



Herkimer

CENTRAL SCHOOL DISTRICT

REQUIRED ANNUAL NOTIFICATIONS

@HerkimerCSD

The Herkimer Central School District provides the following annual notifications to staff in accordance with state and federal law and district policy. Questions may be directed to the District Office at (315) 866-2230.

Asbestos and Pesticide

In accordance with the Asbestos Hazard Emergency Response Act of 1987 (AHERA), a copy of the Herkimer High School building inspection report and management plan is available for review during business hours by appointment. As required, periodic surveillances are conducted every six months.

Any current or future work that may require the removal of asbestos. Any such work will be performed in full compliance with all rules and regulations related to the handling of hazardous materials, and will be completed when students and staff are not occupying the buildings.

New York State Education Law requires schools to provide written notification to all parents/guardians and staff members regarding the potential use of pesticides periodically throughout the school year. Our district uses Integrated Pest Management practices to reduce the use of pesticides in our school buildings and on our grounds. It may be necessary, however, to use pesticides periodically during the year.

Schools maintain a list of staff and parents who wish to receive written notice 48 hours prior to a pesticide application at their school facility. To be included on this notification list, contact the building principal.

Dignity for All Students (DASA)

The goal of the Dignity for All Students Act (DASA) is to provide students with a safe, supportive education environment that is free from discrimination, intimidation, taunting, harassment and bullying.

SCHOOL EMPLOYEE RESPONSIBILITIES

School employees have the responsibility to maintain a climate of mutual respect and dignity.

School employees have the responsibility to confront issues of discrimination, harassment, bullying or cyberbullying, or any situation that threatens the emotional or physical health safety of any student, school employee, or any person who is lawfully on school grounds or at a school sponsored event.

School employees have the responsibility to address personal biases that may prevent equal treatment of all students in the school or classroom setting. School employees have the responsibility to report incidents of discrimination, harassment, bullying or cyberbullying that are witnessed or otherwise brought to their attention. School employees must orally report incidents to the Dignity Act liaison within one school day after witnessing

or receiving a report of such incident. School employees must also file a written report within two school days after making the oral report.

To view the policies and process for reporting harassment, bullying and discrimination, visit <https://www.herkimercsd.org/about/dasa/>.

Employee Rights to Leave to Vote

Pursuant to New York State Election Law, all employees who do not have four consecutive hours off to vote in the election on Tuesday, Nov. 8, may request paid time off to vote.

Eligible employees who plan to take time off for this purpose should contact their supervisor as soon as possible. Requests must be made at least two working days before the election. If you have any questions, please contact your direct supervisor.

Idling Buses on School Grounds

State law requires school districts to take steps to minimize the idling of the engines of school buses and other school vehicles on school grounds. While students are boarding and departing school buses, the engine should be turned off. Students should be instructed about the importance of getting on and off buses in an orderly and efficient fashion to minimize loading and offloading time. Bus engines should also be off while parked at sporting events and other school activities. Exceptions to this "no idling" policy can be made in cases of emergency, mechanical issues or for necessary heating.

Statement of Nondiscrimination

The Herkimer Central School District provides education programs and services, does business with vendors and the public, provides equal access to the Boy Scouts and other designated groups, and makes decisions regarding employment without consideration of an individual's race, color, creed, religion, national origin (regardless of English language skills), age, sex, sexual orientation, marital status, military or veteran status, disability, genetic information or predisposing genetic characteristics, arrest record, prior criminal convictions, or domestic violence victim status; except when sex or age are a bona fide occupational qualification, when a criminal conviction is related to job duties, or when an individual's religion or disability warrants reasonable accommodation.

Additional policy, plan and notification information can be found at <https://www.herkimercsd.org/forms/>.

Code of Conduct Summary

The District established its Code of Conduct (Policy No. 1005) to govern the conduct of students, teachers and other school personnel, and visitors. This summary does not replace the complete Code of Conduct. The complete Code of Conduct can be viewed online at herkimercsd.org or by contacting the District Office.

Student Rights & Responsibilities

STUDENT RIGHTS

Students have the right to take part in all district activities. Students have the right to be free of discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex, while on school property, or at any school-sponsored function.

STUDENT RESPONSIBILITIES

Students are responsible for safe, respectful, responsible behavior and language. Students are expected to follow district policies; to attend school every day unless excused; to work to the best of their abilities, seeking help when needed; and to uphold the highest standards of demeanor and sportsmanship. Students are expected to respect and treat others with tolerance and dignity regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex.

Student Conduct & Discipline

Students who engage in conduct that is disorderly, insubordinate, disruptive, violent or unsafe, or who violate academic standards regarding plagiarism and cheating, may be subject to a range of disciplinary actions as outlined in the full Code of Conduct. Students also have the right to access school rules, have their complaints investigated, and have their version of events heard.

District staff who are authorized to impose discipline are expected to do so in a prompt, fair and lawful manner. Some misconduct may be referred to law enforcement. District staff who are not authorized to impose discipline are expected to promptly report violations of the code of conduct to their supervisor. Corporal punishment is prohibited.

Teachers as Essential Partners

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression) or sex, with the intent of strengthening students' self-concept and promote confidence to learn.

2. Be prepared to teach
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - Course objectives and requirements
 - Marking/grading procedures
 - Assignment deadlines
 - Expectations for students
 - Classroom discipline plan
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.
7. Report orally to one of the Principal's Designees identified below any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one school day later; and file a written report not later than two school days after the initial oral report.

The district has also designated building principals Renee Vogt (Herkimer Elementary School), Zachary Abbe (Herkimer Middle School) and Mary Tomaso (Herkimer High School) as Dignity Act Coordinator for each school. The Dignity Act Coordinators are trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender (including gender identity or expression), and sex. To report a Dignity Act violation, contact the following staff members:

Elementary School (315-866-8562): Sara Lamanna, School Counselor; Cristi Paragi, Assistant Principal

Jr./Sr. High School (315-866-2230): High School Counselor Bridgett Manley; Middle School Counselor Heather Paul.

In-Service Education Programs

At the start of each school year, the District shall provide all staff with in-service education regarding District policy for conduct on school grounds and at school functions, methods for promoting a safe and supportive school climate, and ways of discouraging discrimination and/or harassment against students by other students or school employees.

Dress Code

Students are not permitted to wear clothing that is lewd, vulgar, obscene or sexually suggestive; that presents a health or safety hazard; or that bears messages advocating illegal activities or drug and alcohol use.