The teacher will explain carefully what needs to be done. The program is designed to benefit the students.

If you can donate some time each week, please fill out the accompanying application and return it to the main office of the desired building. If you have any questions, please call the main office of the desired building (Elementary School - 836-3650, Junior Senior High School - 836-3600).

McGRAW SCHOOL VOLUNTEERS

Name _____ Date _____
Last First Initial

Home Address _____
Street Post Office Zip Code

Telephone _____

Work Experience: Specific Job (teacher, secretary, buyer, sales clerk, etc.) _____

Volunteer Experience: _____

Please list two character references:

Name _____

Home Address _____
Street Post Office Zip Code

Telephone _____

Name _____

Home Address _____
Street Post Office Zip Code

Telephone _____

If you have children in the Elementary or Junior Senior High School, please fill out the information below:

Child's Name _____ Grade _____ Teacher's Name _____

Building /Area Preferred: _____

Time preferred: (Minimum 2 hours per week)

	Monday	Tuesday	Wednesday	Thursday	Friday
A.M.					
P.M.					

Comments: _____

Please fill out and return to the desired school office

McGRAW SCHOOL ATHLETIC VOLUNTEER APPLICATION

The McGraw Central School Athletic Program is taking applications from those people who have time and experience to donate. If interested in volunteering, complete this application and return to the Athletic Director.

Name _____ Date _____
Last First Initial

Home Address _____
Street Post Office Zip Code

Telephone _____

Work Experience: Specific Job (teacher, secretary, buyer, sales clerk, etc.) _____

Athletic Volunteer Experience:

Please list two character references:

Name _____

Home Address _____
Street Post Office Zip Code

Telephone _____

Name _____

Home Address _____
Street Post Office Zip Code

Telephone _____

If you have children in the Elementary or Junior Senior High School, please fill out the information below:

Child's Name _____ Grade _____ Teacher's Name _____

Sport and Level Preferred: _____

* Date of Certification of:	Issued	Expires
CPR	_____	_____
First Aid	_____	_____
AED	_____	_____

* Are you certified as a coach in NYS _____ yes _____ no

If no, list courses you are or have taken towards this certification:

* Copies of cards and certification must be submitted.

Signature _____ Date _____

This section is to be completed by Athletic Director

Date of Interview _____

Reference Checks have been Completed _____

McGRAW CENTRAL SCHOOL

Administrative Guidelines

Section: Community Relations

Title: Baccalaureate

Baccalaureate is a religious ceremony for graduating seniors sponsored by one or more of the community churches. The school district is not allowed to sponsor this event.

The school district is allowed to:

- distribute information to the senior class
- advertise baccalaureate as a community function

The senior class advisors may meet with the class officers and invite the class to take part in the planning of this event. It is imperative that:

- the senior class be told that it is a community sponsored event
- student participation be completely voluntary
- if any class funds are used, the funds must be used for a senior class activity that is advertised separate from baccalaureate

McGRAW CENTRAL SCHOOL
Administrative Guidelines

Section: **Community**

Title: **Visitors**

An individual visiting any school district building must:

- report to the main office
- sign in
- obtain, fill out and wear a visitor badge
- at the conclusion of the visit, return badge and sign out

NOTE: This is to be strictly adhered to, regardless of the duration of the visit.