

SUBJECT: DUTIES OF THE SCHOOL DISTRICT TREASURER

The Treasurer is appointed by the Board of Education at the Annual Organizational Meeting and will be covered by a blanket bond. In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances, the District Treasurer shall perform other specific tasks as follows:

- a) To act as custodian of all monies belonging to the School District and lawfully deposit these monies in the depositories designated by the Board;
- b) To pay all authorized obligations of the District as directed;
- c) To maintain proper records and files of all checks, and approved payment of bills and salaries;
- d) To make all such entries and post all such financial ledgers, records and reports as may be properly required to afford the District an acceptable and comprehensive financial accounting of the use of its monies and financial transactions;
- e) To sign all checks drawn on District fund accounts;
- f) Other duties customary to the office *or required by law*.

**Duties-Education Law Sections 2122 and 2503
8 NYCRR Section 170.2(g), 170.2(o), and 170.2(p)
Bond-Education Law Section 2130, Part (5)**

SUBJECT: DUTIES OF THE TAX COLLECTOR

The Tax Collector is appointed annually by the Board of Education and shall be covered by a bond. It shall be the responsibility of the District Tax Collector to perform the following duties:

- a) To prepare and mail tax notices;
- b) To use suitable printed tax receipt forms;
- c) To collect taxes in the amount of the warrant, upon the issuance of the tax warrant by the Board of Education and penalty fees in accordance with the terms of such warrant;
- d) To turn over daily to the School District Treasurer all money collected by virtue of any tax list and warrant issued;
- e) To submit a report, certified by ~~him/her~~ **themselves** to the Board of Education, showing the amount of taxes and fees collected along with the unpaid listing. The combination of taxes collected and uncollected shall equal the amount of the warrant and any associated penalties;
- f) To turn over to the County Treasurer, prior to November 15th, a list of unpaid taxes;
- g) To carry out such other duties of the position as prescribed in the Education Law or as established by regulation of the Commissioner of Education.

Education Law Section 2130

8 NYCRR Sections 170.2(a) and 170.11

SUBJECT: DUTIES OF THE INDEPENDENT AUDITOR

The Board by law shall appoint an independent certified public accountant or an independent public accountant, and a copy of the certified audit in a form prescribed by the Commissioner must be furnished annually to the State Education Department and to the Board of Education.

Education Law Section 1709(20-a)

Education Law Section 2116-a

Commissioner's Regulations 170.2

8 NYCRR Sections 170.2(a), 170.3, and 170.12

SUBJECT: DUTIES OF THE **EXTRACLASSROOM ACTIVITY FUND CENTRAL** SCHOOL ACTIVITIES TREASURER

The ~~School Activities~~ **Extraclassroom Activity Fund Central** Treasurer is appointed by the Board of Education and is responsible for the supervision of the school activities funds.

The **Central** Treasurer's duties include the following:

- a) Countersign all checks disbursing funds from the Extraclassroom Activities Account;
- b) Provide completed checks disbursing funds to student activity treasurers;*
- ~~b~~c) Provide general supervision to ensure that all receipts are deposited and that disbursements are made by check only;
- ~~e~~d) Maintain records of all receipts and expenditures *of each individual extraclassroom activity account and of all extraclassroom activity accounts combined;*
- e) Sign receipts for all funds placed into their custody and promptly deposit funds into a bank designated by the Board;*
- f) Verify bank statements and prepare a reconciliation of cash balances and accounts to be forwarded to the Faculty Auditor and Board as needed;*
- ~~e~~g) Submit records to the Board, *or its designee, and to the Faculty Auditor,* as required;
- ~~e~~h) Other duties customary to the position.

~~Commissioner's Regulations 172.2~~
8 NYCRR Section 172.2

SUBJECT: DUTIES OF THE SCHOOL ~~MEDICAL DIRECTOR~~ PHYSICIAN/NURSE PRACTITIONER

The School ~~Medical Director~~ Physician shall be appointed annually by the Board of Education. The duties of the School ~~Medical Director~~ Physician shall include, but are not limited to, the following:

- a) To perform professional medical services in the examination and care of school children;
- b) To supervise routine examinations of school children by the school nurse practitioner to detect the presence of contagious diseases and physical defects;
- c) To serve as an on-call member on the Committee on Special Education;
- d) To report to the Board on school health services and on the condition of school buildings in regard to health and safety, when deemed necessary;
- e) To coordinate scheduling for physical examinations to all pupils participating in interscholastic athletics;
- f) To develop the program of health service in accordance with policies approved by the Board and as directed by the Superintendent of Schools;
- g) To conduct physical exams for all new employees (instructional and non-instructional);
- h) To conduct a physical/mental exam on any employee at the request of the Board of Education;
- i) To work in collaboration with, *and under the supervision of*, the School ~~Physician~~ Nurse Practitioner and delegate responsibility, when deemed appropriate, the noted duties above.

Education Law Section 902

Adopted: 1987; Revised: 11/18/04; *Second Reading 5/17/23*

POLICY

2023

1340

By-Laws

SUBJECT: METHODS OF OPERATION

The Board of Education shall act as a body in making decisions and in taking official action. No individual member of the Board shall be empowered to act in matters which require approval of the entire Board.

Official action may be taken only during a meeting of the Board of Education.

Education Law Sections 1701, ~~2502.1~~ and ~~2551~~

Adopted: 1987; *Second Reading 5/17/23*

SUBJECT: ATHLETIC CODE OF CONDUCT

THE CONDUCT OF a student-athlete is closely observed in many areas of life; on the field, in the classroom and in the community. Take pride in yourself, your team and your school. You should always project a positive image. Winning or losing is not as important as your reaction to winning or losing. Your reaction is what people will remember – not the score. You should be modest in victory and steadfast in defeat.

ON THE FIELD – In the area of athletic competition a Wallkill student-athlete does not use profanity or illegal tactics, and learns fast that losing is a part of the game. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

The school is interested in each student-athlete as an individual, and the coaches will do all they can to help each achieve the highest level he or she is capable of achieving. However, each student-athlete must accept the responsibility that goes with being a member of a team. Our teams represent the Wallkill community. The following rules of conduct have been developed for all our modified, junior varsity, and varsity team members. The school realizes that in order for these rules to be adhered to, the student-athletes must believe in them and discipline themselves to abide by them. Parents/guardians are requested to do all they can to support the Code of Conduct and help their son or daughter live up to this code.

This Athletic Discipline Code will be administered by the Athletic Director and building principal. Parent/guardian notification will take place as soon as possible, and a conference will follow if requested.

A. TEAM STANDARDS

INFRACTION/REASON

1. Late for practice
2. Late for game
3. Absent from practice
4. Absent from game
5. Quitting a sport after start of that season

PENALTY/POLICY

Coach's discretion. Subject to review by Athletic Director.

1st offense: Coach's discretion.
2nd offense: Ineligible for that game.
3rd offense: Permanent suspension.

Coach's discretion. Subject to review by Athletic Director. ***Students will not be penalized for missing practice for a District approved field trip.***

Permanent suspension pending investigation of Athletic Director and coaches concerned. ***Students will not be penalized for missing a game for a District approved field trip.***

Withdrawal from all athletics for that sport season unless written permission is given from the coach whose sport the student-athlete quit to participate in another sport within that same season. All awards are forfeited (see also "Suspension from a Sport").

Students

SUBJECT: ATHLETIC CODE OF CONDUCT [continued]

6. Excused from physical education class

A student-athlete who has been excused from physical education for medical reasons may not practice or participate in a contest on the day he/she is excused.

A medical release from the physician issuing the excuse is required before reinstatement in practice sessions.
7. Absent or tardy on the day of the game/practice

A student-athlete who is absent or tardy on the day of a game/practice will not be allowed to participate in that days athletic practice or game unless they have an excused note from a parent/guardian. If a pattern is detected it will be subject to the decision of the Athletic Director as to whether the student-athlete can participate.
8. Suspension from classes or detention

If a student-athlete is suspended per disciplinary steps 2-6 of the Student Code of Conduct, he/she will not be allowed to practice or play during the suspension. He/she will not be able to play a minimum of one (1) contest either during the suspension period or immediately following said period.
9. Care of uniform and equipment

Each team member shall assume full responsibility for the uniform and equipment issued to him/her. The student-athlete is financially responsible for any damaged or lost items.
10. Unauthorized equipment

Any student-athlete in possession of unauthorized athletic equipment from Wallkill or any other school may be suspended from the team for the remainder of that season. The item will be confiscated and judgment reserved pending an investigation by the coach and the Athletic Director.

Students

SUBJECT: ATHLETIC CODE OF CONDUCT [continued]

11. Transportation

A player must travel to and from the game under the direct supervision of the coach/advisor.

It is the responsibility of the school to transport all participants to the event and back to the school.

The only exception to this policy is:

1. The parent/guardian completes at the beginning of each sport season a request form to transport the student-athlete home after each away contest.
2. If the request form is approved by the Athletic Director, the parent/guardian must sign out the student-athlete with the coach at the end of each contest.
3. In case of an emergency, when prior approval was not granted, the student-athlete may be released to a parent/guardian at the discretion of the coach.

A player who travels home from an away contest inconsistent with this policy will be suspended for one (1) game.

12. End of season

The season officially ends for each student-athlete upon the return to the coach, at a specified time, all equipment issued to him/her for that particular sport. Until the above requirement is met, the student-athlete is subject to all eligibility rules and regulations of that sport. Failure to comply with these requirements will result in the denial of all athletic awards and credit for participation. It will disqualify a student-athlete from participation in all sports until the end of season requirements are met.

SUBJECT: ATHLETIC CODE OF CONDUCT [continued]**B. TRAINING RULES****1. Alcohol & Drug Violations**

Medical research clearly substantiates that the use of alcohol and illegal drugs produce harmful effects. You cannot compromise athletics with substance abuse. Student-athletes who experiment with such substances jeopardize team morale, team reputation and team success and do physical harm to themselves. Students have to decide if they want to be athletes. If they do wish to be an athlete, they must make the commitment in order to be a competitor. A big part of this decision means refraining from the use of alcohol, drugs and steroids.

Possession/Consumption (including being under the influence of) and/or distribution, other than prescribed by a physician for personal use, any controlled drug and/or intoxicant, at any time during that sports season whether during school, at a school activity, on school property, or at locations off school property is prohibited.

1st Offense:

- Loss of leadership position – Team Captain.
- The student-athlete will be suspended from participation for a four (4) week period*.
- The student-athlete must attend all games during the period of probation period as a non-participant.
- The student-athlete must practice independently to maintain standing – this schedule will be determined by the coach.

***The Four Week Suspension Period Will be Reduced to Two (2) Weeks if:**

- The student-athlete voluntarily attends one meeting with the school social worker during the first two (2) weeks of suspension (appropriate documentation required).
- The student-athlete writes a reflection essay that addresses the violation as well as the health consequences associated with alcohol/drug use during the first two (2) weeks of suspension.

****Student-athlete and parent/guardian will meet with Review Board for multiple violations (intoxication, possession, distribution, violation of School Code of Conduct and Athletic Handbook) to determine if additional sanctions are necessary****

2nd Offense:

- The student-athlete will be removed from all athletic teams for 90 school days.

****Student-athlete and parent/guardian will meet with Review Board for multiple violations (intoxication, possession, distribution, violation of School Code of Conduct and Athletic Handbook) to determine if additional sanctions are necessary****

3rd Offense:

- The student-athlete will be suspended from participation in all sports for at least one (1) year.

SUBJECT: ATHLETIC CODE OF CONDUCT [continued]

****Student-athlete and parent/guardian will meet with Review Board for multiple violations (intoxication, possession, distribution, violation of School Code of Conduct and Athletic Handbook) to determine if additional sanctions are necessary****

**The review board shall consist of the Principal, Athletic Director,
School Social Worker and two coaches.**

2. Tobacco Use

Possession or use of tobacco, electronic cigarettes, rolling papers, personal vaporizers, e-liquids and any electronic nicotine device or paraphernalia associated with these products, lighters, matches, etc., is prohibited.

1st Offense:

- Loss of leadership position – Team Captain.
- The student-athlete will be suspended from participation for a one (1) week period.

2nd Offense:

- The student-athlete will be suspended from participation for a two (2) week period.

3rd Offense:

- Review board will meet to decide if student-athlete is permitted to continue on athletic team.

**The review board shall consist of the Principal, Athletic Director,
School Social Worker and two coaches.**

3. Hazing Policy

“Hazing” is not permitted under any circumstances. “Hazing” is defined as any act committed against someone who would like to join or become a member of, or maintain membership in, any organization (including an interscholastic athletic team or club) that is humiliating, intimidating or demeaning, or endangers the emotional, mental, or physical health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/climate in which dignity and respect are absent.

If an act is determined as being a hazing incident, the following athletic consequences take effect:

1st Offense:

- Suspension from team for one (1) week and mandatory two (2) game suspension. Meeting with Athletic Director, Principal, and student-athlete’s parents/guardians. (May be removed from team at discretion of Principal and Athletic Director).

2nd Offense:

- The student-athlete will be suspended from participation in all sports for at least one (1) year.

SUBJECT: ATHLETIC CODE OF CONDUCT [continued]

These offenses apply for any season and carry over from season to season. An offense will be determined by School Administration, DASA Coordinator and the Athletic Director.

Please also refer to Policies #7623, #7625 and #7626 for further information regarding Harassment, Discrimination and Dignity for All Students Act (DASA).

4. Social Media

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication are equally as high. It is important that student-athletes recognize the power of public media domains and the potentially negative image that they can portray about other student-athletes, coaches, the athletic program and the school district. While we respect the right of student-athletes to utilize the variety of social media options available (Facebook, Twitter, blogs, etc.), we ask that the following guidelines be met by our student-athletes at all times:

- Refrain from posting material, including pictures, that is threatening, harassing, illegal, obscene, defamatory, slanderous, promoting illegal activities or hostility towards any individual or entity (including opponents, competitors, coaches, etc.).
- Be aware that college recruiters or future employers are starting to access information placed online on social networking sites. The information you post is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

Any inappropriate activity that is in violation of the above guidelines, including first time offenses, is subject to investigation by the school district as well as civil authorities and can be disciplined under the Code of Conduct.

5. Infractions of Rules of Good Citizenship

Student-athletes must represent their school on and off the field and maintain a high behavioral standard. To be a team member is a privilege; it makes you visible and your actions may be noticed more than other students. This visibility comes with accountability for your actions and not escaping accountability. Student-athletes may be suspended or dismissed for citizenship reasons, including but not limited to – disorderly conduct at athletic events or practice, profanity, tardiness, truancy, insubordination, fighting, and other conduct that violates the student code of conduct applicable to all students. Decisions regarding dismissal from a team or suspension from more than one contest will be made by the coach in collaboration with the Athletic Director. Notwithstanding, the Athletic Director/Building Principal reserves the right to dismiss a student-athlete from a team or suspend from more than one contest.

6. Suspension from a Sport

If a student-athlete who has been suspended from one (1) sport desires to participate in a sport in any subsequent season, he/she must arrange a meeting between the Athletic Director, the two (2) coaches involved and himself/herself. He/she must have proven that he/she is deserving of reinstatement back into the athletic program. This is also applicable for a student-athlete who quits a sport after the start of that season.

SUBJECT: ATHLETIC CODE OF CONDUCT [continued]**7. Appeal Procedure**

The student-athlete and/or parent/guardian have the right to appeal penalties imposed under the Training Rules to the Building Principal and Athletic Director. Appeals must be made in writing within three (3) school days of assignment of a penalty for a Training Rules violation. A response to the appeal will be provided within three (3) school days after receipt of the letter by the Athletic Director/Building Principal. During the appeal period a student is not eligible to practice or compete.

The Discipline Code is intended to be read and interpreted in a manner that is consistent with the District-Wide Code of Conduct (Policy No. 7400). To the extent any terms or provisions contained herein conflict with the District-Wide Code of Conduct, the District-Wide Code of Conduct shall govern.

ATHLETIC ACADEMIC ELIGIBILITY

POLICY STATEMENT: The Wallkill Central School District Board of Education, and all athletic coaches of the District (Middle School/High School), recognize the first priority of the student-athlete's education experience is academic excellence. All student-athletes must recognize that participation in interscholastic athletics for the Wallkill Central School District is an honor and privilege earned by maintaining academic and discipline standards. Failure to maintain the minimum standards listed below will result in the following actions:

1. In order to be eligible to participate in athletics, a student-athlete is required to be taking at least four (4) subjects, one of which must be physical education (per NYSPHSAA Handbook). However, a student-athlete may opt-out for physical education class, for that specific sport season, if he/she successfully meets the requirements of the New York State Physical Fitness Test.
2. A total grade point average of less than 70% for all credit bearing courses scheduled during each of the five-week marking periods under consideration will result in:
 - a) The Athletic Director and coach will first review the Teacher Evaluation/Grade Average Report or the Report Card to verify the status of the student-athlete, consider extenuating circumstances (which will be presented to and must be approved by the building principal), and outline with the student-athlete a planned effort for improvement.
 - b) Suspension from playing in any games/scrimmages for two (2) weeks.
3. At the end of the suspension period, a second informal hearing will be held involving the same parties and:
 - a) The student-athlete must produce a new Teacher Evaluation/Grade Average Report or Report Card that lists the current average for each credit bearing course scheduled.
 - b) If the Report indicates a total grade average of 70% or higher, the student-athlete may be reinstated to full status on the team.

SUBJECT: ATHLETIC CODE OF CONDUCT [continued]

- c) A continuation of a grade average of less than 70% will result in a continuation of the suspension until the next five week evaluation period when steps "2a" and "2b" will be repeated.
- 4. A total grade average of less than 70% for all credit bearing subjects scheduled during the entire year as indicated in the final marking period of June will result in suspension from participating in a fall sport unless summer school is attended and the total grade average is brought up to 70% or greater.
- 5. A student-athlete who is on suspension and then drops a failing course will have his/her case reviewed by the Athletic Director and is not automatically dropped from suspension.
- 6. The building principal will have final review authority to determine practice and playing eligibility.
- 7. No student-athlete will be released from suspension without documented proof of a 70% or greater total grade average for credit bearing courses scheduled during any five week period.

TWO SPORT ELIGIBILITY

A student-athlete who chooses to participate in two (2) or more sports in the same season must obtain a two-sport declaration form from the coach and declare his/her primary sport (sport of choice). This policy was formed to eliminate conflicts when the two (2) sports are scheduled to play at the same time or on the same day. This form, when signed by the student-athlete and his/her parent/guardian, must be turned in to the Athletic Director. Student-athletes must be aware that they must meet all of the required practices of both sports to become eligible.

CONCUSSION MANAGEMENT POLICY

Concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity. Please refer to Concussion Management Policy #7605.

SUBJECT: ATHLETIC CODE OF CONDUCT [continued]

AGREEMENT

PARTICIPATION ON A WALLKILL ATHLETIC TEAM is a privilege not a right. Standards of behavior and expectations are high for each student-athlete and parent/guardian. Please remember that as a member of a sport team, you represent Wallkill. For this reason, each student-athlete will be required to sign the athletic handbook agreement indicating the student-athlete's personal commitment. This signature will recognize the student-athlete's responsibility to the team and their willingness to set a positive example, adhere to basic concepts of good citizenship and follow proper training practices.

I have read the Wallkill Central School District Athletic Handbook and fully understand the content within the handbook. I hereby pledge to follow the intent of this handbook.

Signature of Student-Athlete

Date

I have read and agree to the Wallkill Central School District Athletic Handbook. I will support the Athletic Department by emphasizing to my son/daughter that they adhere to the handbook and I support/understand the penalties that come with non-compliance.

Signature of Parent/Guardian

Date

Sport

Season

SUBJECT: OVERNIGHT FIELD TRIPS (NON-ATHLETIC)

The overnight field trip must be approved by the building principal as educational in nature and must meet the following criteria and procedures:

- a) The trip shall be no longer than five (5) school days (fewer, if practical) and must have Board of Education approval.
- b) Chaperones must be approved by the building principal. There must be a reasonable number of chaperones to ensure proper supervision. Whenever possible, all chaperones will be District employees. In no event, shall more than half the chaperones be non-District employed individuals.
- c) Chaperones shall directly supervise all students and account for them at all times during the trip.
- d) All School District policies and regulations are in force while students are on the trip.
- e) Students are responsible for all school work missed. Participating students will be provided with work by their teachers prior to and after their return to be completed. Upon their return, students will also be allowed to make up missed exams.
- f) Parental approval must be secured for all students participating in the trip.
- g) For all overnight field trips, there must be a parent/guardian and student informational meeting conducted by the person in charge of the trip. This meeting must be held at least one week prior to the trip.
- h) No student shall be penalized by an athletic coach/club advisor for attending a District approved field trip.**