## AGEN81302

### WORKPLACE VIOLENCE PREVENTION

The District is committed to establishing and maintaining a safe and secure workplace for employees. Workplace violence will not be tolerated because it is a safety hazard to the District, its employees, and everyone in the workplace. All employees are expected to work together to create and maintain a safe and respectful work environment for everyone.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where employees perform any work-related duty in the course of their 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 that would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without their 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.

All employees are responsible for notifying their supervisor or other designated contact person of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. All acts of workplace violence will be investigated promptly and thoroughly. Appropriate responsive action will be taken, which may include contacting law enforcement where necessary.

### Designated Contact Person

Title: Director of Human Resources

Department and Office Location: Human Resource Department at District Office

Phone: <u>631-274-4030</u>

The District will develop and implement a Workplace Violence Prevention Program ("Program") in accordance with Labor Law §27-b and its implementing regulations. The Program will include elements required by law and regulation, including:

- The risk factors present in the workplace;
- The methods the district will use to prevent incidents of violence in the workplace;
- The methods and means by which the district will address specific identified hazards;
- A system to report workplace violence incidents in writing;
- · A written outline for employee training; and
- A plan for annual review of the program.

In developing the Program, the District will conduct an evaluation to identify likely potential risks of violence in the workplace. Authorized employee representatives are invited to be involved in:

- Evaluating the physical environment;
- Developing the 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 any responsive actions taken.

### Employee Notice and Training

As required by law, all employees will receive training about the Program at the time of initial assignment and annually thereafter. Employees must be trained on:

- The details of the Program;
- The measures they can take to protect themselves from risks of violence; and
- The specific procedures that the District has implemented to protect employees (e.g., appropriate work practices, emergency procedures, and/or the use of security alarms).

In addition, at the time of initial assignment and annually thereafter, employees will be informed of the requirements of Labor Law §27-b, the risk factors identified in the workplace, and the location of the District's Program.

This policy must be posted where notices to employees are normally posted.

Cross-ref: 5300, Code of Conduct 8130, School Safety Plans and Teams

Ref: Labor Law §27-b 12 NYCRR §800.6

Adoption date: December 19, 2023

### HOMEBOUND INSTRUCTION

4327 Homebound instruction will be provided when a student cannot attend his/her-school within the daily conditions of facilities and programs due to physical or mental disability or disciplinary problems. Physical or mental disability necessitating homebound instruction must be appropriately documented and approved prior to the initiation of the service.

The Board of Education will entertain requests for approval of homebound instruction at regular meetings, upon referral and evaluation of the Assistant Superintendent of Pupil Personnel Services.

The Office of Pupil Personnel Services will assist the school in arranging for appropriate personnel to effect the homebound instruction. Elementary students are to receive five hours per week, preferably one hour per day. Secondary students are to receive 10 hours per week, preferably two hours per day.

Homebound instruction will strive to keep the student on pace to rejoin his/her class and maintain academic progress. The Board recognizes that students who are out of school for extended periods of time are at risk of falling behind academically and/or losing connection to the school community. Administration will evaluate periodically whether homebound instruction is effective in keeping students on track to graduate, and if not, to take steps to improve instruction and implement approaches and/or offer services that support the transition back to school.

Homebound instruction is a service provided to students who are unable to participate in their usual educational setting, at home or in a hospital or other institution for the treatment of children (other than a school), due to temporary or chronic illness or injury for physical, mental or emotional reasons. Homebound instruction is provided to students anticipated to be unable to attend school in person for at least ten days during a three-month period, as documented by the student's treating healthcare provider (who is licensed or authorized to provide diagnosis under Title 8 of the Education Law).

Parents/guardians must make a request for homebound instruction to the district's Medical Director or designee. Such request must include written medical verification from the student's treating healthcare provider (who is licensed or authorized by the state to provide diagnosis), and consent for the Medical Director or designee to contact the treating healthcare provider. The Medical Director will review the request and may contact the treating healthcare provider to obtain additional information. The Medical Director must notify the parent/guardian of the district's approval or denial within five school days after receiving the written medical verification. The parent may appeal denials to the Board of Education within ten school days of receiving the denial notification. If the request is approved, or if the request is denied and an appeal is pending before the Board, the

district will provide instructional services within five school days after receiving notification of the student's medical condition or request for homebound instruction.

When approved for homebound instruction, secondary students receive instruction for at least ten hours per week, for at least three hours per day if possible. Elementary students receive at least ten hours per week, for at least one hour per day if possible. Students receive credit for their work while on homebound instruction.

The higher minimum hours of instruction listed above may be reduced upon parent/guardian request, supported by documentation by the treating healthcare provider, but may not be lower than the lower minimum hours listed above. In such cases, the district must ensure that the student is unable to receive the minimum hours of instruction, must document the reason in the instruction delivery plan described below and must review the plan at least once a month to determine when the hours can be increased.

Once approved, the district makes provisions for homebound instruction for all students residing in the district attending public and nonpublic schools in grades Kindergarten to age 21. Homebound instruction may be provided by the district, or by a tutor, who must hold a New York State teaching certificate and who may be employed by a BOCES. Hospital or institutional instruction may be provided via contract with a school connected with that hospital or institution, or the district where it is located. Homebound instruction may include remote instruction as defined in state regulations 8 NYCRR §100.1(u).

The district will establish a written instruction delivery plan, with input obtained and considered from the parent/guardian and, if appropriate, the student. The plan will include at least: the number of hours per week and per day of instruction, the method instruction will be delivered, the location of services, and an explanation of how the services will enable the student to maintain academic progress. The district will review the plan as needed based on the needs of the student, or if conditions have changed. The district will maintain a record of the dates, amount, and type of instructional services the student received, including the instructor's name, subjects taught, and location where services were provided.

Homebound instruction will strive to keep students on pace to rejoin their class and maintain academic progress. The Board recognizes that students who are out of school for extended periods of time are at risk of falling behind academically and/or losing connection to the school community. The Board directs the administration to evaluate periodically whether homebound instruction is effective in keeping students on track to graduate, and if not, to take steps to improve instruction and implement approaches and/or offer services that support the transition back to school.

### Students with Disabilities

Students with disabilities may request home, hospital or institutional instruction as outlined above. In order for the district to provide a student with a disability with

the programs and/or services outlined in their IEP in a home, hospital or institutional setting, the Committee on Special Education must meet and determine that the student's educational placement should be "home and hospital" as defined and described in 8 NYCRR sections 200.1 and 200.6.

Once the district has granted a request for home, hospital or institutional instruction for a student with a disability, the CSE will meet to make the determination of the special education programs and related services the student will receive in the home, hospital or institutional setting, and will indicate that in the student's IEP. Any related services so provided would be in addition to the minimum hours of instruction required by state regulations.

### Students Instructed Out of School Due to Suspension

Students who have been suspended from school will be provided with alternative instruction, as described in the district's Code of Conduct. Such instruction may be provided in the student's home or other location, including remotely, as determined by the district, balancing the best interests of the student, the safety of district personnel, and the district's resources. The district's homebound instructors may be utilized, if available. Such instruction is not subject to the requirements of state regulations for homebound instruction (8 NYCRR §100.22) referenced in the rest of this policy. However, students of compulsory education age must receive the same minimum hours of instruction required for homebound instruction outlined above. Any such instruction will be substantially equivalent to the instruction the student would have received in the regular education environment, to be determined by the district on a case-by-case basis.

Cross-ref: 5100, Student Attendance

Ref: Education Law §§1709(24); 4401 et seq. 8 NYCRR § 175.21

8 NYCRR \$\$100.1(u); 100.22; 175.21; 200.1; 200.6

Appeal of Camille S. 39 EDR 574 (Dec. No. 14,316) (2000) Formal Opinion of Counsel No. 243, Office of Counsel, NYSED.

https://www.counsel.nysed.gov/sites/counsel/files/243.pdf (10/3/23)

Home, Hospital, or Institutional Instruction Frequently Asked Questions, NYSED (Jan. 2023),

https://www.p12.nysed.gov/sss/ssae/AltEd/documents/home-hospital-or-institutional-instruction-faqs.pdf

Adoption Date: January 22, 2008 First Reading: August 5, 2014 Second Reading: August 26, 2014 Adoption Date: August 26, 2014 First Reading: December 19, 2023

### 5300:55 17EM

### CODE OF CONDUCT CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

Corporal punishment does not include the use of physical restraint to protect the student, another student, teacher or any other person from physical injury, when alternative procedures and methods not involving the use of physical restraint cannot reasonably be employed to achieve these purposes.

Physical restraint will not be used to prevent property damage, except in situations where there is imminent danger of serious physical harm to the student or others, and the student has not responded to positive, proactive intervention strategies.

The authorized use of timeout and physical restraint is addressed in policy 4321.12 and regulation 4321.12-R.

Corporal punishment shall not be used as a means of discipline against a student by any teacher, administrator, officer, employee, or agent of the Deer Park Union Free School District ("District.")

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with commissioner's regulations.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

- Protect oneself, another student, teacher or any person from physical injury.
- Protect property of the school or others.
- e. Restrain or remove student whose behavior interferes with the orderly exercise and performance of school or school district functions, powers and duties, if that student has refused to comply with a request to refrain from further disruptive acts.

Adoption Date: May 17, 2001 Adoption Date: June 28, 2005

<sup>\*</sup>Before making any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate. The Code of Conduct and any amendments to it will be filed with the Commissioner of Education no later than 30 days after adoption.

Adoption Date: November 2007
Adoption Date: January 22, 2008
Adoption Date: September 9, 2008
Adoption Date: October 28, 2008
Adoption Date: September 22, 2009
Adoption Date: August 24, 2010
Adoption Date: July 5, 2011
Adoption Date: July 12, 2012
Adoption Date: July 9, 2013
Adoption Date: August 5, 2014
Adoption Date: July 21, 2015
First Reading: November 10, 2015
Adoption Date: September 13, 2016
Adoption Date: July 11, 2017
Adoption Date: July 11, 2017
Adoption Date: July 9, 2019
Adoption Date: July 7, 2020
Adoption Date: August 24, 2021
Adoption Date: July 11, 2022
First Reading: December 19, 2023

### USE OF SURVEILLANCE CAMERAS ON SCHOOL PROPERTY

The Board of Education is responsible for maintaining and fostering student discipline, as well as safeguarding the facilities and property of the district. The Board further recognizes the importance of student, staff and visitor privacy. After careful consideration, The Board supports the use of surveillance cameras on school grounds, subject to the applicable provisions of collective bargaining agreements. Cameras are an important component of the district's overall approach to safety, which also includes but is not limited to identification badges, locks, lighting, and alarms in conjunction with the district's school safety plans. Surveillance cameras are intended to monitor student behavior, promote student and staff safety, and to deter vandalism and other criminal activity. However, this does not preclude other uses deemed appropriate by the Board of Education. Recordings may be used as evidence of misconduct in disciplinary proceedings.

District surveillance cameras will only be used in public areas where there is no "reasonable expectation of privacy." Audio recordings shall and/or surveillance will not be utilized by school district employees without the express permission of the Superintendent or his/her designee; however, such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their duties and/or as otherwise authorized by law.

Any video recording used for surveillance purposes in school buildings and/or on school property shall will be the sole property of the district. The Superintendent or his/her designee shall will be the custodian of such recordings. All video recordings will be stored in their original form and secured to avoid tampering and protect confidentiality. The district shall will comply with all applicable state and federal laws related to student records in retaining these recordings.

Requests to view a video recording must be made in writing to the Superintendent or his/her designee. If the request is granted, viewing shall occur in the presence of an administrator. Under no circumstances will the video be duplicated and/or removed from district premises, unless in accordance with a court order and/or subpoena.

The district will post appropriate signage at entrances to the school notifying students, staff and the general public of the district's use of surveillance cameras. Students and staff will receive additional notification. Such notification may include publication in the district calendar, employee handbook and student handbook.

The Superintendent is authorized to develop such regulations and procedures as may be necessary to implement this policy.

20 U.S.C. §1232g (Family Educational Rights & Privacy Act) Arts & Cultural Affairs Law Art. 57-A Ref:

Public Officers Law §87

Records Retention & Disposition Schedules for Use by School Districts,

Schedule ED-1

First Reading: February 26, 2013 Second Reading: March 19, 2013 Adoption Date: March 19, 2013 First Reading: December 19, 2023



### ARTIFICIAL INTELLIGENCE

The use of artificial intelligence (AI) has permeated aspects of everyday life, including school district operations, such as email spam filters, navigation apps, search engines, speech recorders, spelling and grammar checkers, and word processing auto-complete suggestions, often embedded into commonly used software. Generative artificial intelligence is a type of AI technology that can quickly generate large amounts of high-quality, convincingly authentic, human-like content, such as language, computer code, data analysis, images, video, and audio, in response to a prompt, based on data that it was trained on.

The widespread availability and use of generative artificial intelligence (GenAI) presents both challenges and opportunities for the district. Care must be taken to address and mitigate the challenges, and maximize the opportunities, to improve student learning and district operations.

### Acknowledgements

The district acknowledges that many students are able to access GenAI outside of school, and may be able to use GenAI to complete school assignments. However, not all students are able or willing to do so, and should not be penalized for not using GenAI.

The district further acknowledges that the tools to detect the use of GenAI accurately, consistently and fairly may not be available, may quickly become obsolete, or may be biased against English Language Learners.

The district also acknowledges that the data used to train GenAI models is not usually made public, may be biased, and may violate copyright laws. The responses generated by GenAI may be biased, wrong, or violate copyright laws.

### Guidelines.

The district's existing policies on acceptable use of computers (4526 and 8630) and academic honesty (5300) apply to student use of GenAI. Additionally, the following guidelines are in place:

- The Board supports including the principles of responsible and effective use of GenAI as it relates to the curriculum as well as life outside of or beyond school.
- 2. Students are responsible for their own work, and any errors it may contain, and must cite the sources they use as required by the classroom teacher.

- 3. The Board respects the professional capacity of the instructional staff to assign work that is less susceptible to student use of GenAI to circumvent learning, and allow for multiple methods for students to demonstrate competence and understanding.
- 4. <u>Instructional staff must be clear about their expectations for student use of GenAI in assignments.</u> Staff who suspect a student has not done an assignment on their own can request that the student demonstrate their knowledge of the material in other ways, to the same extent they already do.

Any student use of GenAI in schools, on school networks/computers, or for school purposes must be compliant with Education Law 2-d and its regulations, particularly whenever student Personally Identifiable Information is disclosed, including third-party agreements where applicable. Staff must consult with the district's Data Protection Officer to determine compliance with Education Law 2-d. Staff must also be mindful that some GenAI tools are free and others are not, that some GenAI tools are not permitted to be used by those under certain ages, or require parent permission, and that some students and/or parents may not wish to use GenAI tools or input their work into them.

Employees may utilize GenAI tools, with approval from their supervisor, consistent with this policy and the district's Acceptable Use of Computers policy(ies), to complement and/or improve teaching or work output, while they remain responsible for all work they produce, and must always review any work generated by GenAI.

### Requirements

Because any information used as input in a GenAI may be used by that system and potentially made available to other users of the system, district users must not input any sensitive, copyrighted, proprietary, or confidential district information, consistent with applicable state and federal laws and district policies, including but not limited to the following:

- Student information: anything that would be protected by FERPA (see policy 5500) or Education Law 2-d (see policy 8365).
- Staff information: anything that would be protected by Education Law 2-d (see policy 8365), or other confidential personnel information.
- School district information: anything that would be withheld from a Freedom of Information Law (FOIL) request (see policy 1120).

Additionally, users of GenAI must exercise caution before inputting any work created by district students or employees. When using GenAI for school purposes, users must avoid violating copyright protections.

Cross-ref.
1120, School District Records
4526, Computer Use in Instruction
4526.1, Internet Safety

5300, Code of Conduct

5500, Student Records
8630, Computer Resources and Data Management
8635, Information and Data Privacy, Security, Breach and Notification
8650, School District Compliance with Copyright Law

Family Educational Rights and Privacy Act, as amended, 20 USC 1232g; 34 CFR Part 99 Public Officers Law §84 et seq. (Freedom of Information Law)

Education Law §2-d 8 NYCRR Part 121

First Reading: December 19, 2023

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### CONDITIONAL APPOINTMENT & EMERGENCY CONDITIONAL APPOINTMENT STUDENT SAFETY POLICY

The Board of Education recognizes that there may be instances in which it is necessary, upon recommendation of the Superintendent of Schools, for the Board to make a conditional appointment or an emergency conditional appointment of a prospective employee. To provide for the safety of students who have contact with an employee holding a conditional appointment or an emergency conditional appointment, the Board adopts the following policy.

No district employee who holds a conditional or emergency conditional appointment shall-will be in contact with students other than to provide the specific instruction or other services for which the employee was hired, except as deemed appropriate by the Building Principal.

No district employee who holds a conditional or emergency conditional appointment shall will teach a class or provide services to students with his/her the classroom or office door closed unless the Building Principal has provided express prior permission to do otherwise. Such permission may be appropriate, for example, during music class, band practice or testing procedures.

In no event shall such employee be left alone with an individual student.

The Building Principal or his/her designee shall will provide heightened administrative supervision of such employees while on school district property during the period of their conditional or emergency conditional appointment including, for example, unannounced visits to classrooms, walking the hallways, and/or any other activities the Principal determines to be appropriate. At least twice per week, monitor the activities of such employees, while providing services to students during the period of their conditional or emergency conditional appointment.

In addition, the district will ensure that all conditional and emergency conditional appointed employees become are aware of and receive training regarding the prohibition against child abuse in an educational setting and of their responsibility for reporting any such abuse at the commencement of their conditional or emergency conditional appointment.

Failure to comply with this policy will result in appropriate disciplinary action.

For purposes of this policy, the terms "conditional appointment" and "emergency conditional appointment" shall refer refers to any employee holding conditional or emergency conditional appointment, as defined in Section 1709 of the Education Law.

Prospective employees subject to these requirements are those seeking a compensated position with the district, who are not already employed by the district or a student enrolled at the school, to provide services which involve direct contact with students

under the age of 21, either by in-person face-to-face communication or interaction, or any other form of direct communication or interaction, including but not limited to digital or audio-based technology.

The following individuals are exempted: (1) bus drivers and attendants cleared through the Vehicle and Traffic Law, (2) individuals who provided services to the district in the previous school year either in a compensated position, as an employee of a contracted services provider, or placed pursuant to a public assistance employment program, or (3) individuals who are only expected to provide services for no more than five days in a school year, provided district employees provide inperson supervision during the services.

Ref: Education Law §§1125-1133, 1604, 1709, 1804, 2503, 2554, 3035 8 NYCRR §§100.2 (hh); Part 87

Adoption Date: January 22, 2008 First Reading: December 19, 2023

### CSEA Suffolk Educational Local 870 Deer Park Unit

To: James Cummings Superintendent of Schools

From: Lawrence Mangan, CSEA President

Date: December 13th, 2023 AGENDA ITEM

RE: CSEA Paid Holiday 2024-2025 School Term

REQUEST ON BEHALF OF THE MEMBERSHIP THAT THE FOLLOWING DATES BE DESIGNATED AS PAID HOLIDAYS FOR CSEA MEMBERS FOR THE 2024-2025 SCHOOL TERM

For 12 Month Annual Salaried Employees								
2024								
Thursday July 4th	Independence Day							
Monday Sept 2nd	Labor Day							
Monday Oct 14th	Columbus Day							
Monday Nov 11th	Veterans Day							
Thurs Nov 28th	Thanksgiving Day							
Friday Nov 29th	Day after Thanksgiving							
Monday Dec 23rd	Floating Holiday							
Tuesday Dec 24th	Christmas Eve							
Wednesday Dec 25th	Christmas							
Thursday Dec 26th	Floating Holiday							
Friday Dec 27th	Floating Holiday							
Tuesday Dec 31st	New Years Eve							
2	2025							
Wednesday Jan 1st	New Years Day							
Monday Jan 20th	Martin Luther King Day							
Wednesday Jan 29th	Lunar New Year							
Monday Feb 17th	Washington's Birthday							
Friday Feb 21st	Lincoln's Birthday							
Friday April 18th	Good Friday							
Monday May 26th	Memorial Day							
Thursday June 19th	Juneteenth							

Annual Salaried Employees
2024 - 2025

Follow the Teachers' (DPTA) AITEM Calender

For Hourly Paid								
Transportation / Security								
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Monday Nov 11th	Veterans Day							
Thurs Nov 28th	Thanksgiving Day							
Wednesday Dec 25th	Christmas							
Thursday Dec 26th	Day after Christmas							
20	025							
Wednesday Jan 1st	New Years Day							
Friday Feb 23rd	Lincoln's Birthday							
Friday April 18th	Good Friday							
Monday May 26th	Memorial Day							
Thursday June 19th								
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# ACENDA ITEM 2024-2025 School Holiday Calendar DEER PARK SCHOOL DISTRICT

### 19 **IULY 2024**

July 4 Independence Day Observed

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August 28 & 29 - Supt. Conf. days

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October 3 &4 - Rosh Hashanah 14 Columbus Day

FEBRUARY 2025

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November 1Diwali/Supt. Conf. Day (16+1)

28-29 Thanksgiving Recess 11 Veterans Day 5 Election Day

**MARCH 2025** 

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December 23-31 Winter Recess

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20 Martin L. King Day 29 Lunar New Year Jan. 1-3 Winter Recess

MAY 2025

**APRIL 2025** 

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June 6 Eid Al Adha/Supt Conf. day 27 Last Day of School (18+1)19 Juneteenth

May 26 - Memorial Day

### Schools Closed

by NYSED.

### Conference Day

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21 Potential School Closing

Spring Recess

April 14-18

March 31 Eid Al Fitr

180 + 4

attendance fall below 180. Four snow days are included in calendar. In the event additional instructional day(s) are needed due to emergency closings, that day(s) will shift to remote instruction if approved The DPBOE reserves the right to revise this calendar if an emergency school closing during the school year requires additional teaching days. Conungency snow days will be used for this purpose if days of