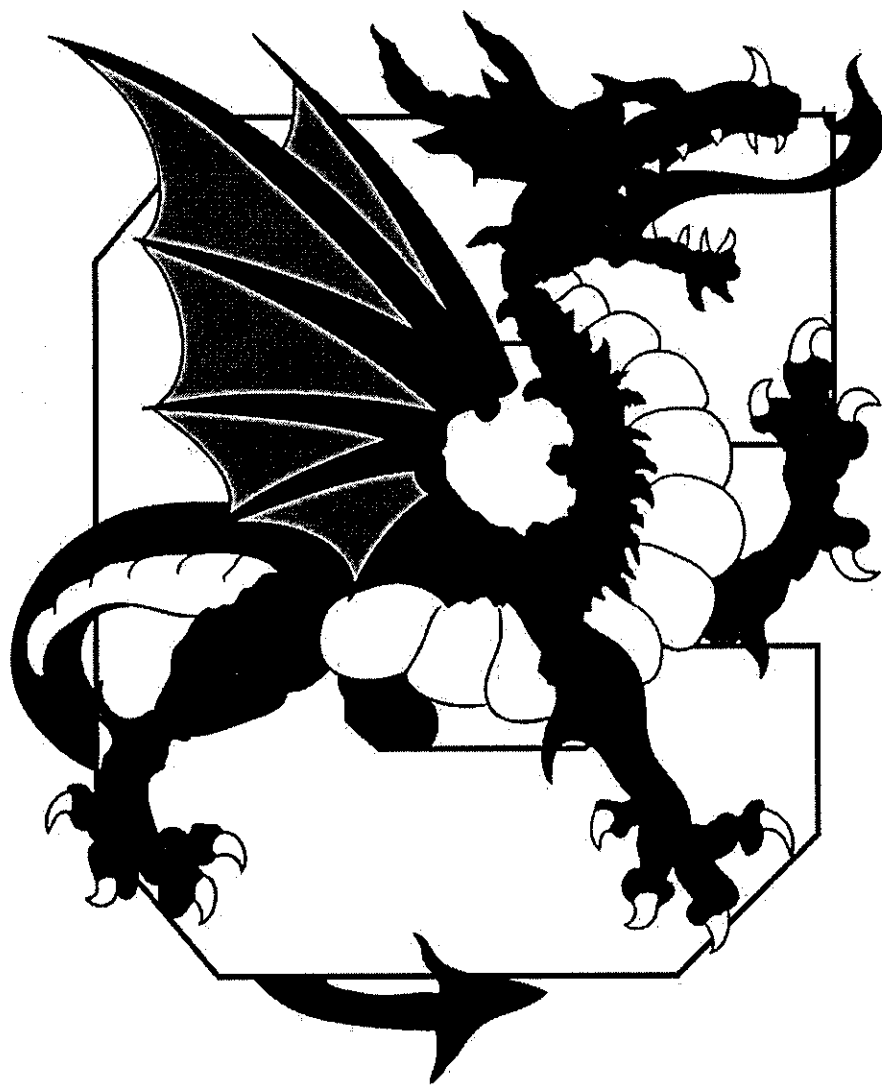


CORNWALL CENTRAL SCHOOL DISTRICT



EMPLOYEE HANDBOOK

January 2024

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Introduction

Welcome to the Cornwall Central School District (hereinafter referred to as CCSD, or District)! Cornwall Central School District is located in Orange County just north of the United States Military Academy at West Point. A premier district in a bucolic setting that includes the Hudson River and Storm King Mountain, the District serves approximately 3,000 students from Cornwall, Cornwall-on-Hudson, and small portions of New Windsor and Woodbury. With a dedicated and committed staff, and graduates attending selective colleges, the District is a source of pride in the community.

We are delighted that you have chosen to join our district and hope that you will enjoy a long and successful career serving the students and families of our school community. This Handbook is intended to serve as an accessible reference for District information, important policies and regulations, and operating procedures. It is important to note that all CCSD employees are responsible for knowing and adhering to the material in this Handbook. However, the Handbook is not intended to address all District policies and regulations, but rather, those that are most salient for an individual's day-to-day success as an employee of the District. All District policies, and its full text, may be obtained by visiting the CCSD website under the Board of Education tab. Further questions about the content of this handbook should be addressed to your building principal, your department head or to a District Office administrator (the Superintendent of Schools, the Assistant Superintendent of Business, the Assistant Superintendent of Instruction or the Director of Human Resources).

Finally, this Handbook is not a contract, either expressed or implied, with any employee or employee group, and its provisions do not constitute contractual conditions of employment. It is intended to serve as a source of information about matters pertaining to your employment with the District. As such, policies and practices may change over time along with conditions of employment, laws and regulations. These changes may supersede the content of this Handbook. With these realities in mind, the District makes every effort to update this Handbook on an annual basis before it is redistributed to staff each year through its GCN portal.

District Information

Mission Statement

The Cornwall Central School District is committed to work together with the community to provide a secure and nurturing environment of diverse learning opportunities for all students. It is our goal to help students achieve their dreams and aspirations and to prepare them to confidently face challenges while promoting strength of mind, body and character.

Vision Statement

“Striving For Excellence Every Day”

Board of Education

The Cornwall Central School District Board of Education is comprised of nine (9) members, who serve three-year terms. Annually, three Board members are elected to serve when the school budget is voted on in May. One Board member serves as the Board President and another member as the Vice-president. These annual appointments are made each year at the Board’s reorganization meeting held on the first scheduled date after July 1st. The Board of Education meets twice a month during the school year and one time per month during July and August. When necessary, the Board has the discretion to schedule additional meetings pertaining to discuss matters of the Board, including, but not limited to, personnel, capital projects, policies and regulations. A listing of the current Board of Education members can be found in the **Board of Education** section of the District website.

District Website

The CCSD website (www.cornwallschools.com) contains an abundance of information to assist you in locating important information, including, but not limited to, building information (addresses, maps, directions, and phone numbers) the District Calendar, District news and announcements, and upcoming events, job listings, forms, policies, and other items of interest to the CCSD community.

Central Administration

The offices of the Superintendent of Schools, the Assistant Superintendent of Business, the Assistant Superintendent of Instruction, the Director of Human Resources, the Secretary to the Board of Education, the District Treasurer and the School Tax Collector are located in the District Office building located at 24 Idlewild Avenue, Cornwall-on-Hudson, NY. The payroll office, accounts payable, purchasing, accounts payable, and health benefits operate under the direction and supervision of the District Office. You can reach these offices by phone via the main number for the District which is (845) 534-8009. Regular office hours are 8:00 AM to 4:00 PM when school is in session, and 8:00 AM to 1:00 PM during school recesses.

Building Administration & Contacts

Cornwall on Hudson Elementary School (ext. 1003)

Founded in 1922, COH celebrated its 100 year anniversary in 2022. Located in downtown Cornwall-on-Hudson, COH is one of the District's three elementary schools serving approximately 250 students in grades kindergarten through fourth grade. With the passage of a recent capital project, this historic building will enjoy updates to its bathrooms, floors and walls, as well as new windows.

Darren Corsetti – Principal
Lori Fries – Administrative Assistant to the Principal

Willow Avenue Elementary School (ext. 3003)

Willow Avenue Elementary School, located in Cornwall, serves approximately 250 students in grades kindergarten through fourth grade. Recent building renovations through the District's extensive capital project included updated bathrooms and the replacement of its loading dock.

Samantha Buchholz – Principal
Rebecca Cassidy – Administrative Assistant to the Principal

Cornwall (Lee Rd) Elementary School (ext. 2002)

The largest of the District's three elementary schools, Cornwall Elementary School, serves approximately 600 students in the District. Recent updates to the building's bathrooms along with the replacement of classroom cabinetry through the District's recent capital improvements project.

Robert German – Principal
Matthew Tramonte – Assistant Principal
Jodi Galati – Administrative Assistant to the Principal/Assistant Principal
Kelly Moran – Administrative Assistant to the Principal/Assistant Principal
Cathy Pace-McCue – Administrative Assistant to the Principal

Cornwall Central Middle School (ext. 4003)

Students from our three elementary schools come together at our middle school in 5th grade. Cornwall Central Middle School served approximately 1000 students in grades 5 through 8. Formerly the District's high school, the recent facilities updates have included updates to its bathroom and other internal plumbing and electrical work.

Kate Polumbo – Principal
Maria Wieber – Assistant Principal
Paul Brennan – Assistant Principal
Karen Jonza – Administrative Assistant to the Principal
Sandra Quintero-Sanford – Administrative Assistant to the Assistant Principal
Roberta Whittington – Administrative Assistant to the Assistant Principal

Cornwall Central High School (ext. 5003)

Serving approximately 1000 high school students, Cornwall Central High School's drop-rotation schedule provides students with robust opportunities for exploration and rigorous learning. The arts and athletics remain a source of pride for the community, and students enjoy an array of extracurricular activities and opportunities throughout their high school experience.

Kathryn Wilhelm – Principal
Claire Coyne – Administrative Assistant to the Principal (ext. 5003)
Mark Ray – Assistant Principal
Raul Rodriguez – Assistant Principal
Jennifer Pecoraro – Administrative Assistant to the Assistant Principals (ext. 5044)
Joseph DeBold – Director of Guidance
Marla Fields – Administrative Assistant to Guidance (ext. 5025)
Lindsay MacLeod – Administrative Assistant to Guidance (ext. 5026)

District Wide Administration

Pupil Personnel Services (ext. 7412)

Nicole Triassi – Director of Pupil Personnel Services

Kristine Schinella – Assistant Director of Pupil Personnel Services

Michele Kroemer – Administrative Assistant to Pupil Personnel Services

Athletics

Jason Semo – Director of Physical Education, Health and Athletics

Stephanie Doyle – Administrative Assistant to Athletics (ext. 7500)

Amanda York Zampini – Director of Health, Safety and Aquatics (ext. 5228)

Technology

Karen Brooks – Director of Data and Instructional Technology (ext. 7904)

Sean Daneshvar – Director of Technology (ext. 7804)

Jose Marrero – Senior Network Computer Specialist (ext. 7805)

Tony Trovato – Senior Network Computer Specialist (ext. 7802)

Frank Bishopp – Computer Technician (ext. 7801)

Suzanne Mattson – Computer Maintenance Specialist (ext. 7806)

Veronica Piraino – Administrative Assistant to Technology (ext. 7800)

Buildings and Grounds (ext. 7600)

Walter Moran – Director of Buildings and Grounds

Ivy D'Onofrio – Administrative Assistant to Building and Grounds

Theresa Bonet – Administrative Assistant to Building and Grounds

Food Services (ext. 7704)

Amy Bishopp – Director of Food Services

Maureen Jacobberger – Administrative Assistant to Food Service (ext. 7700)

Central Office Administration

Mr. Terry Dade – Superintendent of Schools

Ms. Linda Mengersen – Executive Assistant to the Superintendent (ext. 7000)

Mr. Harvey Sotland – Assistant Superintendent for Business and District Clerk

Kim Ryshkewitch – Executive Assistant to the Asst. Supt. for Business (ext. 7112)

Roseann D'Esposito – Sr. Payroll Clerk (ext. 7109)

Stefani Feudo – Accounts Payable (ext. 7107)

Donna Downes – Payroll/Attendance (ext. 7108)

Celine Maxwell – Treasurer (ext. 7106)

Jennifer Cox – Transportation (ext. 7100)

Ms. Megan Argenio – Assistant Superintendent for Instruction

Ms. Pat Guarneri – Executive Assistant to the Asst. Supt. for Instruction (ext. 7204)

Dr. Brent Harrington – Director of Human Resources & Personnel Development (ext. 7111)

Ms. Patricia Oginz – Healthcare Benefits and Human Resources Specialist (ext. 7110)

Bargaining Unit Agreements/Contracts

The Cornwall Central School District has negotiated terms and conditions of employment with six (6) collective bargaining units, including the Cornwall Administrators Association (CAA), the Cornwall Central Teachers Association (CCTA), the Cornwall Para-Professional Association (CPPA), the Cornwall Clerical Workers' Association (CCWA), and the Civil Service Employees Association, Inc. (CSEA) which represents staff employed in the Cafeteria Unit and in Buildings and Grounds. Each agreement collective bargaining agreement (CBA) is specific to the unique needs and contributions of the bargaining unit. Member employees can obtain a copy of their respective contract from an employee representative of their bargaining unit. Additionally, an employee benefit summary can be obtained by accessing the [Employee Benefits](#) tab of the Human Resources webpage. Although the vast majority of our staff are represented by a bargaining unit whereby their salary, benefits and other terms and conditions of employment are provide through a collective bargaining agreement, approximately fifteen (15) staff, including the Superintendent of Schools, and District Office administrators, are non-aligned employees possessing individual terms and conditions of employment.

Administrative Goals & Regulations

The general purpose of the administration of the District is to coordinate and supervise the creation and operation of an environment conducive to effective learning, in accordance with the policies of the Board of Education. The Board relies on the Superintendent of Schools to implement Board policies and to provide the professional administrative leadership that is necessary. The Superintendent of Schools is responsible for developing regulations consistent with the policies of the Board. All employees are required to adhere to the policies set forth by the Board of Education and any procedures and regulations promulgated by the Superintendent of Schools.

Equal Opportunity & Anti-Discrimination

The Board of Education, its officers and employees, shall not discriminate in its programs and activities on the basis of legally protected classes, such as, but not limited to: race, color, national origin, creed, religion, marital status, sex (including pregnancy, childbirth, or related medical condition), age, sexual orientation, disability (physical or mental), predisposing genetic characteristic, military work or status, domestic violence victim status, or use of a guide dog, hearing dog, or service dog, as applicable. This includes access by students to educational programs, counseling services for students, course offerings, and student activities. Nondiscrimination is also applicable to recruitment and appointment of employees, employment pay, benefits, advancement and/or terminations.

In addition, the Board and its employees will adhere to the practice of recruiting and hiring personnel without regard to age, color, creed, disability, marital status, national origin, race, religion, gender, gender identity (actual or perceived) or any other status protected by federal or state law. The District will also comply with New York Labor Law Section 203-e regarding not discriminating against an employee with respect to compensation, terms, conditions, or privileges of employment because of, or on the basis of, the employee's or his/her dependent's reproductive health decision making.

Any employee may file an Equal Opportunity or Anti-Discrimination complaint by following the procedure outlined in **Policy 0100-R, Equal Opportunity and Nondiscrimination Regulation**.

Role of Employees in School System

You are an essential partner in the educational operation of the Cornwall Central School District and, as such, you serve as a role model for students within the system. This is an important responsibility. Your dress and grooming should be appropriate to your position. As a district employee, you often provide the public the first, and sometimes the only, impression of the school district. You may greet the public by telephone or in person. Information must be accurate and should always be exchanged in a courteous manner. Complaints or criticism should be handled with tact. If you are uncertain how to handle a situation; please talk with your principal or supervisor. It is also expected you show the same courteousness and respect to your fellow employees.

Civil Service Regulations

All non-certified employees are governed by Orange County Civil Service. Employees hired in provisional positions are responsible for registering for and taking all tests and examinations required for their position.

All test announcements are available through Orange County Civil Service as follows:

Orange County Government Center
255 Main Street
Goshen, NY 10512
Tel: (845) 291-2707
<https://orange-portal.mycivilservice.com/>

Please note that all test announcements may not always be posted in the District.

Civil Service Regulations (Cont.)

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.

Complaints & Reporting Procedures

STAFF COMPLAINTS AND GRIEVANCES

The Board of Education recognizes that staff complaints and grievances regarding work rules arise from time to time. In many instances the complaint process is covered by collective bargaining agreements, and in those instances, the grievance procedure outlined in the agreement shall be used. In order to address staff complaints not covered by bargaining agreements, and/or for those employees not covered by such an agreement, the Board establishes this policy. The Board acknowledges that staff members have the right to present complaints and grievances in accordance with these procedures free from coercion, interference, restraint, discrimination or reprisal.

The district shall implement a multistage grievance procedure and an appellate stage for the settlement of grievances pursuant to the General Municipal Law. See Regulation 9140.1-R.

This policy and regulation shall be filed with the District Clerk and the State Civil Service Commission within 15 days of adoption and/or amendment, as required by law.

Staff complaints that are not covered under the General Municipal Law, or cannot be resolved under procedures of policies 0100, Equal Opportunity and Nondiscrimination, or 0110, Sexual Harassment, shall be subject to the discretion of the Board of Education as to the method by which the complaint may be brought.

Adoption date: December 21, 2020

SEXUAL HARASSMENT

Sexual harassment is against federal and state law. The Board is committed to maintaining an educational and working environment free from such harassment, and therefore prohibits sexual harassment of students and employees in the district. The district will establish detailed policies and regulations for both students and employees which address definitions, protections, prohibited behavior (including retaliation), prevention activities, training/education, complaint reporting, investigations, and consequences.

Complaints involving the sexual harassment of students are addressed by policies #0110.1 – Sexual Harassment of Students; and/or #0111 – Title IX Sex Discrimination and Harassment; and/or #0115 – Student Harassment and Bullying Prevention Intervention. Complaints involving sexual harassment of employees are addressed by policies #0110.2 – Sexual Harassment in the Workplace and #0111 – Title IX Sex Discrimination and Harassment.

Re-Adopted: September 2, 2021

DISCLOSURE OF WRONGFUL CONDUCT (Whistleblower Policy)

The Board of Education expects officers and employees of the district to fulfill the public's trust and to conduct themselves in an ethical manner, abiding by all district policies and regulations and by all applicable state and federal laws and regulations.

However, when district officers or employees know or have reasonable cause to believe that instances of wrongful conduct (e.g., mismanagement of district resources, unethical behavior, violations of law or regulation, and/or abuse of authority) have occurred, they are encouraged, if they feel comfortable, to report such wrongful conduct to the Board.

For purposes of this policy, the term "wrongful conduct" includes, but is not limited to:

- theft of district money, property, or resources;
- misuse of authority for personal gain or other non-district purpose;
- fraud;
- conflicts of interest or abuse by district officers or employees relating to their office or employment;
- actions that present a substantial or specific danger to public health or safety;
- actions that compromise the security and integrity of the district's or state's testing program;
- violations of applicable federal and state laws and regulations; and/or
- serious violations of district policy, regulation, and/or procedure.

Internal Reporting and Investigation

Employees and officers who know or have reasonable cause to believe that wrongful conduct has occurred are encouraged to report such conduct, if they feel comfortable, to the Board of Education, or the Superintendent of Schools, or designee or School Attorney, Internal Auditor, External/ Independent Auditor, or Audit Committee, who must notify the Board. Building Principals or other supervisory personnel may also receive such reports, and must notify the Superintendent, unless the Superintendent is a subject of the report. Upon receiving a report of alleged wrongful conduct, the Board, Superintendent or designee will take immediate steps to authorize an investigation.

Staff members who suspect that a violation of state testing procedures has occurred by a certified educator, or non-certified individual involved in the state testing program, must report their concerns to the State Education Department (SED) in the manner prescribed by the Commissioner of Education. Employees are also encouraged, if they feel comfortable, to report concerns to the Superintendent or Board of Education. Any Building Principal receiving such a report must relay this information to the Superintendent, or directly to the Board, if the Superintendent is the subject of the report.

The Board or Superintendent or designee must maintain a written record of the allegation and the results of any investigation. The Board or Superintendent or designee may refer the matter to any appropriate entity or agency (e.g. auditors, police, SED, State Comptroller etc.) and the Superintendent or designee will notify the Board when appropriate to do so.

Except as otherwise provided in either state and/or federal law, the Board-designated officer will make all reasonable attempts to protect the identity of the employee making the disclosure in a confidential manner, as long as doing so does not interfere with conducting an investigation of the specific allegations or taking corrective action.

The district will not take adverse employment action against an employee who has, in good faith, notified the district and or a governmental body of wrongdoing, including but not limited to instances where an employee has reported misconduct when mandated to do so by federal or state law or regulation (e.g. child abuse, state testing misconduct).

Complaints of Reprisal

Employees who allege they have been subject to an adverse employment action based on a prior disclosure of alleged or actual wrongful conduct may contest the action by filing a written complaint of reprisal with the Superintendent or designee, or if the Superintendent is the subject of the complaint, the Board President or designee, in consultation with the school attorney, will review the complaint expeditiously to make a preliminary determination as to:

- whether the complainant made a disclosure of alleged wrongful conduct before an adverse employment action was taken;
- whether the responding party could reasonably have been construed to have had knowledge of the disclosure and the identity of the disclosing employee;
- whether the complainant has in fact suffered an adverse employment action after having made the disclosure; and
- whether the complainant alleges that adverse employment action occurred as a result of the disclosure.

If all of the above elements are present, the Superintendent or designee, or Board President or designee in consultation with the school attorney if the Superintendent is the subject of the report or allegation, will investigate the claim and make a recommendation to the Board. The Superintendent or designee will inform the complainant and the respondent, in writing, of:

- the intent to proceed with an investigation;
- the specific allegations to be investigated; and
- the opportunity of each party to support or respond, in writing, to the allegation.

Once the Superintendent or designee, or Board President or designee in consultation with the school attorney if the Superintendent is the subject of the report or allegation, has conducted a review and considers the investigation to be complete, the Board will be notified of its completion. From the date of that notice, the Superintendent or designee, or Board President or designee, has 30 calendar days to report the findings and make any recommendations deemed appropriate to the Board. The Superintendent or designee, or the Board President or designee will, in conferral with the Board and school attorney, if appropriate, will make a final determination and issue a letter of findings to both the complainant and the respondent.

Nothing in this policy is intended to interfere with legitimate employment decisions.

The Superintendent of Schools may establish regulations necessary to implement this policy.

This policy and any accompanying regulations will be published in employee handbooks, posted in employee lounges and given to all employees with fiscal accounting and/or money handling responsibilities on an annual basis.

The Superintendent of Schools, the Auditor, the School Attorney and others involved in implementing this policy will meet with the Board once a year to evaluate the effectiveness of this policy and to make appropriate adjustments, if any, to the policy and any accompanying regulations.

Adopted: December 16, 2019

Re-adopted: February 27, 2023

Workplace Rules, Conduct & Professional Obligations

General Workplace Expectations

Each employee of the Cornwall Central School District shall conduct herself/himself in a manner that furthers the mission of Cornwall Central School District and the goals of the Board of Education and Superintendent of Schools. Therefore, each employee should act in a manner that a reasonable person would view as appropriate. All employees, as public servants, and regardless of title or position, are seen as a role model to students in the district. As such, there is the expectation that all staff will engage in the use of appropriate language while at work, address colleagues, students, and the public respectfully, follow all appropriate directives from the employee's supervisor and maintain a positive attendance record.

Workplace Conduct & Respect for the Public, Employees and Students

You are an essential partner in the educational operation of the Cornwall Central School District and, as such, you serve as a role model for students within the system. This is an important responsibility. Your attire and presentation of self should be appropriate to your position. As a district employee, you often provide the public the first, and sometimes only, impression of the school district. As a general expectation, hats are generally not permissible inside the building unless for religious or medical reasons. Greeting the public by telephone or in person is a common responsibility for most employees of the district. As such, information should be accurate and always delivered with courtesy and measure. Complaints or criticism should be handled with tact. If you are uncertain how to handle a situation, please talk with your principal or supervisor. It is also expected you show the same courteousness and respect to your fellow employees.

Punctuality, Attendance & Professional Obligations

The District recognizes that on occasion an unexpected circumstance may arise causing an employee to arrive late to work for their scheduled assignment. In the event that such a situation occurs, the impacted employee should notify their direct supervisor through an email or a message to their respective office, building or department.

Such situations aside, staff are reminded of the expectation of arriving on time to their scheduled assignment. The use of sick time is for the sole purpose of when an employee, or his/her immediate family member, has fallen ill and is unable to effectively perform his/her job responsibilities. Sick time is not for the purposes of personal use. Simply, sick time is not to be used as paid personal time off. Instances when an individual may be requesting sick time around a weekend or holiday may require a doctor's note.

Finally, the request of sick time in advance, and on either end of a weekend, may present as curious, suspect and/or questionable. Improper use of sick time may be subject to formal counseling and potential disciplinary action.

Work Day/Hours/Work Assignments

The work hours for Cornwall employees are determined by the collective bargaining agreements or, if applicable, by individual Terms and Conditions of employment agreement. If an employee has a question about her/his own specific work hours, either regularly or in an unusual situation, then that employee should contact her/his immediate supervisor. If the issue has to do with the interpretation of a provision of a collective bargaining agreement or a contract of employment, then the individual with the question should contact the Human Resources Office.

Certification (Certificated & Classified Staff)

Certificated

All certificated staff (teachers, teaching assistants & administrators) must hold the appropriate New York State certification in their tenure area. It is the employee's responsibility to ensure that their certification is up-to-date and does not expire. All certificated staff should regularly review their TEACH account. Under New York State Education Law staff not in possession of appropriate certification must be removed from their assignment and terminated.

Classified

Classified staff must meet the minimum qualifications for appointment and successfully complete their probationary period to maintain permanent status. Competitive class employees must be reachable off the list of eligibles upon the date of their permanent appointment.

Under New York State law all employees of a school district—certificated and classified—must be fingerprinted and receive clearance prior to their recommendation and appointment by the Board of Education.

Technology Services—District Network & Equipment Use

The Director of Data and Technology establishes regulations governing the use and security of the District's network and computer resources. Computer resources include all devices that process data, including but not limited to, laptops, fax machines, copiers and scanners. All staff are required to sign off on an annual "Right to Use" policy provided by the department. Additionally, all staff are required to comply with the District policy 4526, Technology Services, Equipment, Use. Failure to comply may result in disciplinary action, as well as suspension and/or revocation of computer access privileges.

Finally, the District makes every reasonable effort to maintain the security and integrity of the network and its data. To this end, staff are routinely trained in detecting potential breaches to the network, including phishing emails. In the event of any unforeseen data breach, staff would immediately be notified by the Director of Data and Technology.

Confidentiality of Information Learned Through Employment

The District takes necessary steps to protect the privacy of employees. Confidential information will only be shared with a third party when:

- Employee grants written permission.
- The District is served with a subpoena/legal document requiring release or it is necessary for other legal purposes.
- Information is required for fulfillment of legal responsibilities of the District.
- In case of an emergency during non-school hours.
- An employee may review his/her personnel file upon request

Drug Free Workplace – Including Alcohol, Tobacco & Nicotine

The District recognizes that certain substances may be legally consumed by an individual outside of the workplace, including alcohol, tobacco and marijuana, but such use during the work day is strictly prohibited. Moreover, an individual's consumption prior to the start of the school day that may be detected through physical appearance and/or behavior during the individual's work day is strictly prohibited and may be subject to disciplinary action, including, but not limited to, termination. The District's formal policy (9320) is noted below:

DRUG-FREE WORKPLACE

The Board of Education prohibits the illegal, improper or unauthorized manufacture, distribution, dispensing, possession or illegal use of any controlled substances in the workplace. "Workplace" shall mean any site on school grounds, at school-sponsored activities, or any place in which an employee is working within the scope of his/her employment or duties. "Controlled substances" shall include all drugs which are banned or controlled under federal or state law, including those for which a physician's prescription is required, as well as any other chemical substance which is deliberately ingested to produce psychological or physiological effects, other than accepted foods or beverages.

The Superintendent of Schools or his/her designee shall implement related regulations which outline the requirements of the federal Drug-Free Workplace Act of 1988.

Adopted: December 16, 2019

Re-adopted: November 7, 2022

Weapons Prohibited

No employee of the District shall possess or use firearms and/or other weapons in, or on, school property, including air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious spray. The only exceptions are for law enforcement officers and others specifically by the District for the sole purpose of student and staff safety.

Teaching About Religion and Controversial Issues

The District does not promote, encourage, or support the formal instruction of personal religious beliefs in the classroom. However, it is understood that the teaching of various religions and its place in the history of civilization resides soundly in the curriculum. Additionally, controversial issues that are marked with substantive and varying perspectives must be handled with objectivity and care. The formal Board policy (4810) is noted below.

The Board of Education recognizes their broad responsibility for providing for a course of study in the schools that is appropriate to the age and ability of the students in the district. The Board also recognizes that within the broad parameters of curriculum, a teacher must be free to engage the classroom discussion and debate in order to stimulate the exchange of ideas and critical thinking.

Controversial issues may arise that deal with matters about which there are varied levels of opposing views, biases emotions, and/or conflict. The Board wishes to ensure that controversial issues are presented in a manner that preserve the academic integrity of the district and reflects community values. Therefore, the Board establishes the following guidelines for teachers to follow when presenting controversial issues in the classroom:

1. In the classroom, matters of a controversial nature shall be handled as they arise in the normal course of instruction and not introduced for their own sake. Such issues shall be neither sought nor avoided.
2. When presenting various positions on a controversial issue, the teacher shall take care to balance major views and to assure that as many sides of the issues as possible are presented in a fair manner, with no position being espoused by the teacher as the only one acceptable.

When materials dealing with controversial topics are to be used, assigned or recommended, such materials must:

- have educational value and be relevant to the curriculum;
- be appropriate to the age and maturity level of the students;

- and not adversely affect the attainment of the district's instructional goals or result in substantial disruption of the normal operation of the classroom.

Prior to presenting controversial materials to their students all teachers shall, when possible/feasible:

1. review carefully any and all material to be distributed to students with the understanding that they will be responsible and accountable for all materials distributed; and
2. notify the Department Chairperson in advance of the dissemination of any material likely to be considered controversial by staff, class or community.

The Chairperson will review the materials pursuant to the guidelines above.

Adopted: December 16, 2019

Re-Adopted: June 13, 2022

Social Media

The District recognizes that staff may possess, and have the legal right, to their own personal social media accounts. Staff who possess such personal social media accounts may post information that reflects their individual interests, points of view, and perspectives. However, staff are discouraged from posting any material that has the potential to generate unnecessary controversy, including, but not limited to, political statements and statements on controversial cultural issues. Employees must be mindful that sharing and/or posting information that may be considered controversial could raise questions from parents, students and/or the larger public specific to that employee's ability to remain impartial and objective when interacting with students and other staff members. As such, employees are encouraged to keep their social media accounts private in an effort to mitigate any public concern that a staff member's personal opinion might influence their professional behavior towards students and colleagues.

Publicity / Statements to the Media

Staff members are not permitted to provide any statement specific to a school-related event to the media on behalf of the District without the consent of the Superintendent of Schools. This ensures controlled communication with the media in the event of any unforeseen circumstance that requires careful, thoughtful and prudent communication. Moreover, staff are reminded that the Superintendent of Schools acts as the sole voice for the District when communicating sensitive matters to the media that may require legal counsel in order to protect the liability of the District.

The only exception by which a staff member would not solicit and receive explicit approval from the Superintendent of Schools when communicating to the media are quotes from coaches and/or club advisors specific to the reporting of an interscholastic sport and/or school-related activity, such as a concert, student performance, and/or club related competition (debate, chess, robotics, etc...).

Operation of District Vehicles

The operation of school owned vehicles requires the approval of the employee's direct supervisor to ensure proper control and accountability for vehicle usage. Most often, employees within our Buildings and Grounds department may need to operate district owned vehicles for the purpose of completing various maintenance and transportation tasks. Any individual operating a district vehicle must possess the appropriate driver's license and must abide by the procedures and protocols put forth by the department when operating the assigned vehicle. This allows supervisors to oversee task assignments and ensure authorized use. Staff that do not follow such established procedures may be subject to discipline, including but not limited to, termination.

Health & Safety

Video Surveillance on School Property

Employees are reminded that the District maintains regular video surveillance in public areas and spaces on its campus for the purpose of security and investigative matters. In the event of an allegation involving student or staff allegation misconduct, the District's administrative team reserves the right to review video surveillance to determine an allegation's credibility and the District's response. Furthermore, the District reserves the right to add or relocate video surveillance in its public spaces. Public spaces include, but are not limited to, hallways, cafeteria, building entrances, playgrounds and other common areas. Video surveillance is not permitted in such private locations as bathrooms and locker rooms. Additionally, the District does not have video surveillance in teacher classrooms.

Security

The District maintains a security contract ensuring licensed and trained security personnel at each of our five school buildings. Most of these individuals are retired law enforcement and well-respected members of the Cornwall staff. In certain circumstances, our security personnel may assist our building administrators in specific investigations of students. Most importantly, our security personnel maintain clear procedures when anyone from outside of the staff needs entry to a building.

Employee Identification

In order to improve assurances of the safety of students, staff and the public, all Cornwall staff should carry their identification badge. This badge provides entry to the staff member's assigned building and is encouraged to be worn at all times.

The employee identification badges are the property of the District. It is strictly prohibited for any person issued an ID badge to loan that identification to any other person for any reason. Identification badges must be reported lost or stolen immediately to your direct supervisor and may be reissued from the security desk at Cornwall Central High School. Upon resignation, retirement or termination of employment, identification badges must be turned in to your immediate supervisor or the Human Resources Office no later than the last day of employment.

Reporting of Hazards

Employees are encouraged to review Board policy 8110 and 8220. The District recognizes its responsibility to provide a safe, secure and healthy school environment by ensuring that all school buildings are properly maintained and preserved. To this end, all staff members are urged to report hazardous or potentially hazardous situations to the Health and Safety Committee, the Building Principal, Head Custodian and/or the person in charge of Buildings and Grounds. All staff are to comply with occupational safety and health regulations, including the Hazard Communication Standard and "Right-to-Know" legislation.

Right to Know

The Right to Know Law states that all employers must inform employees of health effects and hazards of toxic substances at the workplace. This law is designed to inform its employees of any possible dangers in dealing with hazardous chemicals, as well as the measures that should be taken to protect oneself.

Bloodborne Pathogens

Bloodborne pathogens (BBPs) are infectious microorganisms in human blood that can cause disease in humans. BBPs include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). To protect against BBPs the use of personal protective equipment (PPE) is required. Nursing and custodial staff should be called whenever a potential for exposure exists as they are trained in the use of PPE and proper procedures for dealing with BBPs

Hygiene Precautions & Procedures

To prevent and/or minimize the transmission of contagious or communicable diseases or infections within the school community, all employees of the District must use appropriate precautions when providing first aid or when dealing with situations that involve exposure to blood and bodily fluids. Neglect of such protocols by any employee may form the basis for disciplinary action.

AIDS / HIV

Employees are encouraged to review Board policy 0150. The District recognizes that there is no evidence that AIDS and Human Immunodeficiency Virus Infection (HIV) can be transmitted by casual social contact in a school setting. As a result, no individual shall be denied access to any program or activity sponsored by or conducted on the grounds of the District solely on the basis of his/her status as an HIV infected individual. Confidential HIV-related information will not be released to third parties unless there is a signed release, court order or a need to provide healthcare to the individual.

Furthermore, it is the District's policy that a student's education shall not be interrupted or curtailed solely on the basis of his/her HIV status nor shall any employee be prevented from continuing his/her employment solely on the basis of his/her HIV status. Additionally, all non-infected individuals have the right to a safe environment free of any significant risks to their health.

Automated External Defibrillation Units (AEDs)

The District recognizes the importance of Automated External Defibrillators (AEDs) in the event of a sudden cardiac arrest. The District provides and maintains AEDs on-site in each building and as defined in the Public Health Law Section 3000-b for use during a cardiac emergency. The use of such devices are discussed in detail in the District's Safety Response Plan.

Workplace Violence

On September 6, 2023, the Governor signed legislation (S1746/A1120) amending the Workplace Violence Prevention Law (Section 27-b of Labor Law), extending coverage to elementary and secondary public education that was previously exempted.

Acts of violence against any employee 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: 1) helping to create an environment of mutual respect for each other, as well as students, parents, and other visitors; 2) following all applicable policies and procedures; and 3) for assisting in maintaining a safe and secure work environment.

Emergency Procedures

Staff of the Cornwall Central School District are expected to follow the guiding principle of "If you see something, say something." The District has a longstanding commitment to safety and employs security guards at each entrance to each of our five school buildings. Additionally, all staff must use their card fob to enter a building on campus. All visitors must be appropriately "buzzed" into the building and sign in at the respective main office.

The District maintains an Emergency Action Plan that utilizes the acronym SHELL, each of which follows the three base Emergency Action Steps noted below:

- **CHECK** the scene and the person
- **CALL** the local emergency number or 9-1-1
- **CARE** for the person

Shelter-in-Place – used to shelter students and staff inside the building. Everyone remains inside. Students should return to their classroom. Classroom instruction continues as normal.

Hold-in-Place – used to limit movement of students and staff while dealing with short term emergencies. Classroom instruction continues as normal.

Evacuation – building is evacuated. Students and staff led to a designated assembly area.

Lockout – buildings and grounds are secured because of a concern outside of the school. Classroom instruction continues as normal.

Lockdown – All buildings, school grounds and inside rooms are secured due to a threat in or around the school. All staff and students are expected to remain quiet with no communication until staff and students are released by law enforcement and/or a school administrator.

Staff-Student Relations

Staff are expected to maintain the highest levels of professionalism and never engage in any behavior that questions or compromises the high standards of our profession. To this end, relationships between staff and students need to maintain clear and recognizable boundaries. No staff member should make any attempt to personally engage with students in a manner that is not specific to the student's academic needs and interests. Socializing with a student outside of school is strictly prohibited.

Additionally, staff must be mindful of any actions that could compromise their judgment, raise suspicion and create a liability for the District. This includes, but is not limited to, transporting a student(s) home in their own personal vehicle, paying for a meal outside of a school or District-sponsored event, conversing with a student(s) on social media about matters unrelated to the academic curriculum or school sponsored events. Any staff member found to be engaged in conduct that is unethical and crosses such boundaries will be subject to immediate disciplinary action, placed on leave pending a full-scale

investigation, and subsequently terminated. Additionally, any alleged behavior that suggests a physical relationship with a student would be immediately brought to the attention of law enforcement and subject to criminal investigation.

Student Records (FERPA)

The Board recognizes its legal responsibility to maintain confidentiality of student records. The procedures for ensuring the confidentiality of student records shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act (FERPA) of 1974 and are outlined in Board policy 5500.

Racial Harassment of Students

The Cornwall Central School District is committed to racial tolerance, equity and inclusion. The District views its diversity as a rich resource, recognizing that staff and students may have different lived experiences from one another based on their racial, ethnic or religious background. As such, the discrimination and/or harassment of any individual, student or staff member, is strictly prohibited. All staff should be mindful of the District's Equal Opportunity and Non-Discrimination policy 0100.

Dignity for All Students Act (DASA)

Signed into law on September 13, 2010 and taking effect in 2012, New York State's Dignity for All Students Act (The Dignity Act) seeks to protect all public school students' identities. Specifically, the law is intended to provide a safe and supportive learning environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, school transportation and/or at any school related function.

A student's identity may include, but is not limited to, race, physical size and stature, national origin, ethnicity, religion and religious practices, mental or physical abilities, sexual orientation, gender identity, and sexual orientation. Moreover, these characteristics defining a student's identity may be real or perceived. Furthermore, the Dignity Act further codified such protection through its inclusion in the District's Code of Conduct and its annual approval by the Board of Education. .

Suspected Child Abuse & Maltreatment

All staff are reminded of their responsibility as a mandated reporter. Should a student reveal information that indicates abuse or maltreatment or should you suspect abuse resulting from visible marks, bruises or other physical indicators of trauma, you are required by law to share this information with your direct supervisor. Effective April, 2025 all certificated staff must update their Child Abuse training.

Absences from Work

Leaves & Employee Absence

Absence Management (Frontline/AESOP)

All employees must report their absences (vacation, sick, personal, etc.) into the District's identified absence management system, presently Frontline/AESOP.

Staff are afforded an annual accrual of sick time based on their respective Collective Bargaining Agreement (CBA) or individual Terms and Conditions of employment. As noted in the section on Punctuality, Attendance and Staff Responsibility, the use of sick time is solely for the purposes of an ailment, sickness or family illness NOT for the use of personal time. The misuse of sick time may be grounds for the District to pursue disciplinary action, including termination.

Requests for unpaid time due to sickness or any other reason must be communicated in writing to Human Resources. All staff leaves must be formally requested by submitting the "Request for Personal Leave" form found on the District's Human Resources webpage under "Employee Forms." This form requires communication and signature from the employee's direct supervisor before being sent to human resources. Additional information must be included to human resources, including supporting documentation that substantiates the need for such additional time off. Leaves that are a result of a medical procedure or ailment require the completion of FMLA paperwork. Such paperwork is forwarded to human resources, but is not shared with the direct supervisor. Finally, time that is not a result of an FMLA request is not discretionary for the employee to take unpaid time off. Such practice will result in disciplinary action, including potential termination of employment.

Jury Duty

Employees who are summoned to Jury Duty must notify their direct supervisor and District Office along with their jury summons. When possible, ten-month employees are encouraged to postpone such service for the summer recess. Proof of jury service must be provided when submitting the absence in Frontline/AESOP. All full-time staff serving jury duty during their regularly scheduled work day shall receive their annual salary, however, the per diem jury duty pay received by the staff member shall be forfeited and forwarded to the Treasurer of the District.

Bereavement Leave

All employees, regardless of their collective bargaining agreement or terms and conditions of employment are entitled to up to five (5) days of bereavement. In such instances, when a memorial service is held after the individual's passing, such time may be taken on a non-consecutive basis but within six-months of the individual's passing and upon special permission from the Superintendent or his/her designee. Bereavement is applicable to a family defined as spouse, domestic partner, parent, grandparent, child, sister, brother or corresponding-in-law.

Cancer Screenings

All employees are subject to up to one half day of leave for the purposes of an annual cancer screening. The employee must submit proof of such screening when entering this absence in Frontline/AESOP.

The Family Medical and Leave Act

FMLA entitles eligible employees to job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. FMLA is NOT paid leave; however, should an employee have the accumulated number of sick days during the twelve (12) week period, such leave would be paid. Eligible employees must have worked at least 1250 hours in the 12 month period preceding the leave.

Eligibility is dependent upon one of the following qualifying factors:

- The birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;

FMLA leave may be taken "intermittently or on a reduced leave schedule" under certain circumstances. However, the necessity of such leave needs to be communicated by the attending physician AND it is the employee's responsibility to enter such leave as "intermittent" in the notes section when entering the time in Frontline/AESOP.

Please refer to Policy 9520.2 or for more information on FMLA employees may go to <http://www.dol.gov/whd/fmla/> or contact the Human Resources Office at (845) 534-8009.

Emergency Closings /Snow Days

In the event of an emergency closing due to inclement weather, all employees are notified via email and voice recording. Additionally, any school closing is noted on the District's website as an immediate notification upon accessing the website.

Personnel Records & Probationary Periods

Employee Right to Review Their Personnel File

All employees have the legal right to review their personnel file upon request. An individual personnel file includes their job application, District correspondence, formal counseling and/or disciplinary notification and/or agreements (if applicable), annual evaluations, transcripts (if applicable), certification and annual salary notification. Any employee who wishes to review their file must request an appointment through the Human Resources department, and may contact Dr. Brent Harrington, Director of Human Resources and Personnel Development.

All information contained within an employee's personnel file is confidential and securely maintained. Access to the file resides only with those employees who are designated as a management/confidential employee limited to the Director of Human Resources, Superintendent of Schools, Assistant Superintendent of Curriculum and Instruction, Assistant Superintendent of Business and Operations, Personnel Specialist and Secretary to the Superintendent.

Probationary Periods

Certificated Staff (Unclassified)

Under New York State Education Law, certificated employees (teachers, administrators and teaching assistants) serve a four (4) year probationary period before receiving tenure. In the instance that a new employee had been extended tenure in a previous New York State district and provide successful proof of such tenure, the probationary period is reduced by a year from four (4) years to three (3) years.

Civil Service (Classified Staff)

Individuals who are appointed from one of the four classifications under the provisions of Classified employees—competitive, non-competitive, labor and exempt—are subject to a minimum probationary period of eight (8) weeks and a maximum period of fifty-two (52) weeks.

During such time that an employee is subject to a probationary period, the individual is considered an at-will employee and may be terminated with reasonable cause. However, the successful completion of an individual's probationary period does not create an indefinite contract of employment, nor does it guarantee employment for any specific period.

Employee Benefits

For the purpose of this section, an eligible employee shall be defined as a person who works for Cornwall Central School District and who meets the eligibility requirements for healthcare coverage. The provisions relating to employee benefits, specifically, employee costs are governed by the collective bargaining agreement or terms and conditions of employment.

Health Insurance Eligibility

Health insurance coverage is available to eligible employees, pursuant to the appropriate collective bargaining agreement or individual employment agreement. The annual open enrollment period is held from October 15 – December 15. Employees who are eligible are permitted to change coverage options during this time. Change forms may be obtained from Mrs. Patricia Oginz, Health Benefits and Human Resources Specialist.

Vision & Dental Insurance Eligibility

Dental insurance coverage is available to eligible employees based on the provisions of the collective bargaining agreement or terms and conditions of employment.

Flexible Compensation Program (IRS 125 Plan & IRS 129 Plan)

Participating employees may elect to participate in pre-tax contributions through payroll deduction, consistent with flexible spending "cafeteria plan" accounts for medical and dependent care. The purpose of these accounts is to enable employees to pay out-of-pocket expenses associated with medical care, dental work, child-care costs, and any other expenses permitted under law with pre-tax dollars.

Questions about health, vision and dental insurance coverage and eligibility should be directed to the Benefits and Human Resources Specialist, Ms. Patricia Oginz, in the Human Resources Department at (845) 534-8009 ext. 7110.

Tax-Deferred Annuities (403(b) Plans)

Tax-deferred annuity contributions, consistent with what is permitted by Federal and State law, can be made by any employee of the Cornwall Central School District to a provider that has executed an agreement with the District through the Omni Group. Questions about tax-deferred annuities may be addressed to, Mrs. Roseann D'Esposito, in the Payroll Office at ext. 7109.

New York State Retirement System (TRS & ERS)

All full-time certificated and classified employees are required by law to be a member of the New York State Teachers or Employees Retirement System (TRS and ERS). As such, employees are mandated to contribute a portion of their wages to the corresponding retirement system pursuant to the requirements of their "tier."

Questions about retirement contributions should be addressed to the Payroll Office at (845) 534 -8009 ext. 7109 or to the appropriate retirement system noted below.

<p>New York State Teachers Retirement System 10 Corporate Woods Drive Albany, NY 12211-2395 (800) 348-7298 ext. 6250 Website: www.nystrs.org</p>	<p>New York State Employee's Retirement System 110 State Street Albany, NY 12244-0001 (866) 805-0990 Website: www.osc.state.ny.us/retire</p>
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Accumulated Leave upon Retirement System

Employees should reference their collective bargaining agreement or terms and conditions of employment as it pertains to accrued leave reimbursement upon retirement. This benefit is payable to eligible employees, according to the specific terms of the contract, based on an eligible employee's accumulation of leave (sick and vacation).

Employees may request in advance of their retirement the number of accrued days they have accumulated in an effort to estimate the approximate compensation to be received upon retirement. Such payments are made to an individual's 403(b) account. In lieu of payment, Classified staff may elect to have their accumulated sick days count towards service credit through the New York State's Section 41j plan for ERS members.

Professional Development, Certification & Salary Advancement (Teachers Only)

Continuing Teacher and Leader Education (CTLE)

Educators who are subject to CTLE and practice in an applicable school throughout their five-year registration period must complete 100 clock hours of acceptable CTLE. Details on exact rules and how to track your hours can be found on the SED website. Educators who hold one or more of the following certificates are subject to the continuing teacher and leader education (CTLE) requirement:

- Professional certificate in the classroom teaching service
- Professional certificate in the educational leadership service (i.e., School Building Leader, School District Leader, and School District Business Leader)
- Teaching Assistant Level III certificate

The registration and CTLE requirements do not apply to educators who hold a certificate in the pupil personnel service (e.g., School Attendance Teacher, School Counselor, School Psychologist, School Social Worker) or hold a Teaching Assistant Level I or Level II certificate.

Salary Advancement

In addition to a teacher's annual step increase, teachers may also advance in salary through column or lane movement. The Cornwall Central Teachers Association (CCTA) includes two columns/lanes beyond an employee's graduate degree—MA15 and MA30. Teachers may pursue such salary advancement through the successful completion of graduate or in-service credit. Coursework must be submitted into MyLearningPlan and receive pre-approval from the teacher's building principal and Superintendent of Schools. Credits must be submitted in the fall of each school year and include an accompanying transcript or certificate of completion before an employee's salary is readjusted. All credits between columns are paid in three credit blocks at the rate of \$57.00 per credit. Detailed information regarding salary advancement is noted in Article 4 (pgs. 3-4) of the collective bargaining agreement.

Business Office

Pay Period & Salary Deductions

Employees are paid every other Friday. Earnings are deposited directly into each employee's identified bank account. Pay stubs are sent electronically. The employee may elect to have their pay stub sent to either their Cornwall email address or their personal email address. Pay periods occur every other Thursday and a detailed salary schedule is noted in the Appendix.

All employees are reminded to carefully review their paycheck and deposit stub for accuracy. Those employees electing for health coverage and other discretionary deductions, such as a 403(b) account and union dues, it is important to review these deductions for accuracy. In the event that the District finds correct deductions were not withheld, the District is legally obligated to retrieve such monies through future deductions from the employee's earnings.

Union Dues

The District deducts membership dues for those employees who are subject to a collective bargaining agreement and indicate a desire to join the unit. The amount of dues is specific to each bargaining unit. Any questions specific to the total annual amount of dues required for membership should be directed to the appropriate bargaining unit president. The bargaining units at Cornwall Central School District are noted below:

Cornwall Central Teachers Association
Cornwall Administrators Association
Cornwall Paraprofessionals Association
Cornwall Clerical Workers Association
Custodial/Maintenance & Grounds (CSEA Local 1000, AFSCME)

Election of Number of Paychecks

Employees who do not have regular summer hours (10 month contractual employees) receive 21 pay periods over the 10-month cycle from September 1st to June 30th. Such employees, however, can elect to receive 26 pay periods—the last five of which are included in the final pay period before June 30th. Ten-month employees elected this option must complete a form obtained from the payroll office.

Accounts Payable

The Accounts Payable Department is responsible for the timely and accurate processing of all non-payroll disbursements made by the District. This includes vendor invoices, travel reimbursements, and other miscellaneous payments and reimbursements. All payments are made only after authorized personnel have certified that the goods or services for which payment is being made have been received or incurred. Claim forms and mileage reimbursement may be obtained from the "Accounts Payable" link from the Business Office webpage.

Payroll Filing Status and Deductions

An employee wishing to change their filing status or any discretionary deductions, must complete a new W-4 form (Federal) and IT-2104 (NYS). Upon completion, the employee should send the form directly to Roseanne D'Esposito, Sr. Payroll Clerk, at the District Office. It is important to note that the changes may not take effect until up to two subsequent payroll cycles.

Change in Status Notifications

Any name changes must be communicated to both the Human Resources Department and Payroll promptly. This ensures that an employee's salary is accurately reflected on their pay stub and all necessary changes to an individuals' employment are correctly updated.

Handbook Receipt Acknowledgement

I acknowledge an electronic version of the Cornwall Central School District Employee Handbook has been provided to me.

Please sign below and return this page to the Department of Human Resources before September 30, 2024:

Printed Name: _____ Date: _____

Signature: _____

Building/Department: _____

**CORNWALL CENTRAL SCHOOL DISTRICT
PAYROLL SCHEDULE
2024-2025**

PAY PERIOD FOR HOURLY / OT / CLAIM FORMS	PAYDAY
6-15 to 6-30	July 12, 2024
7-1 to 7-12	July 26, 2024
7-13 to 7-26	Aug 9, 2024
7-27 to 8-9	Aug 23, 2024
8-10 to 8-23	Sept 6, 2024
8-24 to 9-6	Sept 20, 2024
9-7 to 9-20	Oct 4, 2024
9-21 to 10-4	Oct 18, 2024
10-5 to 10-18	Nov 1, 2024
10-19 to 11-1	Nov 15, 2024
11-2 to 11-15	Nov 29, 2024
11-16 to 11-29	Dec 13, 2024
11-30 to 12-13	Dec 27, 2024
12-14 to 12-27	Jan 10, 2025
12-28 to 1-10	Jan 24, 2025
1-11 to 1-24	Feb 7, 2025
1-25 to 2-7	Feb 21, 2025
2-8 to 2-21	Mar 7, 2025
2-22 to 3-7	Mar 21, 2025
3-8 to 3-21	Apr 4, 2025
3-22 to 4-4	Apr 18, 2025
4-5 to 4-18	May 2, 2025
4-19 to 5-2	May 16, 2025
5-3 to 5-16	May 30, 2025
5-17 to 5-30	June 13, 2025
5-31 to 6-13	June 27, 2025
6-14 to 6-30	July 11, 2025

12 MONTH EMPLOYEES
 July 12, 2024 - First contractual pay for 2024-2025
 June 27, 2025 - Last contractual pay for 2024-2025

October 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2024						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August 2024						
S	M	T	W	T	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 2024						
M	T	W	T	F	S	
		24	25	26	27	28
29	30	31				

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

January 2025						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2024						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

May 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FOR 10 MONTH EMPLOYEES:

1) 21 PAY OPTION = SALARY DIVIDED BY 21 PAYS
 FIRST PAY 9-6-24 / LAST 6-13-25

2) 26 PAY OPTION = SALARY DIVIDED BY 26 PAYS
 FIRST PAY 9-06-24 / LAST 6-13-25
 FIVE ADDITIONAL PAYS ARE PAID OUT ON
 SEPARATE CHECK (TAXED SEPARATELY)
 AND ISSUED LAST DAY OF SCHOOL 6-27-24

ALL CLAIM FORMS DUE IN THE BUSINESS OFFICE

PAYDAY

HOLIDAY/RECESS

ALTH INSURANCE BUYOUT 12-13-24 AND 6-13-25

SUMMER SCHOOL 7-15-24 to 8-15-24

SUMMER SCHOOL 7-15-24 to 8-1-24

SUMMER SCHOOL 7-8-24 to 8-16-24

CORNWALL CENTRAL SCHOOL DISTRICT

2024-2025 Student Calendar

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September
 2 Labor Day
 3 Supt. Conference Day
 4 First Day of School

October
 3 Rosh Hashanah
 11 Early Dismissal Drill
 14 Fall Break

November
 5 Supt. Conference Day
 11 Veterans Day
 ??? Gr. 5-12, Parent/ Teacher Conf. Day(*School Closed Grades 5-12)
 27-29 Thanksgiving Holiday

December
 ??? Gr. K-4, Parent/Teacher Conf. Day (*Schools Closed Grades K-4)
 23-31 Winter Recess

January
 1-3 Winter Recess
 20 Dr. M. L. King Day
 21-24 Regents Exams
 29 Lunar New Year

February
 14-17 President's Day Wknd

March
 17 Supt. Conference Day

April
 14-20 Spring Recess

May
 23-26 Memorial Day Wknd

June
 4,10,17-26 Regents Exams
 19 Juneteenth
 26 Last Day School (students)
 27 Last Day School (staff)

▲ = Early Dismissal
 □ = Conference Day
 ○ = School Holiday
 ■ = Regents Exams
 181 School Days
 + 4 * Conference*
 185 Total days
 First makeup day will be May 23. Should we exceed our allotted snow days we will pivot to remote instruction.

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Section 1: Leave Information (completed by the employee)

Employee Name: _____
 District Phone Extension: _____
 Daytime Home/Cell Number: _____
 Administrator/Supervisor: _____

Building/Department	
HS <input type="checkbox"/>	MS <input type="checkbox"/>
CES <input type="checkbox"/>	WAE <input type="checkbox"/>
COH <input type="checkbox"/>	District <input type="checkbox"/>
Dept: <input type="checkbox"/>	

Signature of Administrator/Supervisor: _____

Reason For Leave:
 (Please check one)

<input type="checkbox"/> Maternity/Paternity (Requires completion of FMLA certification for serious health condition)
<input type="checkbox"/> Personal Illness or Injury (Requires completion of FMLA certification for serious health condition)
<input type="checkbox"/> Family Member Illness or Injury (Requires completion of FMLA certification for family member's serious health condition)
<input type="checkbox"/> Adoption or Foster Care (Requires completion of FMLA certification for family member's serious health condition)
<input type="checkbox"/> Military Commitment
<input type="checkbox"/> Other (explain)

Requested leaves that do not qualify for sick leave must also be formally requested to the Superintendent of Schools for approval. The direct supervisor, Principal or Director, must be notified and cc'd on such a request.

First Day of Leave (anticipated): _____ Return to Work Date (anticipated): _____

Section 2: Leave Time Pay Designation (completed by employee)

Paid Time Election (s):
 (Please check all that apply and use the right column to designate the order in which accumulated paid time should be used.)

<input type="checkbox"/> Sick (If applicable)	# of days to be used	Use: 1st 2nd Last
<input type="checkbox"/> Vacation	# of days to be used	Use: 1st 2nd Last
<input type="checkbox"/> Personal	# of days to be used	Use: 1st 2nd Last
<input type="checkbox"/> Unpaid		

Section 3: Employee Acknowledgement & Additional Information (completed by employee)

I understand that this Leave of Absence Request is subject to final approval by the Cornwall Central School District, and that my Paid Time Election(s) are dependent upon having accumulated (earned and unused) time available.

Employee Signature: _____ Date: _____

*Submit completed form to the Department of Human Resources, District Office.
Attention: Patricia Oginz -- poginz@cornwallschools.com*

DISTRICT OFFICE SECTION

<u>FMLA Employee's Serious Health Condition</u>
<u>FMLA Employee's Family Member's Serious Health Condition</u>

Cornwall Central School District
CLAIM/INVOICE FORM
 24 IDLEWILD AVENUE, CORNWALL-ON-HUDSON, NY 12520

AY TO THE ORDER OF:

EMIT TO:

Date

URCHASE ORDER #:

All expenses claimed for reimbursement/payment **must** be accompanied
 with supporting documentation/receipts and a complete description.

DATE OF CLAIM / INVOICE:	DESCRIPTION OF CLAIM / INVOICE	CLAIM / INVOICE AMOUNT
	TOTAL	\$ -

_____ Administrative Approval Date

_____ Budget Code *(required)*

_____ Vendor # *(Business Office use only)*

_____ Assistant Superintendent for Business Date

Claimant Certification

I hereby certify that the claim indicated above has been rendered in accordance with the contract, agreement or accepted estimate and that the services have been completed and/or the materials delivered satisfactorily.

_____ Signature of Claimant

_____ Date

**CORNWALL CENTRAL SCHOOL DISTRICT
2024-2025 HOLIDAY SCHEDULE FOR CLERICAL & CUSTODIAL STAFF**

HOLIDAY	DATE	DAY	CLERICAL # OF DAYS	CUSTODIAL # OF DAYS
Independence Day	July 4	Thursday	1	1
Labor Day	September 2	Monday	1	1
Rosh Hashanah	October 3	Thursday	1	1
*Fall Break	October 14	Monday	1	1
Veterans Day	November 11	Monday	1	1
Thanksgiving Break	November 27 - 29	Wed/Thurs/Fri	3	3
Christmas & Eve	December 24 - 25	Tues/Wed	2	2
New Years Day	January 1	Wed	1	1
Martin Luther King	January 20	Monday	1	1
President's Day Weekend	February 14 - 17	Friday, Monday	2	2
Good Friday	April 18	Friday	1	1
Memorial Day	May 23, 26	Friday, Monday	2	2
Juneteenth	June 19	Thursday	1	1
		Total	18	18

2024 - 2025 Summer Hours:

Clerical 07/01/24 - 08/26/24
Custodial 06/28/24 - 08/30/24

2024 - 2025 School Recesses:

Winter 12/23/24 - 01/03/25
February 02/14/25 - 02/17/25
Spring 04/14/25 - 04/18/25

Make Up Days:

Make up days, if necessary based on the Student Calendar, will be May 23.

*In recognition of Columbus and Indigenous Peoples