



Herkimer

CENTRAL SCHOOL DISTRICT

REQUIRED NOTIFICATIONS 2022-23

@HerkimerCSD

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

Asbestos and Pesticides

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.

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.

Release of Student Information

EDUCATIONAL RECORDS

The federal Family Educational Rights and Privacy Act (FERPA) provides parents/guardians and students who are 18 years of age or older (known as "eligible students") with certain rights with respect to the student's education records. Parents/guardians and eligible students have the right to:

- Inspect and review the student's education records within 45 days after a request for access is received by the school
- Request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights;
- Provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

PUPIL PRIVACY

In addition, the Protection of Pupil Rights Amendment provides parents/guardians with certain rights regarding the conduct of surveys, and certain physical exams. If a survey is funded in whole or part by the U.S. Department of Education, parents/guardians have the right to consent before students are required to complete a survey that asks about topics such as political affiliation, mental or psychological problems, sexual behavior or attitudes; illegal behavior, privileged relationships, religious practices or income (except as required to determine program eligibility).

Parents/guardians will also receive a notice and an opportunity to opt students out of the following:

- Any other survey that asks about the above protected areas;

- Any non-emergency, invasive physical exam or screening required as a condition of attending school or school functions, with the exception of physical exams or screenings required or permitted by state law (e.g. hearing, vision or scoliosis); and

- Activities involving collection, disclosure or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others.

Staff Qualifications

New York State Education Law requires each classroom teacher and school principal to receive an annual professional performance review (APPR) that results in a composite effectiveness score and rating.

In addition, under the Every Student Succeeds Act, parents/guardians have the right to know the professional qualifications of their child's classroom teachers, including teacher certification and degrees, and the qualifications of any paraprofessionals providing service to the student.

Parents/guardians may request their child's classroom teacher's professional qualifications, and/or the APPR quality ratings and composite effectiveness scores for their child's teacher(s) and principal(s) by contacting the building principal:

Herkimer Elementary: Principal Renee Vogt, Assistant Principal Cristi Paragi, (315) 866-8562

Herkimer Jr./Sr. High School: Middle School Principal Zachary Abbe, High School Principal Mary Tomaso, (315) 866-2230

Hand Sanitizer

The Herkimer Central School District will be making alcohol-based hand sanitizers available in its school buildings during the school year. If parents wish to opt their child out of using it, they should send a written notice to the school prior to the start of the school year.

School Meals

The Herkimer Central School District is committed to providing student access to nutritious meals each school day. Families are encouraged to complete an application to receive free or reduced-price meals. Students who do not qualify for free or reduced-price meals will pay for meals at the school's published paid meal rate each day. A student will be allowed to charge meals to their account after the balance reaches zero. Meal prices and free and reduced-price meal applications are available on the district website.

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, but offers an overview of its main points. 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.

Disciplinary action will be firm, fair and consistent, and will take into consideration the student's age, the nature and circumstances of the offense, the student's prior disciplinary record, the effectiveness of other forms of discipline, and other extenuating circumstances.

Parents as Essential Partners

Parents share in the responsibility of their child's education. As such, parents are expected to send their children to school on time, prepared, and dressed in accordance with the school dress code. Parents should notify school officials of any excused absences or changes in the home environment that may affect student conduct.

Parents are expected to understand and respect school rules and school personnel, and to build good relationships with others in the school community.

Public Conduct on School Property

Anyone on school property, or attending a school function, is expected to be respectful and orderly. They may not damage, destroy or trespass upon school property, or violate the law while on school property. Use of tobacco products, e-cigarettes, drugs and alcohol are prohibited, and weapons are not allowed. Verbal or physical abuse, including profanity or vulgar language, are not permitted. Anyone violating these guidelines may be removed from school property. If necessary, law enforcement authorities will be contacted.

Reporting Violations

Students are expected to report violations of the Code of Conduct to a staff member immediately.

DISCRIMINATION, HARASSMENT AND BULLYING

The District provides a procedure for responding to reports of possible discrimination or harassment against students, described in the district's Equal Opportunity and Nondiscrimination Policy.

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): Kathy Orts, Social Worker; Cristi Paragi, Assistant Principal

Jr./Sr. High School (315-866-2230, ext. 1318): High School Counselor Bridgett Manley; Middle School Counselor Christy Harlander

Visitors to the Schools

Anyone who is not a regular staff member or student will be considered a visitor. Except for public gatherings or meetings, visitors must sign in and display a visitor's pass while on the school grounds. Unauthorized visitors will be asked to leave. The police may be called if necessary.

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. Protective clothing may be required in some classes.