

NORWICH CITY SCHOOL DISTRICT

Home of the Purple Tornado



EMPLOYEE HANDBOOK

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Introduction and Purpose

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

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

Sources of Information

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

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

Expectations

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

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

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

District Overview



Norwich City School District

Norwich City School District is located at the center of Chenango County with a student population of 1,750 and a total staff of 400. We are a student-centered, technology rich District with excellent facilities. We enjoy strong community support and parent engagement shown through our exceptional academic, extra-curricular activities and athletics program. We support the concept that the school is at the heart of our community and strive for our students to embrace and reach their academic and personal goals.

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

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

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

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

Norwich City School District Personnel Directory

District Office

89 Midland Drive, Norwich, NY 13815

Scott Ryan, Superintendent of Schools	607.334.1600 x5504
Todd Griffin, Assistant Superintendent for Business	607.334.1600 x5505
Amanda Tuller, Director of Human Resources	607.334.1600 x5413
Jessica Poyer, Assistant Superintendent for Curriculum & Instruction	607.334.1600 x5506
Joe Alger, Director of School Operations & Athletics	607.334.1600 x1436
Zachary Alpern, Assistant Athletics Coordinator	607.334.1600 x1127
Amy Marvin, Director of Special Programs	607.334.1600 x5411
Melissa Perry, CSE/CPSE Coordinator	607.334.1600 x5416
Lauren Van Beers, Human Resources Associate / District Clerk	607.334.1600 x5504
Wendy Burdick, Business Office Trainer	607.334.1600 x5509

Ferol Riddle, District Treasurer	607.334.1600 x5503
Monica Stephen, Accounts Payable	607.334.1600 x5503
Stacey DeMuro, Payroll / Personnel Coordinator	607.334.1600 x5404
Trisstann Parry, District Office Support Associate	607.334.1600 x5401
Aja Correll, Secretary to Central Office	607.334.1600 x5506
Kristen Miller, Secretary to the Dir. of Special Programs	607.334.1600 x5411
Kim Myers, Registrar, Tax Collector, Special Programs Secretary	607.334.1600 x 5415
Scott Vosbury, Managed Technology	607.766.3800
James Mucha, Supervisor of Facilities and Grounds	607.334.1600 x1609
John Natoli, Head Bus Driver	607.334.1600 x1600
Kelly Gray, District Receiving & Athletics Assistant	607.334.1600 x1617
Brandi Fiester, BOCES Food Service	607.334.1600 x5410
Norwich High School	
<i>42 Midland Drive, Norwich, NY 13815</i>	
Jacob Roe, Principal	607.334.1600 x1439
Lorri Race, Associate Principal	607.334.1600 x1636
CARE Program	607.334.1600 x5426
Norwich Middle School	
<i>89 Midland Drive, Norwich, NY 13815</i>	
Terence Devine, Principal	607.334.1600 x2001
Ellyse Powers-Leech, Associate Principal	607.334.1600 x2500
Perry Browne Intermediate School	
<i>31 Beebe Avenue, Norwich, NY 13815</i>	
Sara Gilbeau, Principal	607.334.1600 x3053
Suzanne Fagnani, Student Success Coordinator	607.334.1600 x3053
Stanford J. Gibson Primary School	
<i>8 Ridgeland Road, Norwich, NY 13815</i>	
Jennifer Oliver, Principal	607.334.1600 x4251
Alysa Law-Shearer, Student Success Coordinator	607.334.1600 x4053
Transportation Department	
<i>133 Bus Garage Lane, Norwich, NY 13815</i>	
Joe Alger, Director of School Operations & Athletics	607.334.1600 x1426
John Natoli, Head School Bus Driver	607.334.1600 x1600

Collective Bargaining Units

Norwich Association of Certified Administrative and Supervisory Personnel (NACASP)

Jennifer Oliver, President

Norwich Educators' Organization (NEO)

Eric Cunningham, President

Norwich Educational Support Staff Association (NESSA)

Deborah Cruger, President

Mission Statement

The Norwich City School District Mission Statement expresses the ideal vision of the District as understood by its collective staff. All staff members should use this statement as the guiding force behind their work in each building. ([*Board Policy Notebook Chapter 1*](#))

The Mission Statement reads as follows:

“Our Mission is to CONNECT, INSPIRE, and EMPOWER”. NCSD will seek to provide an empowering and relevant learning environment where ALL children will be afforded opportunities to engage in authentic experiences. A progression of designed experiences will develop and promote active learning, allowing informed and inspired graduates to leave us ready to contribute to their community and our global society.

Operating Principles

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

1. Learning is a lifelong experience. The primary function of schooling is teaching and learning which promotes individual growth and to that end schools must teach the processes and strategies as well as the “why” of learning so that children can function independently.
2. All students can learn and develop physically, intellectually, socially and emotionally.
3. Learners are critically engaged, with the knowledge that they have developed from their varied experiences, aspirations and interests.
4. It is essential that curricula and instruction be individually adapted to the needs of each learner.
5. High expectations encourage each learner to achieve his/her maximum growth.
6. The schools must provide opportunities for successful experiences as success contributes to a positive self-image.
7. The learner must make a conscious decision to actively participate in the educational process for effective learning and socialization to occur.

8. The environment for learning and teaching must be fair and supportive, characterized by order, trust and mutual respect, and must attend to the basic needs of those in the learning community for “love, power, fun, freedom and safety.” *William Glasser*
9. Family and community must be involved in the educational process and organizational structures must allow for and support communication at all levels.
10. Access to programs, staff, facilities, information and materials, opportunities for learning, and the resolution of disputes and disciplinary matters must be fair and equitable for all.
11. There must be broad staff involvement in organizational decision-making and, as individuals, staff must accept responsibility for their own decisions and actions.
12. All students must be provided opportunities for involvement in the organizational decision-making process, and students must accept responsibility for their own decisions and actions.
13. Teaching and learning can take many forms and occur in many settings. Thus, all resources within the community will be utilized in meeting the individual needs of students and staff.
14. Schools must provide students with ample opportunity for self-direction and choice.
15. The lifelong needs of the learner will be best served through the development of self-evaluation skills.
16. Assessment and measures of progress must be aligned with what we know about learning and must be consistent with our instructional outcomes.
17. The learner’s character development will be reinforced by good examples within the learning environment. We must strive to foster character throughout the educational system by modeling, e.g. honesty, fairness, equality, courage, loyalty, kindness, hard work and respect.

Code of Ethics

In accordance with Section 806 of the General Municipal Law, the Norwich City School District has adopted a Code of Ethics which is applicable to all District employees. All employees of the Norwich City School District should read and become familiar with the Code of Ethics. ([*Board Policy Chapter 1 A105*](#))

Professional Ethics

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

The Norwich City School District considers the following activities unprofessional:

- Cell phone/Classroom phone usage by staff while performing your primary duties for which you were hired. Cell phone/Classroom phone usage should be restricted to planning, break and lunch times.
- Personal Visits during working hours.

- Utilizing the Norwich City School District e-mail and internet for personal purposes including personal business use.

Social Networking sites such as Facebook, Instagram, Snapchat and Twitter can be accessed by students, parents and community members. Be sure that your content presents you as a professional and be cognizant of your privacy settings. Also, while it is tempting to want to share information about your position and your daily activities at the District be certain that you are NOT sharing any confidential information regarding students or District personnel.

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

Board of Education – Statement of Policy

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

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

Equal Employment Opportunity (EEO) Statement

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

Section 504 of the Rehabilitation Act of 1973

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

Title IX

The Norwich City School District does not discriminate on the basis of sex, in the educational programs or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of nondiscrimination

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

Work Rules

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

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

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

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

Staff Acceptable Attire

Appropriate professional attire is expected to be worn by all staff members. Clothing shall be neat and clean, shall not be profane, lewd or offensive; not constitute a health or safety hazard (including clothing that promotes the use or sale of alcohol, tobacco products, illegal substances and/or controlled substances) or a substantial disruption or material interference with the work or discipline of the school.

Communication Procedures



Communication

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

Bulletin Boards

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

Daily Bulletin

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

Mail

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

News Releases and Other Communication with Public

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

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

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

School Intercom

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

Telephones

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

Other Sources of Information

Other various District publications include:

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

Staff Use of Computerized Information Resources

All employees of the Norwich City School District are provided access to the District network services, email and internet. It is the intention of the District that these tools be utilized for work related and educational purposes only. Use of the internet for personal and private business purposes is prohibited. Also, no employee shall download, view or trade material which is inappropriate in the Norwich City School District and which is not directly related to work or instructional activities. Employees should understand that all computers are school property and there should not be any expectation of privacy with respect to files created or accessed. All employees will be responsible for reviewing the entirety of the Staff Use of Computerized Information Resources policy and abiding by the guidelines set forth in that document. ([Board Policy Chapter 6 A600.3](#))

Confidentiality

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

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

Any use of confidential information is inappropriate whether for personal advantage or in conversations with other employees or individuals who are not associated with the District. If you have questions regarding what constitutes confidential material please speak with your building administrator or immediate supervisor.

District Calendar

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

Job Postings

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

District Benefits, Payroll and Attendance



Absence Reporting

All staff are responsible for accurately reporting their absences in order to ensure limited interruption to student learning as well as accurate leave balances. All absences must be reported on the NCSD Absence Request Form and/or through Frontline Absence Management.

Frontline Absence Management Substitute Registry

Teachers, Teaching Assistants and Teacher Aides are responsible for obtaining their own substitutes through the use of the Frontline Absence Management System. You will be registered for Frontline Absence Management upon hire and will receive access to this system through [Norwich CSD MyApps](#). A link to Frontline Absence Management is listed in the employee resources section of the Norwich City School District website. For questions regarding Frontline Absence Management please contact teacherregistry@dcmoboces.com.

NEO Absence Reporting

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

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

NESSA Absence Reporting

All Support Staff are required to submit absence requests using the NCSD Absence Request Form. Requests can be for full days or hourly increments. If you are requesting a partial day please be certain to add the hours that you are requesting in the notes section of the request.

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

If an employee is absent three (3) or more days the District may request a doctor's note verifying the absence and the ability to return to work and fulfill all obligations of their position. If an employee is absent without notifying his/her immediate supervisor, disciplinary action may be taken. This includes leaving school grounds during work hours without prior approval. Failure to report an absence for three (3) days may lead to termination.

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

Attendance and Punctuality

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

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

Attendance at School Sponsored Activities

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

It shall be the policy of the District to admit all employees to all school-sponsored events and activities without the payment of admission or related charges. Though all employees will be entitled to admission without charge, it is hoped that sound judgment will be exercised in the voluntary payment of admission and related fees in those instances involving student productions where there are costs to the sponsoring organization. ([*Board Policy Chapter 3 A304*](#))

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

District Benefits

Affordable Care Act

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

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

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

Cancer Screening and Blood Donation

Cancer Screening

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

Blood Donation

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

Required Documentation for Cancer Screening of Blood Donation

Employees need to submit a completed “Employee Request for Excused Medical Leave” form to the Payroll Office. The employee’s physician or blood donation facility must sign the form to authorize that the employee received the applicable screening or donated blood. This form also

documents the excused absence so that the employee is not charged. Forms must be forwarded to the Payroll Office by the end of the pay period in which the leave was taken.

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

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

Continuation of Benefits

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

Dental Insurance

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

Open Enrollment is held during the month of May through the Employee Navigator System, with coverage changes effective July 1.

For specific information regarding coverage please contact the Human Resources Office.

Health Insurance

Norwich City School District participates in the Excellus Blue PPO Signature Copay Health Insurance Plan. Health benefits and premium payments are determined per Collective Bargaining Agreement or Board of Education Policy. For additional information please reference your applicable Collective Bargaining Unit Agreement or Board Policy.

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

For specific information regarding coverage please contact the Human Resources Office.

Open Enrollment and Qualifying Events

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

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

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

Retirement

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

Verification of Insurance

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

End of Employment

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

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

Expense Reimbursement

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

Tax Exempt Status

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

Food Service Accounts

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

Holiday Pay

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

Hours of Work

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

NEO

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

NESSA

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

Leaves of Absence

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

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

Family Medical Leave Act

Employees who have been employed for at least twelve (12) months and for at least 1,250 hours during the preceding twelve (12) months are eligible for unpaid family and medical leave, consistent with the Federal Family and Medical Leave Act of 1993 (FMLA). If you have

circumstances which might qualify you for such a leave please contact the Human Resources Office. ([Board Policy Chapter 5 A504](#))

Jury Duty

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

Personal Business Leave

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

Volunteer Firefighter/Emergency Squad

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

Overtime

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

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

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

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

Payroll

Direct Deposit

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

Electronic Pay Voucher (Pay Stub)

If you elect to receive your paycheck via Direct Deposit you can elect to receive an electronic pay voucher instead of a paper pay voucher. You will receive a PDF of your pay voucher each pay period delivered to an email address of your choice. To elect to receive an electronic pay voucher please complete the ACH Request Form, completing the email address section, and submit it to the Payroll Office.

Immigration Act

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

Lost/Destroyed Paycheck

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

Payroll Advances

Payroll advances are not permitted by law.

Payroll Deductions

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

Payroll Schedule

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

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

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

The District pays ten-month instructional staff on a 21 or 25 pay schedule. Any ten-month instructional staff wishing to make a change to your current pay election (21 / 25) must contact the Human Resources Office and complete the necessary paperwork prior to June 15th of the current school year. Election changes are NOT authorized after the deadline and/or after the first payroll of the School Year is processed.

The District pays ten-month support staff on a 22 pay schedule. Ten-month support staff have the option of being paid on a pay-for-punch or annualized basis. Any ten-month support staff wishing to make a change to your current pay election for the following school year must contact the Human Resources Office and complete the necessary paperwork prior to the deadline of June 15th

of the current school year. Election changes are NOT authorized after the deadline and/or after the first payroll of the School Year is processed.

Salary Determination

Your salary will be set in accordance with the terms of the Collective Bargaining Agreement if your position is included in the NEO, NESSA, or NACASP bargaining units, or under the Managerial, Confidential, & Non-Represented Terms & Conditions if you are in the non-represented group.

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

Social Security

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

Tax Sheltered Annuities / 403(b)

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

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

Currently, you can contribute up to \$18,500 annually. If you have at least fifteen (15) years of service with Norwich City School District or are at least fifty (50) years old, you may be entitled to make additional contributions. Contribution limits are subject to change based on IRS tax limits.

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

Personnel Records

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

Position Classifications

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

Sick Bank

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

Substitute Plans

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

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

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

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

Time Clocks

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

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

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

Workers' Compensation

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

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

Health, Safety and Buildings and Grounds



Accident Reporting

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

Student Accident Reporting

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

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

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

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

Staff Accident Reporting

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

AED (Automated External Defibrillator)

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

School sponsored and school approved curricular and/or extracurricular events/activities are all activities of the School District associated with its instructional curriculum or otherwise offered to

its students, including but not limited to, Board Meetings, PTA meetings, and school-based management teacher meetings.

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

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

Classrooms and Workspaces

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

1. Electrical equipment must be safely plugged in and kept clear of sources of water and other potential shock hazards. They must be turned off or unplugged at the end of each day.
2. Nothing may be plugged in to data drops.
3. Large and/or heavy items must be secured to furniture and/or walls to prevent items from falling.
4. Carts that hold computers and other heavy items may only be moved by staff members.
5. Items such as maps and charts hung from walls must be secured and checked often.
6. To provide a clear and safe exit, paper and other combustible materials must NOT be placed within two feet of the ceiling and must be at minimum ten feet away from an outside exit.
7. Door windows must be kept clear at all times.
8. Classroom doors need to be closed at all times and may NOT be propped open.
9. Evacuation directions must be posted near your classroom door.
10. Emergency exit signs are to be placed on one of your classroom windows and the space in front of that window is to be kept clear.
11. Before using any extension cord or adapter check with the Head Custodian in your building for approval.
12. Information Technology Staff will move all computer related technology equipment (computers, printers, scanners, etc.). Check with the technology department prior to submitting a ServiceNow request.
13. Toaster ovens, refrigerators, coffee pots, microwaves, etc. are NOT to be kept in classrooms. Seek prior permission for student project use.
14. All rooms and office areas are to be kept clean, orderly and well organized.

Children of District Staff Members

Children are permitted to be in your work area providing that it is not during work hours. Your children may come to your office or classroom when your work day ends. Children must not be left unattended in classrooms or unsupervised in other areas, including but not limited to

playgrounds, hallways or gymnasiums. District employees may utilize the After School Program as needed.

Drug-Free Workplace

In accordance with the Federal Drug-Free Work Place Act of 1998, the Norwich City School District has adopted a drug-free workplace policy. The Board of Education is committed to the prevention of alcohol, tobacco, and other substance use/abuse. Its intent is to ensure the proper conduct of all staff and employees. ([*Board Policy Chapter 5 A503*](#))

Emergency Closings

The following will apply for emergency delays:

Ten-Month Staff

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

Twelve-Month Staff

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

Essential Staff

Cleaner, Custodian, Senior Custodian, Groundskeeper, Maintenance Worker, Building Maintenance Mechanic, Head Building Maintenance Mechanic, School Lunch Cashier, School Lunch Cook, School Lunch Cook Manager, Food Service Worker.

- The above 12-month employees will be required to report as aligned with their regularly scheduled hours for the safety and service of staff, students, and our community:
- The above employees required to report to work shall receive compensation time in addition to their hourly rate for their time worked during a delay or early release.

The following will apply for emergency closings:

On occasions when a staff member makes the determination that he/she cannot report on time due to hazardous weather or emergency conditions and his/her work site is open, he/she must call his/her supervisor to report the absence and take personal business leave, personal leave, vacation leave, or unpaid leave for the time lost. The same shall apply for staff members who make the determination to leave work early due to extreme weather conditions and secure approval from his/her supervisor prior to leaving.

Ten-Month Staff

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

Twelve-Month Staff

- Employees in the following positions may, upon approval from their supervisor, complete a district telecommuting agreement for the current school year and opt to telecommute for emergency days closing school for 10-month employees unless otherwise directed by the Superintendent:
 - NACASP employees, MCNR employees, Keyboard Specialist, Secretary I, Secretary II, Senior Account Clerk/Keyboardist, Account Clerk/Keyboardist, Administrative Assistant.
- If the Superintendent closes school and sends twelve-month staff home during the day, they must have reported to work or they will be charged for the time off. If the employee has requested a half-day in the PM and staff are sent home at the half-day, the employee will NOT be charged for the PM if they were in attendance in the AM.
- Staff members who call in, do not report or have previously applied for sick, personal business or vacation leave for emergency closings are not available for work and WILL have such time charged against the appropriate leave accumulation.

Essential Staff

Cleaners, Custodians, Senior Custodians, Groundskeepers, Maintenance Workers, Building Maintenance Mechanics, and Head Building Maintenance Mechanics

- The above 12-month employees will be required to report as aligned with their regularly scheduled hours for the safety and service of staff, students, and our community:
- These employees will receive an additional sick day for each emergency closing day per school year.
- Staff members who call in, do not report or have previously applied for sick, personal business or vacation leave for emergency closings are not available for work and WILL have such time charged against the appropriate leave accumulation.

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

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

Norwich/Oneonta – Central NY Radio Group

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

Sidney WCDO

Syracuse – WSTM Channel 3

Syracuse – WNTQ 93Q, WICZ TV40

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

Syracuse YNN

Spectrum TV

Emergency Management Plans

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

Safety Drills

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

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

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

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

Identification / Keyless Entry Badge

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

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

Maintenance

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

Work orders should be issued through the ML Work Order Request System accessed through [Norwich CSD MyApps](#) in the Employee Resources section or our website. for all requests pertaining to custodial or maintenance tasks. Emergency problems, including but not limited to, flooding, power outages and bodily fluids, should be referred immediately to the Main Office to contact a custodian.

Parking

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

Sexual Harassment

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

All employees of the Norwich City School District are expected to read and become familiar with ([Board Policy Chapter 5 A500.3](#))

Smoking on District Grounds

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

Supervision of Students

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

Suspected Child Abuse

New York State Law requires school officials to report cases of suspected child abuse and maltreatment. The Norwich City School District recognizes the importance of this issue, as well as the role of school personnel in the protection of abused or maltreated children. Therefore, the

District will fully comply with all appropriate laws and regulations and promptly report all cases of suspected abuse and maltreatment consistent with the attached guidelines. ([Board Policy Chapter 4 A404.1](#))

Dignity for All Students Act (DASA)

The purpose of the Dignity for All Students Act (DASA) policy is to promote a healthy, positive workplace climate so that every individual is able to contribute fully to our educational community. Every person has the right to dignity at work. The rights and responsibilities described in this policy apply to all employees, students, parents and all who utilize or visit District facilities. ([Board Policy Chapter 4 A402.2](#))

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

DASA Coordinators

Norwich High School

Lorri Race, Associate Principal 607-334-1600 x1636

Norwich Middle School

Ellyse Powers, Associate Principal 607-334-1600 x2500

Perry Browne Intermediate School

Suzanne Fagnani, Student Success Coordinator 607-334-1600 x3053

Stanford Gibson Primary School

Alysa Law-Shearer, Student Success Coordinator 607-334-1600 x4053

Check Out Sheet

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

Inventory

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

Curriculum and Instruction



Alternative Instruction

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

Assemblies

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

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

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

Lesson Plans

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

Library

The District's School Libraries are a service-oriented resource available for all District students and personnel. The libraries maintain an extensive print and non-print collection.

The libraries can help you and your students by:

- Providing hard-copy resources like books and graphic novels,
- Providing databases for personal and professional research needs,
- Ordering single copy books to support your curriculum,
- Instructing and working with your students as they learn to access, retrieve, analyze and evaluate information in projects meaningful to your curriculum and,
- Furnishing a supportive social environment in which students can read, explore topics of interest and develop the research and analytical skills they need to become life-long learners.

Other Services provided include:

- Interlibrary loan
- Bibliography creation
- Reserve individual titles or collections
- eBooks, eAudiobooks and eMagazines
- Special Events and Literary Promotions
- Faculty-accompanied class visits and/or individual student visits during study hall
- Booktalks and Poetry Drop-ins
- Collaborative instruction in: crafting online searches and/or AI prompts, information evaluation, bibliographies, library orientation, using the online catalog, citing sources and plagiarism.

The library online catalog, Alexandria, and available databases are accessible through MyApps.

For any other library needs contact the Library at the extension below:

High School Library (x1031)

Middle School Library (x2068)

Perry Browne Library (x3104)

Stanford Gibson Library (x4100)

Staff Meetings

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

Certification, Evaluation and Professional Learning



Certification

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

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

Civil Service Regulations

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

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

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

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

Contact information for the Norwich City Civil Service Commission is:

Norwich City Civil Service Commission
1 City Plaza, Norwich, NY 13815
(607) 334-1235

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

Attendance at Employee Workshops

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

Conference Attendance / Expense Reimbursement

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

Conference/Workshop Requests


- All conference/workshop requests are to be submitted through Frontline Professional Growth (FPG).
- Plan on a minimum of three (3) weeks lead time prior to your conference/workshop date to submit your request. This is especially important if there is a registration deadline. Be as detailed and accurate as possible in your request.
- Complete registration form by going to the Norwich MyApps screen (<http://myapps.norwichcsd.org>) select the Norwich Frontline application icon.
- If you are requesting a school vehicle please complete and submit a transportation request. Please note that mileage will not be reimbursed if you have not completed a transportation request.
- Be certain to ask for itemized receipts for expenses, including but not limited to, meals, lodging, tolls and parking.

- All travel / lodging will be arranged through the Assistant Superintendent for Curriculum & Instruction Office. **DO NOT individually submit your reservation.**
- If cancellation is necessary, please notify your Administrator and the Assistant Superintendent for Curriculum & Instruction Office prior to the event. If you do not attend due to an emergency please notify your Administrator and the Assistant Superintendent for Curriculum & Instruction Office as soon as it is possible.





Professional Learning

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



Frontline Professional Growth (FPG)

The District has implemented the Frontline Professional Growth system to support our professional learning approval and tracking. FPG is used to meet each educator's unique needs with individual professional learning plans and relevant, targeted learning opportunities, and to conduct transparent, defensible, growth-focused evaluations, and link results to professional learning plans and goals. Please follow the steps  below to submit and follow through with professional learning requests:

Registering for District Catalog Listed Professional Learning

-  1. At the Norwich MyApps screen (<http://myapps.norwichcsd.org>) select the Norwich Frontline application icon
-  2. At the main menu and under Professional Learning select:
 - a. The district catalog for the PL to register for
 - b. Any other connected catalog if available (such as DCMO BOCES, etc.)
-  3. Register for the PL by filling out all pertinent information and supporting documentation
4. The request will be forwarded to the Principal for approval
 - a. Denied requests will have reason comments (not appropriate, need more info, etc.)
5. An approved request will be forwarded to the Assistant Superintendent for Business Office for approval
 - a. Denied requests will come back to Principal for review
6. An approved request will notify teacher/staff as approved
-  7. Teacher/staff attends PL and after returning marks event as attended with comments in FPG
8. The completed PL information is sent to Principal for final approval
 - a. If approved shows in FPG as attended and complete
 - b. If denied shows in FPG as not attended and incomplete

Registering for Non-Listed Catalog Professional Learning

-  1. At the Norwich MyApps screen (<http://myapps.norwichcsd.org>) select the Norwich Frontline application icon
-  2. At the main menu under Forms select Conference Request

- ✓ 3. Register for the PL by filling out all pertinent information and supporting documentation
4. The request will be forwarded to the Principal for approval
 - a. Denied requests will have reason comments (not appropriate, need more info, etc.)
5. An approved request will be forwarded to the Assistant Superintendent for Business for approval
 - a. Denied requests will come back to Principal for review
6. An approved request will notify teacher/staff as approved
7. An approved request will notify the Assistant Superintendent for Curriculum & Instruction and the Assistant Superintendent for Business in the District Office
8. The Assistant Superintendent for Curriculum & Instruction Office completes travel/lodging as needed and communicates to teacher/staff member
- ✓ 9. Teacher/staff member work with the Assistant Superintendent for Business Office on the site registration and payment (if needed)
- ✓ 10. Teacher/staff attends PL and after returning marks event as attended with comments in FPG
11. The completed PL information is sent to Principal for final approval
 - a. If approved shows in FPG as attended and complete
 - b. If denied shows in FPG as not attended and incomplete

Expenses

- When the District is assuming all or part of the conference/workshop costs, purchase orders will be generated by the Assistant Superintendent for Curriculum & Instruction Office.
- Only pre-approved expenses as indicated in the FPG (Frontline Professional Growth) will be reimbursed.
- When the District asks an employee to attend a professional development workshop that is outside of the workday, the District will compensate NEO employees at a rate of \$25 per hour, less lunch or travel time. All other staff are compensated at their regular hourly rate, less lunch or travel time.
 - The employee must submit the conference schedule, and a certificate of attendance/completion and attach to the claim invoice.
 - If the employee is electing on their own to attend a conference, the cost of the conference may be covered by the District, however, the employee will not receive an hourly rate for attending the conference.
- Reimbursement for expenses for the amount budgeted and pre-approved will be made only upon submission of a claim invoice with itemized receipts attached.
- The District can only reimburse gratuities up to fifteen percent (15%).
- Claim Invoices with receipts attached should be submitted to the Business Office within two (2) weeks of the conference/workshop date.
- Please note that the District **DOES NOT** pay for phone calls from the conference center or hotel. You are responsible for resolving payment prior to check out.

Transportation

- Reimbursement for mileage will be issued only if a transportation request has been submitted and denied due to lack of an available vehicle.

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

Evaluation / Observation

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

Field Experience Requests

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

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

Job Description

Support Staff will be provided with a job description upon request. Please be certain to ask your supervisor if there is anything regarding your duties that you do not understand or find especially difficult.

Appendix A: Board Policies

The following Board of Education Policies can be found in the [Board Policy Notebook](#):

- NCSD Board Policy A500.1: Workplace Violence Prevention
- NCSD Board Policy A402.2: Dignity for All Students
- NCSD Board Policy A500.3: Statewide Sexual and Workplace Harassment Prevention
- NCSD Board Policy A600.3: Staff Use of Computerized Information Resources
- NCSD Board Policy A600.4: Use of Email in the School District
- NCSD Board Policy A600.6: Internet Safety and Content Filtering Policy

A complete list of the Norwich City School District Board of Education policies can be found in the documents section of our website under Board of Education: [Board Policy](#).

Appendix B: Transportation Handbook

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1.0 DRIVER REGULATIONS

1.1 REGULATIONS AND TRAINING

1. Each School Bus Driver of Norwich City School District conveyances shall be at least 21 years of age.
2. Each School Bus Driver must have a valid Commercial Driver's License.
3. Throughout employment each School Bus Driver must comply with the following timetable for Article 19A of the Department of Motor Vehicles and with the regulations of the Commissioner of Education:
 - A. Fingerprinting
 - B. Annual review of driving record
 - C. Annual record of violations
 - D. Annual personal interview
 - E. Annual defensive driving performance
 - F. Annual physical examination
 - G. Biennial oral or written examination
 - H. Biennial behind-the-wheel driving test
4. Each School Bus Driver must comply with New York State Education Department Regulations including:
 - A. Biennial Physical Performance Test.
 - B. 10/30 hour Monitor/Drivers course during the first year of employment
 - C. 4-hour preservice training.
 - D. 3 personal references.
 - E. Annual Anti-Idol Training
 - F. Annual Sexual Harassment Training
 - G. Annual Right to know Training
 - H. Annual Mandated Reporter Training
 - I. Annual Blood Borne Pathogens Training.
 - J. Annual Epi Pen Training
 - K. Biennial CPR Training.

1.2 CARE AND MAINTENANCE OF EQUIPMENT

1. Before each trip each School Bus Driver must check the following on the vehicle they are operating:
 - A. Horn
 - B. Tires
 - C. Fuel
 - D. Lights
 - E. Gauges
 - F. Windshield Wipers
 - G. Air Pressure level
 - H. Brakes
 - I. Camera system indicator
 - J. Wheelchair securements/harnesses
 - K. Seatbelts
2. After each trip each school bus driver must:
 - A. Check for students/belongings left behind before exiting the bus.
 - B. Sweep bus
 - C. Remove garbage from the can.

- D. Organize seatbelts
 - E. Assure that fuel is left above ½ a tank.
3. Once a week each school bus driver must:
 - A. Check Oil
 - B. Wash windows
 - C. Wash the exterior of the school bus
 - D. Dust the dashboard.
 - E. Clean driver's compartment.
 - F. Bring any found belongings into the lost and found.
 4. Articles will not be left on the dashboard area of the bus. Small items (i.e. pencils, combs, nail files, etc.) can fall into the defroster vents and cause damage to the vehicle fans.
 5. Failure of any mechanical or signaling device should be reported in the proper form and placed in the defect box IMMEDIATELY. **DO NOT GIVE ONLY VERBAL REPORTS TO THE DIRECTOR/SUPERVISOR OF TRANSPORTATION OR MECHANIC.**

1.3 ROUTE REGULATIONS

1. Each School Bus Driver must complete a School Bus Driver's Daily Report for each time the vehicle is driven.
2. **A route should not be changed in any way without the approval of the Director/Supervisor of Transportation.**
3. Each School Bus Driver should only pick up students on his/her roster. The Director/Supervisor of Transportation will notify you of all changes and additions to your student roster. a. If a new student appears on your designated route DO NOT refuse to allow the student on your bus. Note down the student's name and provide it to the Director/Supervisor of Transportation.
4. Each School Bus Driver shall adhere to the scheduled times for each route.
5. DO NOT permit any person other than students, teachers, and those assigned to supervise students to ride on your School Bus.
6. Bundles, large parcels, racks, groceries, skis, ski poles, snowboards, sleds, and other large items **WILL NOT BE CARRIED ON A SCHOOL BUS.** This also includes any animals other than those used for medical or emotional support.
7. No glass containers and/or aerosol cans on the school bus.
8. All School Bus Drivers will be required to have their driver's license on them at any time they are behind the wheel of a school bus.
9. All School Bus Drivers will be required to maintain a seating chart for any trip.

1.4 PERSONAL REGULATIONS

1. Each School Bus Driver must report to the Bus Garage a minimum of 15 minutes before each trip.
2. 20 Minute Pre-Post trip is as follows:
 - A. 10 Minutes before run for pre-trip
 - B. 10 Minutes after run for post-trip
3. School Buses shall not leave the Bus Garage more than five minutes before the listed start trip time on the schedule.
4. School Bus Drivers should not drive if too ill to do so. Report all illnesses to the Director/Supervisor of Transportation. Please ensure that you speak with either the Director/Supervisor of Transportation or the Head Bus Driver. A notification of absence will be acceptable in the form of a text, however, you must receive a reply from the recipient or it will not be considered a notification.
5. School Bus Drivers must present to work wearing closed-toed shoes with at least a strap around the ankle. Flip-flops/Sandals and open-toed shoes will not be worn while driving. Appropriate professional attire is expected to be worn by all staff members. Clothing shall be neat and clean, shall not be profane, lewd or offensive; not constitute a health or safety hazard (including clothing that promotes the use or sale of alcohol, tobacco products, illegal substances and/or controlled substances) or a substantial disruption or material interference with the work or discipline of the school.
6. School Bus Drivers shall not smoke, eat, drink, or perform any act that may impair the safe operation of their vehicle.
7. School Bus Drivers shall not utilize their cell phones while driving or perform any act that would distract them from their driving.
8. STATE LAW PROHIBITS SMOKING ON SCHOOL GROUNDS OR IN SCHOOL VEHICLES.
9. Never operate a School Bus having consumed alcohol or other recreational substances.
10. Each School Bus Driver will receive a yearly review from the Transportation Supervisor based on the performance viewed throughout the school year.

1.5 SPECIAL REGULATIONS

1. All students must have a written statement from the Building Principal to ride any bus except their own. If they do not have a note please advise them to see the Building Principal for proper administrative authorization.
2. Under Norwich City School District policy you do not have the authority to remove any student from your School Bus. You can make recommendations, but the final determination is made by the Superintendent and the Board of Education.

3. Students are not to be picked up or dropped off anywhere except their designated school bus loading zones. Group stops will be utilized within city limits.
4. Keep at least one bus length behind any vehicle while driving within the City, and farther on the open highway.
5. Limit idle time to 3 minutes at 1,000 to 1,200 RPM's.
6. DO NOT wave traffic past your School Bus.
7. DO make allowances on your Bus Route for inclement weather.

2.0 Monitor Regulations

2.1 REGULATIONS AND TRAINING

1. Each School Bus Monitor of Norwich City School District conveyances shall be at least 18 years of age.
2. Each School Bus Monitor must comply with New York State Education Department Regulations including:
 - A. Biennial Physical Performance Test.
 - B. 10 Monitor course during the first year of employment
 - C. 4-hour preservice training.
 - D. 3 personal references.
 - E. Annual Anti- Idol Training
 - F. Annual Sexual Harassment Training
 - G. Annual Right to know Training
 - H. Annual Mandated Reporter Training
 - I. Annual Blood Borne Pathogens Training.
 - J. Annual Epi Pen Training
 - K. Biennial CPR Training.

2.2 CARE AND MAINTENANCE OF EQUIPMENT

1. All School Bus Monitors will be responsible for assisting with the cleanliness of the bus they are currently assigned to.
2. All School Bus Monitors must exit the bus while the bus is being fueled.
3. It is encouraged that all School Bus Monitors assist with the pre- and post-trip of the school bus.
4. It is the responsibility of both the School Bus Driver and School Bus Monitor to ensure that there are no students left on the school bus

2.3 PERSONAL REGULATIONS

1. Each School Bus Monitor must report to the Bus Garage a minimum of 10 minutes before each trip.

2. School Bus Drivers must present a neat and clean appearance at all times while representing the Norwich City School District.
3. Appropriate professional attire is expected to be worn by all staff members. Clothing shall be neat and clean, shall not be profane, lewd, or offensive; not constitute a health or safety hazard (including clothing that promotes the use or sale of alcohol, tobacco products, illegal substances and/or controlled substances) or a substantial disruption or material interference with the work or discipline of the school. Bus Monitors will wear closed-toe shoes while on the school bus. Flip Flops are not to be worn while on the bus. All footwear must at least have a strap on the heel of the shoe as well.
4. If a School Bus Monitor is facing an illness and cannot report for their scheduled shift. Report all illnesses to the Director/Supervisor of Transportation. Please ensure that you speak with either the Director/Supervisor of Transportation or the Head Bus Driver. A notification of absence will be acceptable in the form of a text, however, you must receive a reply from the recipient or it will not be considered a notification.
5. School Bus Monitors shall not utilize their cell phones while on the school bus, unless in case of emergency and have been instructed to do so.
6. School Bus Monitors shall not smoke, eat, or drink while on the school bus.
7. Each School Bus monitor will receive a yearly review from the Transportation Supervisor based on the performance viewed throughout the school year.

3.0 EMPLOYEE-STUDENT PROCEDURES

3.1 LINE UP AT SCHOOL

1. NEVER LEAVE THE BUS UNATTENDED WITH THE ENGINE RUNNING. Whenever the School Bus Driver is out of his/her seat, he/she shall set the parking brake, shut the engine off, and remove the ignition key.
2. School Buses shall be positioned in the school loading zone to allow all School Buses sufficient room to load
3. A student is the responsibility of the School Bus Driver as soon as he/she boards the vehicle. Each School Bus Driver must be on the School Bus before the students are permitted to board.
4. When at each school waiting for students DO NOT leave your School Bus. Utilize this time to perform duties such as sweeping the bus and updating paperwork.
5. School Bus Drivers shall train students in proper loading and unloading procedures.
6. School Bus doors should be closed at all times when the vehicle is in motion.

7. 7. If a student boards the incorrect School Bus a reasonable effort should be made to get the student home. If it is not reasonable to get the student to his/her home on the regular trip, return the student to the next school served or to the Bus Garage.

3.2 DISCHARGING PASSENGERS

1. Before stopping, the School Bus Driver shall give ample warning to other drivers by the timely application of the switch which activates the yellow lights in the front and rear of the vehicle. 300 feet is considered a fair warning.
2. Give particular care to the child on his/her first day of school. Never let an emotionally upset child rush off of your School Bus to potentially dart across the street. Assist younger students if necessary.
3. A School Bus Monitor should assist in crossing procedures whenever possible.
4. For wheelchair-bound students, the School Bus Driver will be outside of the vehicle controlling the lift operator and the School Bus Aide will be inside to load/unload the student.
 - A. The School Bus Monitor will need to assist the School Bus Driver in securing the wheelchair in the vehicle and lift.
 - B. It is both the School Bus Monitor and School Bus Driver's responsibility to check the securement of the wheelchair to the school bus by performing the "Shake Test".
5. The School Bus Driver shall carefully observe the number of students unloading from the vehicle and account for the safety of each student before proceeding. This is of utmost importance when students are crossing the road.
6. Students that must cross the road should exit the bus first as a group, the students that do not need to cross should exit last as a group once the crossers are safely on the other side of the road.
7. The School Bus Driver shall not resume the motion of the vehicle until all students are at a minimum of 15 feet from the vehicle.

3.3 SAFE CROSSING PROCEDURES

1. All students will remain in their assigned seat until the bus comes to a complete stop.
2. Once the school bus driver has assured that it is safe by activating the red flashing lights and opening the passenger door, the students can then stand and proceed towards the exit.
3. If a School Bus Monitor is present it is recommended that they assist in the crossing procedures.
4. All students must look both left and right before exiting the bottom step of the school bus.
5. All crossing students will exit the bus first as a group.
6. All students will walk 10 to 12 steps in front of the school bus.

7. All students will then look for the driver to give the universal crossing signal stating that it is safe to proceed to the second headlight.
8. All students will stop at the second headlight, and wait for instruction from the driver to continue across the road safely.
9. The School Bus Driver will ensure all students are at least 15 feet away from the bus or side of the road before proceeding.

3.4 SAFE DRIVING REGULATIONS

1. All Norwich City School District vehicles shall adhere to all posted speed limit signs.
 - A. No Norwich City School District vehicle shall exceed the top posted speed limit.
 - B. At no time shall a School Bus Driver travel at a speed that is too fast and/or unsafe for road and weather conditions.
 - C. No school bus is allowed to go over 55MPH in NY State, regardless of speed limits that state otherwise.
6. All Norwich City School District vehicles, whether loaded or vacant, shall adhere to all road signs and traffic signals. **DO NOT ATTEMPT TO JUMP OR BEAT TRAFFIC.**
7. All School Buses must come to a COMPLETE STOP at least fifteen feet before all railroad crossings and then OPEN DOOR AND WINDOW. School Bus Drivers must be certain that all is clear before proceeding.
8. No School Bus Driver shall sacrifice safety to maintain a schedule. The route schedule provided is only a guide to approximate times. If you cannot meet the schedule, please see the Director/Supervisor of Transportation to discuss adjustments.
9. All School Bus Drivers must, according to Motor Vehicle Law, Section 383 (4-1), wear a seat belt at all times while the vehicle is in motion.
10. Red Light Law – Effective September 1, 1976, this law amends Section 375 and 1174 of the Vehicle and Traffic Law and requires that a driver of a school bus, when stopped behind another school bus which is receiving or discharging students or when such school bus has its red signal lights lighted, to light his/her red signal lights also, if within fifty feet.
11. When facing another school bus that is receiving or discharging students four way or hazard lights only should be on.

3.5 PROCEDURE FOR OBSERVATION OF A VEHICLE PASSING A STOPPED SCHOOL BUS

1. If a vehicle passes a stopped school bus that has flashing red lights, please observe the vehicle and submit a notification to the Director/Supervisor of Transportation. The information will then be forwarded to the local police department. The following items are helpful if can be obtained:
 - A. Vehicle License Number
 - B. Color of Vehicle
 - C. Make of Vehicle
 - D. Sex of Driver
 - E. Location
 - F. Date
 - G. Time of day
2. Please mark the time and Location on the surveillance system by pressing the red button on the dashboard of your school bus.
3. It can also be helpful to announce any information you can obtain out loud to be heard on the playback of your video.
4. All information you can obtain is helpful and appreciated.

3.5 EMERGENCY DRILLS

1. School Bus Drivers will conduct at least three emergency drills during each school year. One drill shall be held during the first seven days in September. One Drill shall be held before January 1 and one drill shall be held before May 1. School Bus Drivers shall stress the importance of these drills to the students on his/her bus.
2. School Bus Monitors will assist with Emergency Drills.

4.0 STUDENT DISCIPLINE

4.1 STUDENT DISCIPLINE BASICS

1. Each School Bus Driver is **NOT** responsible for the discipline of students on his/her bus. If a serious issue develops radio for the Director/Supervisor of Transportation. When you return to the Bus Garage complete the necessary disciplinary form. **The disciplinary form can be found in the Transportation office.**
2. Each School Bus driver **is** responsible for the behaviors on their school bus. If an issue arises attempt to address the problem calmly.
 - A. If you desire a conference with the Principal and the student please state this on the Disciplinary Form.
3. The School Principals and Superintendent are the only staff members with the authority to suspend a student's School Bus privileges.
4. School Bus Drivers will be informed if a student is suspended from riding a School Bus.

5. The Commissioner of Education Regulation, Section 156.3f2, states, “Drivers are held responsible for reasonable behavior of pupils in transit. He/she does NOT, however, have the right to use corporal punishment.”
6. Please do not threaten a student with a punishment you can not follow through with.
7. Always report misbehavior to the Transportation Supervisor in writing.

4.2 POSITIVE DISCIPLINE ACTIONS

1. Be courteous with students.
2. Be consistent with students.
3. Control your temper.
4. Be fair.
5. Do everything possible to develop the idea that students themselves have important responsibilities in ensuring group safety.
6. Seat disruptive students towards the front of the vehicle or near a Bus Monitor if available.
7. Inform uncooperative students that a discipline form will be sent to the Principal.

4.3 NEGATIVE DISCIPLINE ACTIONS

1. Do not be too lenient.
2. Do not threaten, shout or argue.
3. Do not use profanity.
4. Do not use physical force.
5. Do not discipline students while the vehicle is in motion. Pull to the side of the road and stop the bus when it is necessary to discipline students.
6. Do not assume that everything is alright. Check your mirror frequently.
7. If a Staff member from any school boards your bus to assist with student behavior, do not argue with the student or staff member. Allow the staff member to assist whenever possible

4.4 NORWICH CITY SCHOOL BUS RULES TO BE FOLLOWED.

1. Students will be waiting 5 minutes before the bus stop arrival time provided by the transportation department.
2. Students will not yell, shout, scream, or create any excessive noise that may be a distraction to the driver.
3. Students will not use profanity while on the school bus.
4. Students will not push, shove, hit, kick, or bite.
5. Students will keep their heads, arms, and hands inside the bus at all times.
6. There will be no smoking, chewing, vaping, eating, or drinking on the bus. This includes gum and candy.
7. Students will be given an assigned seat by the School Bus Driver and must remain in that seat until they arrive at their school or bus stop.

8. Students will keep their bodies, and personal belongings in their seats, and out of the aisle at all times
9. Students will remain seated and facing forward while the bus is in motion.
10. Students who need to cross in front of the bus will be instructed to do so by the school bus driver. The school bus driver will instruct the students on school bus crossing protocols and will remind students of the protocols often.

5.0 SCHOOL BUS ACCIDENTS

5.1 ACCIDENT PROCEDURES

1. When in a vehicle accident keep all students on the bus unless absolutely necessary. Emergency evacuation should occur only if there is the potential of further danger to the students as a result of the accident (i.e. collision, fire, submersion, etc.)
2. Notify Base immediately, either by radio or phone, base will call all emergency personnel needed. The transportation supervisor, head mechanic, and a school official will arrive on the scene promptly.
3. Quickly survey all passengers and determine the extent of injuries. Render any basic assistance to the injured as possible.
4. Gather all information possible from students - Have your seating chart and bus roster ready and waiting for when police and emergency personnel arrive.
5. Have your driver's license, School bus registration, and Insurance card ready and waiting for when emergency personnel arrive.
6. If you have another adult on the school bus, Protect the scene using flares, flags, etc.
7. Refrain from arguing, placing blame, or making any settlement with other drivers.
8. DO NOT sign any statements, this is the responsibility of the Transportation Supervisor.
9. The Transportation Supervisor will escort the school bus driver to a testing facility for a post-accident drug screening, this is required after any accidents regardless of damage or injury.

6.0 EXTRACURRICULAR AND SPORTS TRIPS.

6.1 TRIP PROCEDURES

1. All Drivers will arrive at the departure point at the designated departure time.
2. A seating chart will be filled out before departing the school either by the Driver or Coach.
3. All School bus rules provided in section 4.4 of this document will be followed on all extracurricular trips.
4. If the driver plans on leaving the sporting event, communication with the coach is necessary. Please provide the coach with a cellphone number in case of an emergency.

5. If students become a problem, please work with the coach to obtain order on the school bus. If the situation does not subside, please report all information to the Transportation Supervisor in writing to be brought to the attention of the Athletic Director.

7.0 SCHOOL BUS DRIVER DISCIPLINARY ACTIONS

7.1 DISCIPLINARY POLICY REGARDING ACCIDENTS

1. A Norwich City School District School Bus Driver may be suspended without pay for a period of one to ten days or terminated for involvement in any reportable accident if it is shown that the driver or drivers of the school vehicle or vehicles are entirely or largely responsible for creating the accident.
2. The Deputy Superintendent is responsible for making the final recommendation to the Superintendent.
3. Suspension Without Pay – Discretionary
 - A. Any type of property damage or accident causing property damage of \$100.00 or less, to school district property and/or \$200.00 or less to property other than that of the school district, where investigation shows that the School Bus Driver or Drivers were entirely or largely responsible for causing the accident.
 - B. Failure to report, as soon as possible, any accident involving his/her vehicle.
4. Suspension Without Pay – Mandatory
 - A. Per Article 19A of the Vehicle and Traffic Law.
 - B. A driver who is convicted of a traffic infraction, in any jurisdiction shall notify the Director/Supervisor of Transportation, in writing, **within FIVE working days of such conviction.**
 - C. A driver who received a notice that his/her license, permit, or privilege to operate a motor vehicle has been revoked, suspended, or withdrawn, shall notify the Director/Supervisor of Transportation, in writing, **within ONE working day of receiving such notice.**
5. Termination – Discretionary
 - A. Any type of personal injury or accident causing injury to a rider or pedestrian where investigation for causing the accident is ongoing.

7.2 DISCIPLINARY POLICY REGARDING VIOLATION OF GENERAL RULES

1. If a School Bus Driver or Monitor is found to violate any procedure described within this handbook the following protocols will be followed:
 - A. A Verbal discussion between the Staff member and Transportation Supervisor for the first offense of noncompliance.
 - B. A Written Warning and Re-Training will be issued for a second offense of noncompliance.
 - C. A meeting between the staff member, transportation supervisor, and Director of School Operations to discuss further disciplinary actions will be the result of a third offense of non-compliance.

2. Suspension Without Pay – Discretionary
 - A. A Norwich City School District Bus Driver may be reprimanded or suspended without pay for a period of one to five days for the regulations of:
3. Tailgating/following too closely
4. Refueling School Bus with students aboard.
5. Failure to stop at railroad crossings and/or following traffic control devices
6. Speeding (driving above legal limits)
7. Reckless driving (going too fast for driving conditions)
8. Failing to notify the Director/Supervisor of Transportation **at least ONE hour in advance if you cannot drive.**
9. Driving aggressively or using unsafe driving maneuvers.
10. Insubordination – Refusing to obey regulations as stated in the handbook or order of the supervisor.

7.3 TERMINATION OF EMPLOYMENT – MANDATORY

1. The employment of a Norwich City School District School Bus Driver or Monitor will be automatically terminated under provisions of Article 19A of the Vehicle and Traffic Law if:
 - A. Convicted of criminal negligence resulting in death, whether the conviction is in NYS or elsewhere.
 - B. Employee reports to work under the influence of alcohol or drugs.
 - C. Driving without a legal license.
 - D. Leaving a vehicle unattended with students aboard

7.4 APPEAL OF DISCRETIONARY SUSPENSION

1. If a School Bus Driver believes that he/she has been unjustly suspended he/she may appeal the decision in writing to the Superintendent of Schools. If the Suspension is found unjust the School Bus Driver may be reimbursed for time lost caused by the suspension.

8.0 DOT INSPECTION EXPECTATIONS

8.1 NOTIFICATION OF INSPECTION

1. A week before each DOT inspection the school buses that are due for inspection will be posted in the breakroom, and on the trip board.
2. It is the responsibility of the Driver and Monitor assigned to each bus to ensure it is ready for inspection.
3. Before inspection, a mechanic will perform a wheel and brake service on each vehicle and inspect the vehicle for cleanliness. If the vehicle is found to be in unsatisfactory condition the Transportation Supervisor will be notified, and the driver responsible will be asked to correct the conditions of the vehicle immediately.

8.2 INSPECTION EXPECTATIONS

1. Each School Bus Driver/Monitor will be responsible for performing the following tasks before DOT inspections.
 - A. Bus swept and Mopped
 - B. Dashboard and visor dusted
 - C. Exterior Cleaned/Ran through Bus Wash
 - D. Seat Belts are organized and usable.
 - E. All garbage was removed from the vehicle.
 - F. All personal effects were removed from the vehicle.
 - G. All Aerosol cans were removed from the vehicle.
 - H. Windows Washed
 - I. No Air Fresheners were left in the vehicle.
 - J. All DVIR sheets have been hung in breakroom.

8.3 INSPECTION FAILURE

1. If a vehicle is found to Fail its inspection due to cleanliness, the driver responsible will be asked to clean the vehicle thoroughly before the vehicle can leave the bus garage.
2. If a vehicle fails multiple inspections in a row, disciplinary actions will be taken.