

2024-2025 FACULTY HANDBOOK



Crown Point Central School

Home of the Panthers

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Administration & Support Staff

Tara S. Celotti

Superintendent of School

Shari L. Brannock

Asst. Superintendent for Business

Michelle Dedrick

Pupil Personnel Services

John Swinton

Athletic Director

Randy Pertak

Dean of Students

District

Vicki Russell

District Treasurer

Brandy Harrington

Deputy Treasurer

Tieah Gunnison

CSE/CPSE Chair

Mary Henopp

Psychologist

Kellie Bilow, BSN, RN

*School Nurse
Attendance Officer*

Kama Ingleston

Tax Collector

Office

Lori Cutting

Confidential Management Secretary

Karla J. Vigliotti

District Clerk

Custodial Caleb Spaulding, Head Custodian

Julie Budwick

Dave Strieble

Cafeteria

Jennifer Sours, Head Cook

Chrystal Scheurer

Transportation

Caleb Spaulding, Transportation Supervisor

Lynn Bergeron

Robert Patnode

Chrystal Scheurer

Bruce Burns

David Strieble

Trish Tourtellot

Henry DuShane

Faculty and Support Staff

Mindy Ross
Pre-Kindergarten

Erica Carey/9th HR
Mathematics

Marijane Stanley
Kindergarten

Randy Pertak
Grade 6th/Dean of Students

Erica Peters
Grade 2nd

Sharon Norton
Grade 3th

Tracy Bush
Grade 1th

Ryan Jaquish
Special Education

Shannan Allen
Grade 5th/Special Education

Jayna Geisel
Art

Paula LaDeau
Speech/ Special Education

Adrianna Wolfe
Teaching Assistant

Bonnie Landry
Teacher Assistant

Samala Rubin
Music

Rachael Charron /12th HR
English

Shane Thelen/10th HR
Social Studies

Lauren Berrick/11th HR
Science

Crystal Farrell/7th HR
Special Education

Alana Gaddor/8th HR
Spanish

Jaci Pockett
AIS

John Swinton
Physical Education/A. D.

Paula Norton
Special Education

Keri Charboneau
Teaching Assistant

Ursula Thompson
Teacher Assistant

Jennifer Penny
Teacher Assistant

Karla Vigliotti
Teacher Assistant

Brandy Beeman
Teacher Assistant

Hilary Primo
SS/HS AIS

Angelo Rodriguez
PE

Elizabeth Ross
AIS

MaryEllen Musacchia
Grade 4th

Margaret Polihronakis
COTA

Elizabeth Ashline
Teaching Assistant

TEACHER'S DAILY SCHEDULE

Teachers should be in their rooms by 8:10 A.M. and leave no earlier than 3:05 P.M. each day. If you have business which requires leaving the building during the day, you should take the following steps: Sign-out in the Superintendent's Office after seeking permission from the Administration.

All appointments should be made AFTER 3:05 P.M., whenever possible.

- A. Teachers who find it necessary to be absent from school should call Tara Celotti at 518-586-6624. She is available up to 9:00 P.M. in the evening or between 6:00 A.M. - 7:00 A.M. each morning. If you are unable to report on succeeding days, please call the office before 3:00 P.M. if possible.
- B. Teachers planning absences for professional reasons, conference, field trips, visitations, etc. must file a request form at least **TWO WEEKS** in advance. Field trips and visitations require the signature of the Superintendent and again must be submitted at least two weeks in advance. Conferences also require the approval and signature of the Superintendent.
- C. Teachers requesting personal days should file a request in accordance with contract language. This requires the signature of the Superintendent.
- D. Staff members who will be late because of an emergency situation are asked to call the office as soon as possible.
- E. School's delay or closing because of weather will be announced over the local media stations and through the automated telephone system by 6:00 A.M. whenever possible.

REQUESTS FOR JURY DUTY

The negotiated agreement stipulates the procedure to be followed:

On proof of the necessity of jury service, leave shall be granted to any employee of whom such service is required provided, however, that the employee shall reimburse the District the full amount of any jury duty pay he/she receives, exclusive of meal or travel allowances.

LESSON PLANS

Thorough planning on a long range and daily basis is essential to the teaching process. Each teacher must prepare a written lesson plan for each class, sufficiently clear so that in an emergency another teacher can follow it. Plan books will be reviewed by the Principal on Thursdays on a rotating basis. * (see schedule at end of section)

Plan books must be turned into the office at the end of the school year. Remember, as per contract, **Plan books should be prepared for the week in advance.**

SUBSTITUTE TEACHER FOLDERS

Though the regular staff member has limited control over how a substitute performs, the teacher can delineate an action pattern that is consistent with what the students have learned to expect. The regular staff member can do this by developing a substitute folder. This folder will be kept on file in the office and should be changed after it is used. The following will be included in the folder:

- a. Elementary class list/Secondary per period roster
- b. Instructional methods to use
- c. Seating chart and/or class lists
- d. Names of student leaders
- e. Directions for homework, testing, collection and disposition of collected paper
- f. Class behavioral expectations
- g. Allergies or other medical needs of students
- h. Directions for care of room, supplies and equipment
- i. Emergency set of lesson plans, including objectives, activities, practice activities and homework
- j. Daily Schedule

After the teacher has developed the basic operational plans for the substitute, he/she must then concern themselves with clarifying their expectations to their students. In addition, the classroom teacher must impress upon the students that:

- a. The substitute teacher is carrying out his/her directions,
- b. The teacher will follow up any rule infractions,
- c. The students have certain responsibilities to help the substitute and maintain a positive student-substitute teacher relationship,
- d. Good student response is positive public relations via the substitute teachers, and
- e. The regular teacher will hold students responsible for their actions.

OBSERVATION OF CLASSES

The Superintendent will formally observe teachers during the year on an announced basis. Teachers should present a lesson plan (with objectives and activities) to the observer in a pre-conference meeting. Tenured teachers will be observed once a year by the Superintendent. Non-tenured teachers will be observed twice a year.

Following each observation, a post-observation conference will be held concerning the written evaluation. The written evaluation will be supplied to the teacher and to the teacher's personnel file.

In addition, the Superintendent will conduct one unannounced walkthrough evaluation.

*Pending NYSED APPR plan requirements. Supervision of Instruction is an important reason for such visits, but they also serve as a means of ensuring positive communication between the administration and the staff. It is hoped that these visits will result in better teaching, fewer problems, and a feeling of mutual confidence between staff and administration. Please feel free to invite administrators to your classroom.

FINANCIAL INFORMATION

Questions concerning payroll, health benefits, teacher retirement, etc. should be discussed with the district treasurer, Vicki Russell.

DAILY ARRIVAL

Procedures for 8:10 A.M. arrival:

- a. Walkers, dropped off students and student drivers will be allowed to enter the school at 8:00 A.M. All walkers, drop off or student drivers should go to the high school to the gym prior to the start of the school day. This is a monitored time for the students to quietly socialize. Students should not be allowed to leave this area.
- b. Breakfast students may get off the bus at 8:00 A.M. All non-breakfast students will be held on the bus until the 8:10 A.M. bell rings.
- c. All doors will be locked until 8:00 A.M., except the monitored single door near the cafeteria and the gymnasium. **All** bus students will enter through the cafeteria door.
- d. At 8:10 A.M., the students should exit the gym and cafeteria vestibule, in an orderly manner, to go to their homerooms.

DAILY DISMISSAL PROCEDURE

There will be two to three people on bus duty each day. The list developed for bus duty should in most cases include one elementary, one secondary, and one person who works with Pre-K-12 (i.e. art, PE, etc.) New staff members will be paired with senior staff members.

The 2:25 P.M. dismissal will include two persons, one by the cafeteria door, one outside and possibly one at the top of the ramp in the high school.

One staff person will be stationed in front of the building outside the cafeteria. This person will make sure walkers are on the sidewalk and are on their way off school grounds. This person will also oversee that no student uses unauthorized exits.

On the days when there is a late bus run and therefore a 3:05 P.M. dismissal, there will be two to three staff members in the cafeteria. Students **will remain seated** until dismissal by staff members. A staff member will be rotating outside when students are boarding the bus to ensure safety.

CLASSROOM MANAGEMENT

1. A certain amount of respect is due to you as a teacher because you are a teacher. Beyond this nebulous point, respect is earned by your demonstrated competence in the classroom, your interest in students as people and in their activities beyond the classroom. This includes: your willingness to work harder than you expect your students to work, your demonstrated sense of justice and fairness, your honesty with your pupils and with yourself, your sense of humor, your respect for rights of students as individuals and by your own confidence that you can handle any situation that may develop.
2. NO teacher is expected to tolerate insolence or personal abuse by any student.
3. Teachers are expected to assist in enforcement of all rules, regulations, and/or policies of the Board of Education or the Administration.
4. The administration is your **LAST RECOURSE**, not your first. Referrals should fall under one of the following categories.
 - a. A pupil who remains difficult in spite of your best efforts.
 - b. A pupil who must be removed from the room in order for the class to continue.
 - c. A pupil who commits a serious act of insubordination, or who endangers the safety, health or morals of others.
 - d. A pupil you detect in violation of a rule not directly related to your particular function (i.e. smoking, vandalism)
 - e. Requests for assistance with a pupil who may become a problem in an effort to prevent a more serious situation.
 - f. Chronic tardiness or absentee problems, even when legal. Please see student handbook for more information
5. Please provide the administration with a deficiency report on each referral.
6. Try to identify problem pupils and discuss them with the administration and/or guidance counselor in advance of a crisis. Keep a file on such cases, and note in it your own efforts at solution of the difficulty.
7. **Make every effort to reduce pupil traffic in the hallways during classes excusing one student at a time.** Students should be expected to arrive at class or study hall with necessary materials for work and not be allowed to return to

their lockers. Excuses from class to go to the restroom should be unusual, but be allowed.

8. When the need arises teachers should have pupils report to their own classroom for extra work or help during activity period.
9. If students are kept beyond the bell, please give students a late pass.
10. Always have students use passes and keep a sign in and out sheet for students.

STUDENTS REQUESTED TO LEAVE CLASS DUE TO BEHAVIOR

The Teacher should request the student report immediately to the office after all other routes have been exhausted. Make sure the office is aware of a student being sent out of your class and referral form is completed so the Administrator knows what the teacher's concerns are.

ATTENDANCE PROCEDURES

All first period elementary and secondary teachers will take attendance electronically. In the event that the computers are down, Teachers should make a list of absent students and send it to the Nurse's Office, immediately. Students who report after 8:25 a.m. are to be marked as late to class and late to school.

Teachers shall take attendance in all classes electronically. Any student who appears on the Attendance Report should give an admittance pass to the teacher of the first class they report to.

Attendance referrals should be made when the following occurs:

- a. A pattern of poor attendance develops (one day a week, every Friday, gym days, test days etc.)
- b. The absence appears to be suspicious (truancy, family problems, etc.)
- c. The absences have exceeded the number allotted in the Attendance Policy

The Attendance Officer **will call daily** and attempt to find out why the child is absent, keeping a documented record of all attendance calls.

SUPERVISION

Students are always to be supervised. Accidents can happen and we are responsible. However, if a teacher is on duty, we may not be considered negligent.

The definition of negligence under Education Law 3023 is:

When a person does something which the average person should know, or would know, might lead to an injury, which is the definition of negligence. The reverse is also true – A Board of Education must save the teacher harmless from a verdict involving alleged negligence. If the teacher is to be “saved harmless” he/she must be acting in the scope of his/her employment and according to whatever directions

he/she had. If he/she had certain directions and he/she failed to follow them, coverage fails. Therefore, if a teacher leaves a class without proper supervision, the teacher becomes negligent and outside the “save-harmless” provision.

1. SUPERVISION OF STUDENTS IN THE BUILDING

A teacher **must never leave** students unsupervised. He/she may be found negligent if an accident should occur.

An advisor or chaperone is responsible for students attending social activities or special meetings from the time they enter the building until they leave.

The gymnasium is to be used only by a physical education instructor or when an approved supervisor is present.

Students are not to be in the building after 3:05 P.M. or on weekends without proper supervision and permission from the Superintendent or B.O.E.

2. SUPERVISION OF STUDENTS IN HALLWAYS

Hall supervision is the responsibility of the entire staff. Each time the student body is in the hall, either in the morning before school, between periods, or at the end of the day it is imperative that **all staff members assist in hall supervision**. Each staff member should **be at the door** to his/her room or a restroom nearby to begin the day, between the changing of classes and at dismissal.

Students should be allowed to converse freely with their friends, but their actions should be governed by normal rules of conduct (i.e. no running, pushing, shoving, yelling, swearing etc.). When the bell to begin class rings, all staff members should be sure students in their immediate area move to their classes quickly and quietly.

3. SCHOOL GROUNDS SUPERVISION

School play-ground areas are a part of the educational facilities and must be used under careful supervision and for worthwhile purposes. Because of the nature of the activities and the equipment used, the safety of the pupils must be constant of all personnel, Pre-K-12.

General Regulations:

- a. All playground activities, including free play, must be well defined and with expectations to be controlled.
- b. The number of people on a piece of equipment will be regulated by the teacher in charge of the group.
- c. Ball games and other organized activities will not be conducted in the area of stationary equipment. Hardball will not be used in any area, except as approved by the physical education staff.

- d. Never walk up or down a slide. Walk up the steps and slide down. Only one person on the slide at a time. Line up at the bottom of the steps.
- e. Organized games shall be played according to the rules. Lessons for the fair application of rules can be used as practical rules of citizenship.

ALL ACCIDENTS must be reported immediately to the school nurse. An accident report will be filled out and given to the nurse. Parents will be advised. The teacher in charge will sign the report as supervisor of the activity.

If the accident is serious and the teacher in charge believes that emergency measures should be taken, the Nurse will authorize calling a physician, ambulance, or other appropriate service.

Parents, community members and visitors should **NOT** be using school facilities until after 3:05PM as they are meant to be used for CPCS students until that time, unless permission is granted by administration for extenuating circumstances.

FIRE AND SAFETY DRILLS

- a. The staff will practice at least 12 drills per school year, 8 fire drills and 4 lock-down drills. An annual emergency go-home drill will also be practiced, usually in December.
- b. Lockdown Procedures.

Crown Point Central School Building will Lock Down and use Security Procedures under circumstances when it is found that an intruder is known to be in, or outside of the building whose intent is to cause bodily harm, forcibly remove an occupant without authorization, or is brandishing a weapon or displaying erratic behavior. The following message will be given over the public announcement system:

“IMPLEMENT SECURITY PROCEDURES. Any student or staff who are not in a classroom are to report to the nearest one immediately. LOCKDOWN LOCKDOWN LOCKDOWN”

Upon hearing the announcement staff will take the following steps:

1. Check the corridor to see if anyone needs sheltering.
2. Lock the classroom door.
3. Turn the lights off.
4. Close and lock any open windows.
5. Leave the window blinds as they are.
6. Move all room occupants to an area of the room where they cannot be viewed by someone at the door window, or in the case of someone outside of the building the exterior windows, maintain a low profile.
7. Maintain silence and stay calmly in place until an Administrator or a State Policeman releases you.

STUDENTS LEAVING BUILDING

Students are not to leave the building during school hours without being excused by the nurse due to illness, being excused by the Administration in some cases, or being legally excused by Parent/Guardian.

OFFICE MAIL/SCHOOL E-MAIL

It is important to check your mailbox and school e-mail during each day. **All messages will be put in the mailboxes or e-mailed unless there is an EMERGENCY.**

USE OF COPYING EQUIPMENT

The copying machines are located in the room attached to the music room and near the faculty room. These are intended for mass copying use. Since all teachers need to use these machines, schedule your time accordingly. If there is a problem with the machines, notify Brandy Harrington, so she can call the company for assistance. Each staff member has a copying machine number assigned to them. New staff members should see Brandy at his/her earliest convenience for their I.D. number.

Additional copying machines are located in the main office and superintendent's office. These are light duty machines and are not intended for mass production.

Restrictions are necessary concerning materials to be duplicated. The law does not permit reproducing large volumes of materials. Whole books or major portions of books or workbooks cannot be copied. The intended use of our copying machine is to provide you with supplemental material for classroom use and not to be the printing machine for your regular day to day materials. Students should not be permitted to use the copy machines.

FIELD TRIPS

Field Trips are arranged with the Superintendent. Do not make any arrangements for field trips until you have first discussed the matter with her.

- a. **Two weeks notice** is necessary
- b. Contact Mr. Spaulding for all bus arrangements
- c. Fill out a field trip request form and submit to the Superintendent at least two weeks before the trip
- d. Parents are to be informed of the date, time and place of the visitation prior to date of trip. Written parental permission is necessary.
- e. Generally, school buses are unavailable for field trips prior to 8:30 a.m. and must return by 2:00 p.m.
- f. If a student is unable to go on the trip, the Principal should be notified prior to the date of the trip.
- g. Teachers and Staff should be notified of the date, time and names of students attending any field trips at least two weeks before the trip.

- h. If a student rides with their parent/guardian to and/or from the trip, the Main Office must be notified. If students are riding to their trip with a parent/guardian, they will be marked absent for the day.

LIBRARY/ AUDIO VISUAL

Ms. Jennifer Penny coordinates the use of Library equipment. See her for borrowing information.

Repairs and audio-visual equipment are taken care of by BOCES.

REQUISITIONS AND PURCHASING

- a. All requests for purchases must be submitted to the Superintendent. This procedure is essential in order to maintain budget control and systematize accounting procedures. The Superintendent, as Purchasing Agent, approves all purchases.
- b. Anyone not following the above outlined procedure will be held personally responsible for any purchases. Known suppliers to the district have been notified that no order is to be accepted unless it is on a district purchase order form with proper signatures. Confirming purchase orders, following telephoned orders, is not an acceptable procedure.
- c. Materials ordered on approval fall into the same purchases procedure category. Such requests for approval of orders carry with them a tacit intention of purchase. All material needed to be ordered on approval will need to be discussed with the Superintendent. We will not be paying invoices for these items without signed purchase orders.

PROGRESS REPORTS

Interim reports, or 5 week reports, of student progress are sent at the 5th, 15th, 25th and 35th week intervals. These are given to all pupils in Grades 6-12. Careful consideration should be given to the issuance of these reports and the selection of comments. Positive comments are encouraged. The notices create stress in many homes, but they do involve the parent in solving the problem or commending progress.

A failing report card grade without a prior warning is always a situation in which the teacher appears negligent to families/guardians.

Letters concerning probable course failure are to be sent during the 35th week. These situations must also be discussed with the Administration and the teacher should bring all prior parent/guardian contact to the discussion. Please make sure Parents/Guardians are aware of the parent portal option, for their student's tracking per School Tool.

Dates 5 Week Progress Reports: **October 4, December 20, March 14, and May 30.**

HONOR ROLL

Criteria for honor roll is as follows:

- a. Exceptional Honors – *Carry a 90 average in **each** subject taken.
- b. High Honors – *Carry a 90 overall average in all subjects taken.
- c. Honors –*Carry an 85-89 average in all subjects taken.

* No failures in any class

INCOMPLETES

Any student scoring below a 50 during quarterly marking periods should receive an incomplete. The student will work with their teachers during the two week probationary period to improve their grade. This policy will be in effect for the first three quarters of the school year.

During the fourth quarter, teachers will work with students, parents, and/or guardians to remediate failing grades prior to the testing period.

Incompletes may also be used if a student has had a serious illness, some other extenuating circumstances, or teacher discretion. All incompletes should be made up within two (2) weeks.

ELEMENTARY PROMOTION/RETENTION

A student's promotion from one level to another must depend on the student's current academic progress and his/her academic social, emotional, and behavioral potential to be successful at the next level of instruction.

The decision to promote or retain a student will be made in the best interest of the student. Parents/guardians will be requested to meet with the teacher(s) and Administration if their child is being considered for retention. This should be discussed **prior to March 31** of the school year. The Administration, if necessary, will request a further evaluation and review of the student's progress by additional staff. The decision to promote or retain a student is the responsibility of the Administration.

The educator, per guidance from administration, will attempt to notify the parents/guardians by mail before May 15 of the decision to retain a student. More than one retention during the elementary school years will receive extreme attention and require the approval of the superintendent.

Please note: The teacher(s) are expected to meet/communicate with the parents/guardians on an on-going basis when retention is being considered. This includes sending five week reports home, having teacher-student conferences, teacher-student-parent-conferences, etc. Every possible avenue should be explored prior to retention.

For further information FOR STUDENTS IN Grades 7-12, please refer to the Student Handbook.

PROFESSIONAL DEVELOPMENT

Early Dismissals (1:05) will be on October 4th, November 1st, December 6th, February 7th, March 7th, and April 4th.

Full Staff Development Days will be September 3rd & 4th, January 24th, March 28th.

Annual Elementary Go Home Drill will be December 20th.

In the first two days of staff development, prior to the start of the school year, teachers will receive annual training on RTK, allergy updates & epi pen administration, sexual harassment, work place violence training as well as 12 components mental health training.

NEW TEACHER MENTOR MEETINGS

The mentors and mentees will meet during the first two days of staff development to plan for future meetings. During these meeting times, mentors will answer questions, assist in processes and aid their mentee in the policies and procedures expected.

EXTRA CURRICULAR ACTIVITIES

Teachers are encouraged to participate in extracurricular activities. Participation in extra-class activities and as a spectator at athletic-events assists the teachers in knowing and understanding our student body. It also increases student awareness of the interest shown by teachers and may improve your relationship with your students.

Requests for new clubs should be made to the Administration and must be approved by the Administration and the Board of Education. Clubs must have an advisor.

Fundraising activities should be planned to avoid conflicts and must be approved by the Administration.

Dances are to be scheduled from 7:00 P.M. - 10:00 P.M. except for the Junior Prom which is a four hour dance, hours decided upon by the class. Student chairpersons should discuss plans with the Administration at least TWO WEEKS prior to the event, preferably earlier.

All activities must be adequately chaperoned, usually by at least one male and one female. Dances should be chaperoned by a minimum of four people with two staff members.

APPLICATIONS FOR EXTRA-CURRICULAR CLUBS & ACTIVITIES

A letter of application should be submitted to the Superintendent's office by the designated date in the spring of each year. Upon appointment by the Board of Education, the Advisor should see the District Treasurer for salary information.

CALENDAR OF EVENTS

By the end of the current school year, Advisors meet to set the events calendar for the following year. Any subsequent events should be planned after checking **the calendar in the Main Office.**

MEETINGS:

All meetings should follow *Robert's Rules of Order*. Students should show respect for others. Any student not showing respect may be asked to leave the meeting.

The first meeting should be used to elect officers for the activity and set guidelines for the year.

Subsequent meetings should follow the Extra Curricular meeting schedule on the next page.

EXTRA CURRICULAR MEETING SCHEDULE

WEEK	TUESDAY	WEDNESDAY	THURSDAY
1	Class Meetings	SADD	Student Council
2	Honor Society	Academic Bowl/Fall Quiz Bowl/Spring	Journalism
3	Drama Diversity Club	CFES Leadership Team	Student Council
4	Yearbook Varsity Club	Academic Bowl/Fall Quiz Bowl/Spring	FCCLA

ADVISOR'S LIST FOR 2024-2025

Class Advisors:

6 th Grade	Mr. Pertak
Freshman	Mrs. Pockett
Sophomore	Mrs. Stanley
Junior	Mrs. Elizabeth Ross & Mrs. Erica Peters
Senior	Mrs. Paula Norton
Academic Bowl	Mr. Shane Thelen
Quiz Bowl	Mr. Shane Thelen

Student Council	Mr. Shane Thelen
Drama	Mrs. Crystal Farrell
Journalism	Mrs. Crystal Farrell
FCCLA	Mrs. Rachel Charron
News Coordinator	Mrs. Rachel Charron
National Honor Society	Mrs. A. Gaddor & Mrs. M.Dedrick
SADD	Mrs. Jaci Pockett
Yearbook	Mrs. Erica Carey
Band / Chorus Advisor	TBD
Varsity Club	Mr. John Swinton
Athletic Director	Mr. John Swinton
Diversity Club	Ms.Henopp, Mrs.Gunnison, Mrs. Gaddor

*** For athletics, please refer to the Athletic Handbook for information.**

EXTRA CURRICULAR CLUB GENERAL GUIDELINES

All Extra-Curricular activity members must complete the Extra-Curricular Activities Rules Acknowledgement and Consent Form

Be cognizant of member's status with the Academic Eligibility Report

Assist officers in creating agendas

Any Dances should be approved by Administration two weeks prior to the dance and should follow school dance rules, * see Student Handbook.

Take attendance at each activity meeting

Follow procedures for Student Activity Accounts

ACADEMIC BOWL

Become familiar with rules and regulations

Recruit members for Team

Organize practice sessions

Complete paperwork for transportation to and from

Chaperone and coach at matches

Keep school community informed of team's progress

BAND/CHORUS

Schedule practice sessions

Organize concerts for the community

Participate in Memorial Day Observation

Participate in Graduation Ceremonies

Participate in All-County and All-State

CLASSES

FRESHMAN CLASS ADVISORS:

Organize 1 Dance (see Dance Rules).

Organize 1 major Fundraiser

Keep accurate class accounts

Keep accurate Student Accounts (point system used for class activities)

Be cognizant of Academic Eligibility of Class Members.
Organize any additional fundraisers

SOPHOMORE CLASS ADVISORS:

Organize 1 Dances (see Dance Rules).
Organize 1 Major Fundraiser
Keep accurate Class Accounts
Keep accurate Student Accounts (point system used for class activities)
Be cognizant of Academic Eligibility of Class Members
Organize any additional fundraiser

JUNIOR CLASS ADVISORS:

Organize 2 Dances (see Dance Rules).
Organize 1 Major Fundraiser
Organize, order, oversee refreshment sales at Boys' Soccer and Girls' Basketball home games
Keep accurate class accounts
Keep accurate student accounts (point system used for class activities)
Organize any additional fundraisers
Be cognizant of Academic Eligibility of Class Members
Plan Junior Prom (Typical planning for a Prom include: decide on theme and colors, booking music, organizing committees, ordering materials, once a theme is developed, planning decorating schedule, organize the vote for Court, and cleaning up Prom area the following day of the Prom.)

SENIOR CLASS ADVISORS:

Organize 2 Dances, which may include Semi-Formal (see Dance Rules).
Organize 1 Major Fundraiser
Organize, order, oversee for refreshment sales at Girls' Soccer and Boys' Basketball home games
Keep accurate class accounts
Keep accurate student accounts (point system used for class activities)
Organize any additional fundraisers
Be cognizant of Academic Eligibility of Class Members

*Plan Senior Trip (typical planning for a Senior trip includes: deciding on location and itinerary, contacting travel agents for cost and feasibility, calculating cost to individual students, approval, organize chaperones, obtain Board of Education approval and handout and collect all pertinent paperwork for trip. * See Student Handbook*

Plan Graduation (typical planning for graduation includes: doing an inventory of graduation caps & gowns, measuring each student for fit, ordering new caps and gowns if needed and tassels for each graduate, setting up a meeting with Herff Jones's representative for graduation announcements when delivered, organizing program with

Office Secretary, organizing music, ordering flowers for flower ceremony, taking deposits for caps and gown, setting a time and organizing graduation practice, overseeing the Graduation evening, collecting caps and gowns, returning deposits, and organizing caps and gown for storage.)

DIVERSITY CLUB

Educate other members of the student body
Create awareness
Organize dance/fundraiser

DRAMA

Choose a play for the production
Audition students for roles
Organize Practices
Locate costumes and props
Develop a program for printing
Arrange ticket sellers etc.
Oversee Production
Organize Clean-up for storage area

FCCLA

Organize fall fundraiser
Develop with Group the Annual Community Service Project
Work with Activity Treasurer
Have group determine the annual charity donation
Organize the annual Field Trips
Chaperone the annual Field Trips

JOURNALISM

Recruit Journalism club members
Determine Club Member's roles
Organize and edit submitted articles
Oversee the setup of the Newspapers
Submit sample to administration
Arrange printing and distribution of school papers

NATIONAL HONOR SOCIETY

Be aware of national and local standards
Choose faculty members for the council
Check active member's schedules for appropriate class selection
Calculate Honor Roll for active members each quarter
If there are deficiencies in student's grade inform student in writing according to standards

Convene the council to deal with any violation of national or local standards
Following the third quarter marking period averages for all potential inductees should be calculated
Any student who is academically eligible should be evaluated according to the other National Society criteria by school staff
Each candidate should supply the advisor with a written summary of their history of leadership and service
Organize all collected data
Convene the council to determine eligibility of candidates
Notify candidates of council determination
Organize Induction ceremony (Date, time, speakers, invitations, and refreshments)
Annually requisition supplies needed
Organize distribution of tassels and materials for graduation
Fundraiser for and plan annual trip

QUIZ BOWL

Oversee election of Quiz Bowl members to represent grades 7-12
Compile questions to be used in matches
Organize matches: obtain materials needed and recruit volunteers to keep score
Determine and announce schedule of matches
Hold matches and announce results
Notify Student Council for disbursement of monetary winnings

SADD

Oversee agendas with offices
Organize school events to recognize SADD and its principles
Organize fundraiser if needed
Organize annual Lock-In and Chaperones

STUDENT COUNCIL

Be a liaison between Student Council and Administration
Organize and assist in a fundraiser
Implement the annual scholarship program
Assist other activities as needed
Interact with other area school Student Councils

VARSITY CLUB

Organize ways to encourage school spirit
Organize a fundraiser
Work with activity treasurer (Senior Volunteer)
Work with athletic teams and advisors

YEARBOOK

Arrange a meeting with a yearbook representative to choose a book cover, type set, name of book, etc.
Arrange for photographer and write letter to Board of Education for approval
Set up dates for Photographer to take Senior Portraits and color group shot (Done early September)
Choose editors
Work with Editor-In-Chief
Set deadlines for work to be done
Oversee all editors
Organize layout meetings
Organize selling ads for yearbook and selling of yearbooks
Organize fundraiser for prom insert
Arrange for photography of sports and other events
Arrange for student name imprints and icons
Advertise for selling of yearbooks
Advertise for selling of yearbook ads
Organize the distribution of yearbooks upon arrival

FIRST AID

No medication of any kind may be administered to pupils. All first aid should be done by the nurse unless extenuating circumstances require the teacher to do so. ALL accidents should be reported immediately to the nurse and a written report made on the proper form.

PUBLICITY

We are always anxious to share our noteworthy educational projects and activities with the general public. If you have any activity you would like given press coverage, please contact the news coordinator or the journalism advisor. The news coordinator will receive approval by the Superintendent for all articles before they are released to the press.

CLASSROOM CLEANLINESS

Each teacher is responsible for the care and cleanliness of the room as it pertains to book storage, shelves, filing cabinets desk, etc.

You are asked to make provision or provide procedures to take care of the following: Students should pick up paper, pencil etc. from the floor, check on keeping shelves, tables, desks, etc. in an orderly manner. Things should be tidied up before leaving at the end of the day. **Close and lock windows when leaving the room at the end of the day. Be sure that your classroom door locks behind you before you leave the building.**

Please use discretion on taping things to the walls or chalkboards in the classrooms. Items taped to walls or windows with masking tape should not be left too long as the glue will separate from the tape and deface the wall, board, etc. after a period of time.

Students should be encouraged to respect the building as part of the civic responsibility and respect for public property.

CUSTODIAL SERVICES

Teachers in need of custodial services should fill out the required form and place it in Custodial mailbox for approval.

HOMEWORK

Students should expect to be assigned homework, however, they have obligations to their families, churches, and community which they also need time to meet. They need time for recreation, personal development, and adequate rest. Students also need time to study. It is our responsibility to recognize these obligations. Assignments should have genuine value. Make the student aware of the relation of the assignment to his/her course work. Keep assignments reasonable in length and coordinate long range assignments so that they do not all come due at once.

TEXTBOOKS

Textbook record sheets should be filled in at the secondary level and turned in to the main office. New books should be numbered before being distributed. All books should be covered with a book cover.

ASSEMBLIES

All teachers with a class are expected to attend assemblies and chaperone their class. Assemblies will be planned to limit class interruptions as much as possible. Guest Speakers – names, topics, and dates of all guest speakers should be approved by the Administration.

FACULTY SMOKING

No smoking is allowed in the building or grounds at Crown Point Central School.

COMPUTER LAB

The Elementary Computer Lab is available for use when classes are not scheduled for the lab. Please sign up for lab use in the Computer Labs and plan to accompany your class.

The Secondary/Computer Lab can be used whenever a secondary class is not scheduled for use. Please complete a Computer Lab Schedule form prior to bringing a class or small group in to use the equipment.

WORKSHOPS / CONFERENCES AND VISITATIONS

One-day workshop, conferences and visitation requests are to be submitted to the office at least two weeks before the date of the event.

Multi-day workshop, conference and visitation requests are to be submitted at least two weeks before the next regular monthly Board of Education meeting. Registration and lodging needs will be processed by the Business Office. In most cases, the teacher is responsible for meals and tolls until his/her return and should submit all receipts with your claim form on your return.

Reimbursement will be given for lodging, meals and tolls. The appropriate area of the Conference Request form must be completed to receive reimbursement. Reimbursement is dependent on Superintendent Approval.

PUPIL SERVICES REFERRAL

Any teacher desiring to refer a student to the Committee on Special Education should speak with the head of the RTI committee and complete a referral form. Any questions regarding special education students and/or the process for making a referral should be directed to the Chairperson of the Committee on Special Education

PLAN BOOK REVIEW SCHEDULE

Plan books should be given to the main office secretary, by 3:05 P.M. on the Thursday scheduled for review.

* Indicates that Thursday falls on a holiday, and your book should be turned in the day before the holiday begins.

GROUP A	GROUP B	GROUP C	GROUP D
S. Norton	Allen	Thelen	Swinton
Ross	Bush	Bishop	Stanley
Mussachia	Pockett	Geisel	Pertak
Charron	Gaddor	Farrell	Walls
Carey	Peters	P. Norton	Rodriguez
LaDeau	Berrick		

* Indicates plan book due before a vacation

Dates:

A	B	C	D
09/28	10/05	10/15	10/19
10/26	11/02	11/09	11/16
11/30	12/07	12/14	01/04
01/11	01/18	01/25	02/01
02/08	02/15	02/29	03/07
03/14	03/21	03/28	04/11
04/18	04/25	05/02	05/09
05/16	05/23	05/30	06/06

Bus Duty Schedule

FROM	TO	CAFETERIA DOOR	FRONT OF SCHOOL
09/07	09/22	Mrs. Pockett	Mrs. P. Norton
09/25	10/13	Mrs. E.Ross	Mr. Thelen
10/16	11/03	Mrs. Gaddor, Mrs. Ashline	Mr. Jaquish
11/06	12/01	Mrs. Thompson	Mr. Pertak
12/04	12/22	Mrs. Geisel	Mrs. Carey
01/03	01/19	Mrs. Allen, Mrs. Charboneau	Mrs. Vigliotti
01/22	02/09	Mrs. Musacchia	Ms. Penny
02/12	03/08	Mrs. S. Norton	Mr. Swinton
03/11	03/27	Mrs. Peters	Mrs. LaDeau
04/08	04/26	Mrs. Charron	Ms. Rubin
04/29	05/17	Mrs. Bush, Ms. Wolfe	Mrs. Farrell
05/20	06/07	Mr. Rodriguez	Mrs. Berrick
06/10	06/28	Mrs. M. Ross, Mrs. Primo	Mrs. Dedrck

*If you need someone to fill in for a day, please find a replacement or see Mrs.Celotti.

TEACHER /TEACHER ASSISTANT OBSERVATION SCHEDULE

WEEK OF	Celotti			
September 26	Jaquish	Allen	P. Norton	Ashline
October 3	Musacchia/Thompson	Stanley	Peters/Charboneau	
October 17	Charron	E.Ross	Gaddor	Berrick
October 24	Farrell	Wolfe	Penny	M. Ross
November 1	Bush/Beeman	Rodriguez	Carey	Pertak
November 07	Thelen	Geisel	Berrick	Rubin
November 14	S. Norton	Wolfe	Swinton	H. Primo
November 28	LaDeau	Rodriguez	Jaquish	Charboneau
December 5	Ashline	Pockett	Berrick	M. Ross

PROFESSIONAL DEVELOPMENT /FACULTY MEETING SCHEDULE

<u>SBIT Mtg. & Personal/Team Data Month</u>	<u>Ele./HS Level Meeting</u>	<u>2 Cross Curr. (units per year)</u>	<u>PREK-12</u>
September 03-04	16	23	30
October - - -	07	21	28
November 04	11	- - -	- - -
December 02	- - -	09	16
January - - -	06	13	27
February 03	10	- - -	24
March 03	10	17	24
April 31(March)	07	14	28
May 05	12	- - -	19
June 02	09	16	23

2024-2025 BOE Meetings Schedule

7:00pm-School Auditorium

July 15 (Reorganizational & Regular)

August 27 (4th Tuesday)

September 17

October 15

November 12

December 17

January 21

February 11 (tentative, 2nd Tuesday)

March 18

April 15

April 17 – CVES Annual Vote, 7:45am MTG

May 13 – Annual Budget Hearing

May 20

June 17

2024-2025 School Year

Grading:

Marking Periods	5 weeks	End of Marking Period	Report Cards distributed
#1	10/04/24	11/08/24	11/15/24
#2	12/20/24	01/31/25	02/07/25
#3	03/14/25	04/11/25	04/18/25
#4	05/30/25	06/25/25	06/27/25

Student Learning Objectives:

Teachers must give their SLOs to gather baseline data by 09/27/24.

Interims:

Interim #	Uploaded into personal Interim folder: Item Map Questions & Correlating Standards	Dates Interim should be given:	Upload: (Results, completed Item Map with % Success for each # & Action Plan Due)	Data will be analyzed by School Based Inquiry Team (SBIT)
#1	10/18/24	10/21-11/1	11/1	11/18
#2	1/03/25	1/06-1/17	1/17	1/24
#3	3/7/25	3/10-3/21	3/21	03/28
#4	Finals/NYS tests/Regents	TBD	TBD	TBD

*PreK-6: ELA and Math must be given.

*****All other educators must give at least 2 interims making sure to capture more than 50% of their student population, much like their SLOs.***

Sexual Harassment Policy for All Employers in New York State

Crown Point Central School District is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of CPCS District's commitment to a discrimination-free work environment against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Crown Point Central School. Employees can also file a complaint with a government agency or in court under federal, state or local anti-discrimination laws.

POLICY:

1. Crown Point Central School District's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the district. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Crown Point Central School District will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Crown Point Central School District who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Administration. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections

1 While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence, victim status, gender identity and criminal history. 2 A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Crown Point Central School District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Crown Point Central School District will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Crown Point Central School District will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy.
Crown Point Central School District will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to Administration.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to Administration,

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Crown Point Central School District will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

Upon receipt of complaint, Administration and/or the Board of Education will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If a complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.

If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.

Request and review all relevant documents, including all electronic communications.

Interview all parties involved, including any relevant witnesses;

Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:

- A list of all documents reviewed, along with a detailed summary of relevant documents;
- A list of names of those interviewed, along with a detailed summary of their statements;
- A timeline of events;
- A summary of prior relevant incidents, reported or unreported; and
- The basis for the decision and final resolution of the complaint, together with any

Corrective action(s).

Keep the written documentation and associated documents in a secure and confidential location.

Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.

Inform the individual who reported the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by Crown Point Central School District but is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at Crown Point Central School District, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York

State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Crown Point Central School District does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov. Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York, call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml. Contact the Local Police Department—If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Mandatory Workplace Violence Prevention Policy

Crown Point Central School is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect as well as clients and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. 2 §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed. Authorized Employee

Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment.
- developing the Workplace Violence Prevention Program; and
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

END OF DOCUMENT