

**Owen D. Young Central School District  
Board of Education Meeting  
November 4, 2013  
6:00 PM**

*The mission of the Owen D. Young Central School is to provide an excellent educational environment in which all students can achieve success and become contributing citizens.*

**AGENDA**

- I. Call to Order, Pledge of Allegiance
- II. Board of Education
  - a. Approve the agenda
- III. Guest Reports
  - a. Student Council
- IV. Executive Session (for the purpose of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular employee as defined in section 105 (1F) of the public officer's law.)
- V. Routine Business
  - a. Approve the minutes of October 7, 2013 and October 23, 2013
  - b. Approval of the personnel report dated 11/4/2013
  - c. Accept the donation of \$175 worth of library books from Mr. and Mrs. Galusha
  - d. Accept the donation of \$400 from Wal-Mart
  - e. Accept the donation of \$1000 from Wal-Mart
- VI. New Business
  - a. Approve the Superintendent Evaluation Tool
- VII. Old Business
  - a. Flood and Project Update
  - b. Shared Sports Update
- VIII. Policy Update
  - a. Rescind Policy Numbers:  
2110, 2120, 2210, 2310, 2320, 2330, 2340  
Approve 2<sup>nd</sup> Reading and Adopt Policy Numbers:  
2110, 2210, 2310, 2320, 2330, 2340
  - b. Approve 1<sup>st</sup> Reading of Policy Numbers:  
3110, 3120, 3130, 3140, 3150, 3210, 3230, 3240, 3250, 3271, 3272, 3280, 3290, 3310,  
3320, 3410, 3411, 3412, 3420, 3430, 3510
- IX. Board Forum
  - a. Presidents Report
    - i. Van Horne Scholarship
    - ii. Staff Appreciation
  - b. Round Table

- X. Administrative Reports and Recommendations
  - a. Superintendent's Report
  - b. Business Official's Report
  - c. Principal's Report
- XI. Privilege of the floor
- XII. Adjournment

FYI: Upcoming Events and Meeting Dates

November 6 – Honor Society Wreath Sale

November 11 – Veteran's Day, No School

November 13 – First Quarter Report Cards

November 20 – Early Dismissal at 1:00

November 21 – Early Dismissal at 1:00, Parent/Teacher Conferences

November 22 – Early Dismissal at 1:00, Parent/Teacher Conferences

November 22 and 23 – Area All State at SUNY Oneonta

November 26 – Go Home Early Drill 2:50 Dismissal

November 27-29 – Thanksgiving Recess

**BOARD OF EDUCATION  
OWEN D. YOUNG CENTRAL SCHOOL  
Monday, October 7, 2013  
Regular Meeting –6:00 p.m.**

*The mission of the Owen D. Young Central School is to provide an excellent educational environment in which all students can achieve success and become contributing citizens.*

**MEMBERS PRESENT:** Jordan Clements, Quendryth Marshall, George Mower, Natalia Rogers and Linda Tharp

**ABSENT:** None

**OTHERS PRESENT:** James Picolla, Superintendent; Jodie Rodriguez, Business Official; Brennan Fahey, Building Principal and Marilyn Kennerknecht, District Clerk and 16 guests.

President Tharp called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance.

In a motion by Trustee Clements, seconded by Trustee Mower, the meeting agenda was approved with the addition of an additional CSE report dated October 3, 2013.

**MOTION CARRIED UNANIMOUSLY**

**PRIVILEGE OF THE FLOOR**

Mr. Mark Peters had a question regarding State standards and what the Boards position is on academic standards. He stated that a decision had been made by administration without community and parental knowledge to change the qualifications for students in grades 6, 8 and 12<sup>th</sup> grade who were awarded the Presidents Excellence Award for academic achievement and teacher recommendations. In the past, students had to score a “4” on the preceding calendar year State test. This year a score of “4” will be almost unattainable due to the stricter standards. He also has concern regarding the ineligibility policy which should be in place for sports.

President Tharp replied that will be looked into because if there are inconsistencies and people are not aware of changes it needs to be addressed.

Mrs. Jane Klump spoke on behalf of Mr. Jon Vogt who has applied for a bus driver position and not yet heard from the school. She also is very pleased with the current Board members. Superintendent Picolla said for Mr. Vogt to call him tomorrow. They are just waiting for the fingerprint clearance.

Mr. Chad Hess expressed concerns he has about soccer and track being hosted by Richfield Springs and in section four which would be a big change. For people working in the Valley, section three is easier for parents to attend games. He would like to see more work done on demographics.

**GUEST REPORT**

An audit report by Cwynar and Company presented the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Owen D. Young Central School District for the year ended June 30, 2013.

In a motion by Trustee Marshall, seconded by Trustee Clements, the Board entered into Executive Session at 6:40 p.m. for the purpose of legal matters and negotiations and of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular employee as defined in section 105 (1F) of the public officer’s law.

**MOTION CARRIED UNANIMOUSLY**



In a motion by Trustee Clements, seconded by Trustee Mower, the Board exited Executive Session at 7:30 p.m.

MOTION CARRIED UNANIMOUSLY

### **GUEST REPORT**

Mr. Bill Miller asked if Board members had received a survey for the Board to fill out regarding how BOCES is doing in certain areas. Students from BOCES are going to be visiting various manufacturing firms in the area to raise awareness for non-college bound students.

Mr. Miller told that NYSSBA will be holding three regional meetings on common core.

Phase four is winding down at BOCES. Mr. Mark Vivaqua gave a list of activities that he would like to see accomplished. He is looking at sustainability since BOCES has lost Oppenheim to another BOCES and how the lease agreements are and who they could possibly pick up.

### **ROUTINE BUSINESS**

In a motion by Vice President Rogers, seconded by Trustee Mower, routine business items "a" through "e" have been approved.

MOTION CARRIED UNANIMOUSLY

- a. Approve the minutes of September 16, 2013
- b. Approval of the personnel report dated October 7, 2013
- c. Approval of the treasurer's report for August 2013
- d. Approval of the CSE Committee Report dated 9/12/2013, 9/19/2013, 10/3/2013.
- e. Approve the list of excess textbooks

Superintendent Picolla has asked the Board for permission to potentially hire staff chaperones for the Boys' Basketball games if need be at a rate of \$25.00 per game.

### **NEW BUSINESS**

- a. Board Goals – Superintendent Picolla and Laurie Hedges have worked on. One to two additional courses may be added next year with expanded opportunities.

In a motion by Trustee Mower, seconded by Trustee Marshall the amended Mission Statement has been approved.

MOTION CARRIED UNANIMOUSLY

### **OLD BUSINESS**

- a. Capital Project Update – Superintendent Picolla explained that twelve work orders have been filed with FEMA. Once they are written, they go for review and they come to us to review and sign and go back for final approval. By December, we could be seeing around \$150,000 come in.

Three work orders are currently being written by Simmonds which total \$200,000.

Three more work orders for a little over \$1,000,000 which includes stream work.

We are in the \$1.2 million range for a FEMA claim.

The gym floor should be complete by the end of the month.

There will be a bid opening October 22<sup>nd</sup> for all the outstanding work to be done like the bridge, the fields, reconstructing the stone wall, some flood prevention work.

The Board is looking at holding a Special meeting on Wednesday, October 23 at 6:00 p.m. to approve bids.

- b. Shared Sports Update – Superintendent Picolla has met with Richfield Springs. The proposal items looked at were merged teams under new uniforms, new mascot, possible league change, side unit agreements with bargaining units and renegotiations. The non shared teams are girls' volleyball and Golf. Teams to split would be soccer and boys' basketball. Richfield has the soccer field on site. Superintendent Picolla said we would give up ownership of soccer and gain new sporting opportunities. Richfield has expressed concern whether we have enough gym space to accommodate boys' basketball and volleyball. Track which was originally at ODY is moved to Richfield due to coaching salaries. Cheerleading would be owned by ODY.



Mr. Picolla and Mr. Myers have discussed that if soccer and basketball are here due to local importance, Richfield's interpretation is opposite, if they are more interested in basketball than soccer, ODY could take on all soccer responsibilities and Richfield would take on all basketball responsibilities. However, all games would still be played at Richfield due to field space. ODY has no restrictions on who they hire for coaching. Richfield has hierarchy considerations. This would be effective beginning next year.

### **BOARD FORUM**

In a motion by Trustee Clements, seconded by Vice President Rogers, the following policies are rescinded and replaced:

- a. 1110, 1120, 1130, 1210, 1220, 1230, 1240, 1310, 1320, 1321, 1322, 1330, 1331, 1332, 1333, 1334, 1335, 1336, 1337, 1338, 1410, 1420, 1510, 1511, 1520, 1610, 1611, 1620, 1630, 1640, 1650, 1710, 1720, 1730

Second Reading and Adopt Policy #s:

- 1110, 1120, 1210, 1220, 1230, 1310, 1320, 1330, 1331, 1332, 1333, 1334, 1335, 1336, 1337, 1338, 1339, 1410, 1510, 1520, 1530, 1540, 1610, 1611, 1620, 1630, 1640, 1650, 7222

In a motion by Trustee Mower, seconded by Vice President Rogers, the following policies are accepted as a 1<sup>st</sup> read:

- b. 2110, 2210, 2310, 2320, 2330, 2340

**MOTION CARRIED UNANIMOUSLY**

### **BOARD FORUM**

#### **a. President's Report**

- I. VanHorne Scholarship – President Tharp went over changes to the document.
  - II. NYSSBA Conference – President Tharp asked if there were any specific workshops Board members would like her to attend.
  - III. Staff Appreciation – Considering all the changes staff has had to go through with professional development, flooding and the loss of the gym, President Tharp would like to do something for the staff once the gym is completed as a thank you for everyone putting up with the changes. This will be discussed at the November meeting. A tentative date is November 18.
- b. Round Table – Vice President Rogers asked whether the Board would like to purchase an ad for the yearbook which has been done in the past. The Board agreed. Trustee Marshall told that there is no heat in the pre-school building yet. Superintendent Picolla has not heard of the timeframe but it is to be in place by the 15<sup>th</sup>. Trustee Clements said that erosion has already been taking place from the bank by the gym. Superintendent Picolla said there are a lot of trees that will be planted included on the October 22 bid which will help with erosion.

### **ADMINISTRATIVE REPORTS AND RECOMMENDATION**

- a. Superintendent's Report – Superintendent Picolla has been asked to do a workshop for Rural Schools on December 5 about the shared Superintendents with Mr. Vivaqua and asked Mr. Fahey to attend. Superintendent Picolla will be taking all of the Christmas break off. He is working on a sport's eligibility and has a draft which will be reviewed by Mr. Fahey and staff and then be given to the Board for final approval. This will be implemented in the fall of next year.
- Mailings - Superintendent Picolla said that Wanda Armstrong has worked with the post office, gone over tax roles and student records in order to reach the most taxpayers on bulk mailings.

In a motion by Trustee Mower, seconded by Vice President Rogers, Mr. Fahey has been approved to attend a Superintendent Development Program beginning in January and runs for a calendar year at a cost of \$4200.

MOTION CARRIED UNANIMOUSLY

#### **BUSINESS OFFICIAL'S REPORT**

In a motion by Trustee Marshall, seconded by Trustee Clements, the audit report was approved.

MOTION CARRIED UNANIMOUSLY

In a motion by Trustee Clements, seconded by Trustee Mower, the updated budget calendar was approved.

MOTION CARRIED UNANIMOUSLY

#### **PRINCIPAL'S REPORT**

- a. Mr. Fahey has proposed having three half days releasing at 1:00 November 20, 21 and 22 to allow for Dignity training for staff on Wednesday. Thursday and Friday would be for parent-teacher conferences.
- b. Early Dismissal Drill – Tuesday, November 26
- c. Fire Drill and Evacuation practice – attendance is taken to make sure all students are accounted for before being let back in the building. Six out of the required eight have been done.


Please see attached for complete information

#### **PUBLIC PARTICIPATION**

None

In a motion by Trustee Mower, seconded by Vice President Rogers, the meeting was adjourned at 9:20 p.m.

Respectfully submitted,



Marilyn Kennerknecht  
District Clerk



**BOARD OF EDUCATION  
OWEN D. YOUNG CENTRAL SCHOOL  
Wednesday, October 23, 2013  
Special Meeting –6:00 p.m.**

*The mission of the Owen D. Young Central School is to provide an excellent educational environment in which all students can achieve success and become contributing citizens.*

**MEMBERS PRESENT:** Jordan Clements, Quendryth Marshall, George Mower, Natalia Rogers and Linda Tharp

**ABSENT:** None

**OTHERS PRESENT:** Brennan Fahey, Building Principal and Marilyn Kennerknecht, District Clerk and 1 guest.

President Tharp called the meeting to order at 6:33 p.m. followed by the Pledge of Allegiance.

In a motion by Trustee Mower, seconded by Trustee Clements, the meeting agenda was approved.  
**MOTION CARRIED UNANIMOUSLY**

**OLD BUSINESS**

In a motion by Trustee Mower, seconded by Vice President Rogers, the following is approved: the contract is awarded to the low bidder, Acts II Construction, Inc.; Gouverneur, New York in the following amount:

Base Bid:	\$277,700.00
Fence Alternate 1:	\$7,500.00
Fence Alternate 2:	\$10,000.00
Total:	\$295,200.00

Contracts to be awarded contingent upon receipt of proper bonding and insurance certifications (including review and approval by District's legal and insurance counsel) and other required documents from the successful bidder.

**ROLL CALL VOTE**

President Tharp	Yea
Vice President Rogers	Yea
Trustee Clements	Yea
Trustee Marshall	Yea
Trustee Mower	Yea

**MOTION CARRIED UNANIMOUSLY**

In a motion by Trustee Clements, seconded by Trustee Marshall, the following is approved: the contract is awarded to the low bidder, Murnane Building Contractors; Whitesboro, New York in the following amount:

Base Bid:	\$50,000.00
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Contracts to be awarded contingent upon receipt of proper bonding and insurance certifications (including review and approval by District's legal and insurance counsel) and other required documents from the successful bidder.

**ROLL CALL VOTE**

President Tharp	Yea
Vice President Rogers	Yea
Trustee Clements	Yea
Trustee Marshall	Yea
Trustee Mower	Yea

**MOTION CARRIED UNANIMOUSLY**



In a motion by Trustee Mower, seconded by Vice President Rogers, the meeting was adjourned at 6:38 p.m.

Respectfully submitted,

*Marilyn Kennerknecht*

Marilyn Kennerknecht  
District Clerk

# Evaluation of the Superintendent

Board members will receive the self-evaluation and an evaluation packet which is to be completed and sent to the Board president. The Superintendent and Board President will then review the evaluation in executive session with the entire board

The intent of the evaluation process is to:

- Contribute to the harmonious working relationship between the Board and the Superintendent.
- Clarify the role of the Superintendent and the Board for all Board members.
- Inform the Superintendent of strengths and of areas of concern.
- Provide an understanding of the differences in ideas and expectations of individual board members.
- Provide the highest quality and effective leadership for the school district.

Prior to the Board members input to the Superintendent's evaluation, the Superintendent shall complete a yearly self-evaluation which is to list the accomplishments and progress made toward personal and district goals. After receiving the Superintendent's self-evaluation each board member will complete an evaluation of the Superintendent and send it to the Board president. The Board President will receive the individual evaluations and tabulate the results. After all of the evaluation forms have been collected and tabulated the Board will collectively arrive at a summary evaluation which is to be presented to the Superintendent by the Board President. Each board member's individual evaluation of the Superintendent will be shared with all members of the Board and with the Superintendent. The Board President will then meet with the Superintendent to present the summary evaluation. Finally, the Board and the Superintendent can meet in executive session to discuss the evaluation and the process.

Each board member shall use the rating scale in assessing and evaluating the Superintendent's performance in each area:

Exceeds Expectation

Meets Expectation

Needs Improvement

Not Rated

In addition to the rating scale, each board member is encouraged to comment on specific areas, to offer suggestions for improvement, and to provide specific examples. Copies of all individual Board member responses will be provided to the Superintendent. They will not be included in the final document, nor be placed in the Superintendent's personal folder.

The Superintendent will have the right to respond to the summary document verbally and in writing, and to have the response attached to the summary document and placed in the Superintendent's personal folder.

## EVALUATION OF THE SUPERINTENDENT

(Evaluation Instrument)

INSTRUCTIONS: This evaluation instrument is divided into seven categories. Each Board member is asked to rate the Superintendent on the items cited in each of the categories using the following scale:

Exceeds Expectations (3)

Meets Expectations (2)

Needs Improvement (1)

Not Rated (NR)

### AREAS OF RESPONSIBILITY

#### A. EDUCATIONAL PROGRAM AND PLANNING

- \_\_\_\_\_ 1. Understands and keeps informed regarding all aspects of the instructional program.
- \_\_\_\_\_ 2. Organizes and actively encourages a planned program of curriculum evaluation and improvement.
- \_\_\_\_\_ 3. Has fully implemented a State approved APPR plan.
- \_\_\_\_\_ 4. Exemplifies the skills and attitudes of a master teacher and inspires in others the highest professional standards.
- \_\_\_\_\_ 5. Anticipates needs.

Comments:



## **B. RELATIONSHIP WITH THE BOARD OF EDUCATION**

- \_\_\_\_\_ 1. Provides timely, adequate information and agenda planning.
- \_\_\_\_\_ 2. Supports Board policy and actions to the public and staff.
- \_\_\_\_\_ 3. Executes Board policy in a positive and responsive manner.
- \_\_\_\_\_ 4. Handles differences of opinion between Board members and himself in an effective manner.
- \_\_\_\_\_ 5. Engenders trust among Board members, staff, and the community.

Comments:

## **C. PERSONNEL**

- \_\_\_\_\_ 1. Recommends for employment the best candidate, utilizing equal opportunity standards.
- \_\_\_\_\_ 2. Makes effective use of the skills of the administrative staff.
- \_\_\_\_\_ 3. Supports his staff while demanding their best efforts.
- \_\_\_\_\_ 4. Provides for the systematic, organized evaluation of all staff by appropriate supervisors.
- \_\_\_\_\_ 5. Practices effective operations with Education Law, the District's attorney and the Courts

Comments:

#### **D. BUSINESS AND FINANCIAL MANAGEMENT**

- \_\_\_\_\_ 1. Plans budget information in terms of educational priorities.
- \_\_\_\_\_ 2. Oversees budget operations with the Board in a clear, effective manner.
- \_\_\_\_\_ 3. Evaluates needs and recommends adequate financing.
- \_\_\_\_\_ 4. Provides adequate data to support budgetary requests.
- \_\_\_\_\_ 5. Controls expenditures of district funds by committing them only after approval by the Board of Education.

Comments:

#### **E. COMMUNITY RELATIONSHIPS**

- \_\_\_\_\_ 1. Gains support and respect of the community on the conduct of the school operations.
- \_\_\_\_\_ 2. Maintains a cooperative relationship with the print and visual media.
- \_\_\_\_\_ 3. Provides educational leadership to the community.
- \_\_\_\_\_ 4. Works well with other districts, police, and other municipal governments.

Comments:

## **F. INDIVIDUAL CHARACTERISTICS**

- \_\_\_\_\_ 1. Uses good judgment.
- \_\_\_\_\_ 2. Has emotional stability and poise.
- \_\_\_\_\_ 3. Demonstrates high standards of ethics.
- \_\_\_\_\_ 4. Works fairly with all groups.
- \_\_\_\_\_ 5. Maintains principles under pressure.

Comments:

## **G. JOB RELATED CHARACTERISTICS**

- \_\_\_\_\_ 1. Speaks and writes effectively.
- \_\_\_\_\_ 2. Acts in a decisive manner.
- \_\_\_\_\_ 3. Demonstrates creativity.
- \_\_\_\_\_ 4. Utilizes effective, problem solving techniques.
- \_\_\_\_\_ 5. Maintains his professional development by reading, conference attendance, work on professional - committees and professional organizations.

Comments:



# Flood Recovery Update

7-Nov-13

## Project Work Orders Submitted for Obligation

Description	Cost	FEMA	SED	Local
Gym, etc	\$ 358,569	\$ 268,927	\$ 73,417	\$ 16,225
House Electrical	\$ 8,435	\$ 6,326	\$ 1,727	\$ 382
Mechanicals	\$ 59,491	\$ 44,618	\$ 12,181	\$ 2,692
Environmental	\$ 21,214	\$ 15,911	\$ 4,344	\$ 960
Cleanup	\$ 55,443	\$ 41,582	\$ 11,352	\$ 2,509
Elevator	\$ 35,207	\$ 26,405	\$ 7,209	\$ 1,593
<b>Total</b>	<b>\$ 538,359</b>	<b>\$ 403,769</b>	<b>\$ 110,229</b>	<b>\$ 24,361</b>

## Project Work Orders in Progress

Description	Cost	FEMA	SED	Local
Record Restoration	\$ 13,750	\$ 10,313	\$ 2,815	\$ 622
Equipment	\$ 100,000	\$ 75,000	\$ 20,475	\$ 4,525
Sitework/Bridge	\$ 363,840	\$ 272,880	\$ 74,496	\$ 16,464
General Contract	\$ 36,219	\$ 27,164	\$ 7,416	\$ 1,639
<b>Total</b>	<b>\$ 513,809</b>	<b>\$ 385,357</b>	<b>\$ 105,202</b>	<b>\$ 23,250</b>

## Project Summary

Total Cost	\$ 1,052,168
Total FEMA	\$ 789,126
Total SED	\$ 215,431
Total Local	\$ 47,611

FEMA = 75%

SED = 81.9%

All figures are estimates. Insurance and bond expense factors are not considered in this demonstration. Final costs, reimbursements, and local shares will be determined upon completion of the project, closing of all claims, and receipt of all funds.

Owen D. Young Central School

VAN HORNE SCHOLARSHIP POLICY\* (GUIDELINES)

**1. EXPENSES COVERED**

Post high school education costs shall include tuition, fees, room/board, commuting expenses (in this order of priorities).

**2. PAYEES**

Where possible, scholarship checks will be sent directly to the accredited institutions.

**3. APPLICATION PROCESS**

Application and Policy for the Van Horne Scholarship will be distributed by the Guidance Office to each member of the ODY Senior Class by March 31. Awards will be made to students who are matriculated on full-time status at an accredited college/university. Completed applications from Seniors are to be received by the Guidance Office by May 15 (Please see attached application).

Application for Van Horne Scholarship may be requested by graduates of Owen D. Young Central School for a maximum of eight (8) times.

**4. PAYMENT SCHEDULE**

Upon matriculation, the semester award check will be sent after the third week of the semester providing a transcript of the previous semester's grades show the student is in good standing and has achieved the grade point average shown in paragraph 7. Awards for the semester will be forwarded when the grades have been received by the ODY Guidance Office by January 31 and June 30, (or on other agreed dates based on an unusual school calendar for a particular institution). The Guidance Office will send a reminder notice to the student and the parents/guardians during the semester/trimester. The student is responsible for providing a transcript of grades to the Owen D. Young Guidance Office within a month of the completed semester's end.

**5. EQUAL PAYMENTS**

For schools conducting 2 semesters per year, half the annual scholarship award will be sent at the beginning of the fall and the spring semester. For schools conducting 3 trimesters per year, the annual scholarship will be divided into three equal parts. An equal portion will be sent at the beginning of each semester. It is recognized that colleges/universities sometimes charge different amounts by semester/trimester. The equal payment procedure will be used and fluctuations in charges must be handled through arrangements between the college and the student/student's family.

## **6. FORFEITURE**

A student will receive no scholarship award while on either academic probation or disciplinary probation.

## **7. ACADEMIC EXPECTATIONS**

Each student receiving a Van Horne Scholarship must maintain at least a 2.0 cumulative or semester (whichever is higher) average (based on a 4.0 grading standard). If a student does not maintain a 2.0 average, that student can reapply for the scholarship the following semester.

## **8. INCOMPLETE GRADES**

If a student receives an incomplete grade and it results in falling below full-time student status, the scholarship award will not be paid until the incomplete grade has been removed.

## **9. OBLIGATION FOR REFUND**

Students reapplying for a scholarship after leaving post secondary school prior to graduation from the post secondary school would be referred to the Owen D. Young Board of Education for a decision regarding reinstatement of future scholarship awards.

## **10. ELIGIBILITY**

Scholarship applications will be available to all graduates of Owen D. Young Central School who have attended Owen D. Young Central School for their entire Senior year. As noted earlier, ODY graduates meeting the eligibility criteria must apply for the Van Horne Scholarship a maximum of eight (8) times after graduation from Owen D. Young. Van Horne Scholarships will be available to full-time students who are graduates of ODY after 1976 are eligible for this award.

## **11. RESPONSIBILITIES OF STUDENTS**

Seniors must apply for the scholarships no later than May 15. College students must apply each year no later than June 30. All application material must be submitted to the Owen D. Young Guidance Office.

All students must arrange to have college grades for the previous semester received by the Guidance Office by January 31 and June 30.



## **12. COLLEGE GRADUATE WORK**

Students having completed a Bachelor's degree program may apply for scholarship for full-time graduate study. The amount of the graduate school stipend will be determined by the available funds after undergraduate stipends have been determined. The amount of the graduate scholarship award will be determined annually by the Owen D. Young Board of Education.

## **13. COMMITTEE**

The Van Horne Scholarship Committee will consist of a member of the Board of Education, the Owen D. Young Guidance Counselor, a faculty member, and the Superintendent and/or Principal.

## **14. FINANCIAL LIMITS**

The amount of scholarship funds awarded in any one year will not exceed the proceeds available from the initial investment of \$462,000. If the principal fund falls below \$462,000, no scholarship awards will be distributed until the fund replenishes. The amount of an individual's scholarship award may change from year to year. Scholarship awards will be determined by the Owen D. Young Board of Education annually.

## **15. NO LOCAL COSTS**

\$1000 from the investment earnings will be used each year to help offset the costs of administering the scholarship. The Owen D. Young Central School will list this amount as "revenue". Thus, the scholarship program will be fully self-supporting and no local property tax funds will need to be used to maintain it.

**SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING****General Criteria**

The availability of Internet access in the School District provides an opportunity for staff and students to access information and contribute to the School District's presence on the World Wide Web. The District/school/classroom websites must relate to curriculum or instructional matters, school authorized activities, or general information of interest to the public pertaining to the District or its schools. Staff and students are prohibited from publishing personal home pages or links to personal home pages as part of the District/school/classroom Web Page(s). Similarly, no individual or outside organization will be permitted to publish personal Web Pages as part of the District/school/classroom Web Page(s).

Internet access for the creation of Web Pages is provided by the District and all information must be reviewed by the Superintendent or his/her designee(s) prior to publishing it on the Web. Personnel designing information for the Web Pages must familiarize themselves with and adhere to District standards and procedures. Failure to follow District standards or responsibilities may result in disciplinary sanctions in accordance with law and/or the applicable collective bargaining agreement.

The District shall provide general training on relevant legal considerations and compliance with applicable laws and regulations including copyright, intellectual property, and privacy of student records as well as relevant District procedures to those staff members and students who are allowed to develop or place material on the District/school/classroom Web Page(s).

**Content Standards**

- a) Approval for posting a Web Page must be obtained from the Superintendent or his/her designee(s). If at any time, the Superintendent/designee(s) believes the proposed material does not meet the standards approved by the District, it will not be published on the Web. Decisions regarding access to active Web Pages for editing content or organization will be the responsibility of the Superintendent/designee(s).
- b) A Web Page must be sponsored by a member of the District faculty, staff or administration who will be responsible for its content, design, currency and maintenance. The sponsor is responsible for ensuring that those constructing and maintaining the Web Page have the necessary technical training and that they fully understand and adhere to District policies and regulations. The Web Page must include the name of the sponsor.

(Continued)



**SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING (Cont'd.)**

- c) Staff or student work should be published only as it relates to a school/classroom authorized project or other school-related activity.
- d) The review of a Student Web Page (if considered a school-sponsored student publication) shall be subject to prior District review as would any other school-sponsored student publication.
- e) An authorized teacher who is publishing the final Web Page(s) for himself/herself or for a student will edit and test the Page(s) for accuracy of links and check for conformance with District standards and practices.
- f) A disclaimer statement about the content of Web Pages must be part of individual sites:

Example: "The District has made every reasonable attempt to ensure that our Web Pages are educationally sound and do not contain links to questionable material or material that can be deemed in violation of the School District's Standards and Guidelines for Web Page Publishing Policy."

- g) Commercial advertising or marketing on the District/school/classroom Web Page(s) (or the use of school-affiliated Web Pages for the pursuit of personal or financial gain) shall be prohibited unless otherwise authorized in accordance with law and/or regulation. Decisions regarding website advertising must be consistent with existing District policies and practices on this matter. School-affiliated Web Pages may mention outside organizations only in the context of school programs that have a direct relationship to those organizations (e.g., sponsorship of an activity, student community service project).
- h) Web Pages may include faculty or staff names; however, other personal information about employees including, but not limited to, home telephone numbers, addresses, personal email addresses, or other identifying information such as names of family members may be published only with the employee's written permission.
- i) All Web Pages must conform to the standards for appropriate use found in the District's Acceptable Use Policy(ies) and accompanying Regulations regarding standards of acceptable use; examples of inappropriate behavior; and compliance with applicable laws, privacy, and safety concerns.
- j) All Web Pages must be approved through the designated process before being posted to the District/school/classroom websites.
- k) All staff and/or students authorized to publish material on the District/school/classroom Web Page(s) shall acknowledge receipt of the District's Web Page Standards and agree to comply with same prior to posting any material on the Web.

(Continued)

**SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING (Cont'd.)****Release of Student Education Records/Directory Information**Release of Student Education Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), unless otherwise exempted in accordance with law and regulation, the District may release personally identifiable information contained in student education records only if it has received a "signed and dated written consent" from a parent or eligible student. Signed and dated written consent may include a record and signature in electronic form provided that such signature:

- a) Identifies and authenticates a particular person as the source of the electronic consent; and
- b) Indicates such person's approval of the information contained in the electronic consent.

Student Directory Information

Per FERPA, Districts must publish an annual public notice informing parents or eligible students of their right to refuse the release of student directory information and indicating a time period for their response. Following such public notice and a reasonable response period, the District may release such information to an outside group without individual consent.

Parental/Eligible Student Consent Required and Privacy Concerns

Written parental/eligible student consent shall be obtained by the District before education records or personally identifiable information contained therein is released to any party unless:

- a) Such release is authorized by the Family Educational Rights and Privacy Act, or its implementing regulations;
- b) The information released is "directory information" as designated by the District in accordance with FERPA. The District shall provide parents and eligible students with annual notification of their rights under FERPA and designation of directory information (i.e., disclosure of personally identifiable information contained in student records);
- c) For anything not specifically designated as "directory information" by the District, the District must receive a "signed and dated written consent" from the parent/eligible student prior to releasing such information (unless otherwise authorized per FERPA);

(Continued)



**SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING (Cont'd.)**

- d) However, even if student photographs are designated as directory information per FERPA, due to privacy and safety concerns, **the District requires specific affirmative written parent/eligible student consent prior to posting student photographs on District/school/classroom Web Pages.** Whenever possible, group photographs of students and/or the use of photographs where the student is not easily identifiable is preferable to the use of individual student photographs for safety reasons;
- e) Web Pages shall not include a student's full name, telephone number, address, email address or post such information of other family members or friends. Posting of student names will be limited to first name only. Permission forms from parents are strongly suggested;
- f) Online posting of school bus schedules and/or other specific activity schedules detailing dates/times/locations (e.g., field trips) must be authorized by the superintendent/designee on school-affiliated websites as such information can pose risks of child abduction or other security concerns..

**Use of Copyrighted Materials and "Fair Use" Exceptions/Intellectual Property and Works Made for Hire**Copyrighted Materials

All employees and students are prohibited from copying materials not specifically allowed by the copyright law, "Fair Use" guidelines, licenses or contractual agreements, or the permission of the copyright proprietor. Web Page publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials or notice that such publication is in accordance with the "Fair Use" provisions of the Copyright Law.

Fair Use of Copyrighted Materials

Pursuant to Section 107 of the Copyright Law ("Fair Use" provisions), the use of copyrighted material for criticism, comment, news reporting, teaching, scholarship, or research may be permitted under certain circumstances.

However, any appropriation of someone else's work on the Internet is a potential copyright infringement. "Fair Use" provisions may not apply when a project created by a teacher or student is accessed by others over the Internet. If there is a possibility that school-affiliated Web Page(s), which incorporate copyrighted works under the "Fair Use" provisions, could later result in broader dissemination, it will be necessary to seek the permission of the copyright holder. The complex interplay between copyright law and the "Fair Use" provisions in educational multimedia projects should be considered in development of Web Page publishing standards and reviewed by school counsel prior to District implementation for compliance with applicable law and regulations.

(Continued)

**SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING (Cont'd.)**

- a) Unless otherwise noted, always assume that work on the web is copyrighted. It is NOT necessary that the copyright symbol -- © -- be displayed for the work to be protected by copyright laws.
- b) Proper attribution must always be given.
- c) Obtaining permission(s) from the copyright holder(s) (whether text, graphics or music) should occur during the developmental process or project, rather than waiting to seek permission upon completion of the project.
- d) Unauthorized electronic transmission of copyrighted materials is illegal.

**Intellectual Property/ Works Made for Hire**

All works completed by employees as part of their employment shall be considered "works made for hire" as described in the United States Code Annotated, Title 17, Copyrights to the extent permitted by law. This determination includes, but is not limited to, the following activities:

- a) Work prepared by an employee within the scope of his/her employment, whether tangible or intangible;
- b) Work specifically ordered or commissioned for use as a contribution to a collective work, as enumerated in law.

Any work created within the scope of such a relationship will be considered a work made for hire when a regular employment relationship exists.

Work covered under this policy is the property of the School District, not the creator of such work. The District shall own any and all rights to such works, or derivatives thereof, unless there is a written agreement to the contrary.

**Student Work**

Students are the copyright holders of their own original work. The District must receive written permission from both the parent and the student prior to publishing students' original work on the District/school/classroom websites.

**Student Free Speech Issues (School-sponsored Publications)**

In general, School Districts can exercise editorial control over the style and content of student expression in school-sponsored publications, theatrical productions, and other expressive activities that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school.

(Continued)



**SUBJECT: SCHOOL DISTRICT STANDARDS AND GUIDELINES FOR WEB PAGE PUBLISHING (Cont'd.)**

However, the school's actions in such a case must be reasonably related to legitimate pedagogical concerns and may not amount to viewpoint discrimination.

**Consequences for Non-Compliance**

Web Pages that do not comply with the above criteria are subject to revocation of approval and removal from the District/school/classroom websites.

Staff

Faculty or staff posting non-approved or inappropriate material on a school-affiliated website are subject to the imposition of discipline, including possible suspension or revocation of access to the District's computer network, in accordance with law and applicable collective bargaining agreements. In the case that a violation may constitute a criminal offense, it will be reported to the appropriate authorities.

Students

Students posting non-approved or inappropriate material on a school-affiliated website are subject to the imposition of discipline, including possible suspension or revocation of access to the District's computer network, in accordance with applicable due process procedures and the *District Code of Conduct*. In the case that a violation may constitute a criminal offense, it will be reported to the appropriate authorities.

**Oversight**

The Superintendent of Schools or his/her designee shall have the authority to approve or deny the posting of any proposed Web Pages on school-affiliated websites based upon compliance with the terms and conditions set forth in this policy as well as applicable District practices and procedures.

Digital Millennium Copyright Act (DMCA), 17 USC Sections 101 et seq., 512  
and 1201 et seq.  
Family Educational Rights and Privacy Act of 1974, 20 USC Section 1232(g)  
34 CFR Parts 99 and 201



**SUBJECT: MEDIA/MUNICIPAL GOVERNMENTS/SENIOR CITIZENS****School District Media**

The Principal of each building is responsible for the preparation of news releases concerning the activities within that building, and for reviewing them with the Superintendent prior to release. Copies of all final news releases will be sent to the Superintendent's Office.

In addition, a periodic newsletter may be prepared and sent to each resident of the School District. Included in the newsletter will be information regarding school activities, a monthly calendar and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

As the official spokesperson, the Superintendent or his/her designee shall issue all news releases concerning the District. All statements of the Board will be released through the Office of the Superintendent and/or the District Clerk.

**Municipal Governments**

It is the policy of the Board to establish and maintain a positive working relationship with the governing bodies of the municipality. The Board shall also cooperate with municipal, county and state agencies whose work affects the welfare of the children of the District, including but not limited to the County Social Service Department, the Board of Health, the Recreation Department, the Public Library, and all community emergency service agencies.

**Senior Citizens**

The Board of Education will consider school related programs for senior citizens in accordance with Education Law and/or Regulations of the Commissioner of Education. Such programs include special use of school buildings or school buses, school lunches and partial tax exemptions.

Education Law Sections 1501-b(1)(a), 1501-b(1)(b), and 1709(22)  
Real Property Tax Law Section 467

ODY/

**SUBJECT: FLAG DISPLAY**

In keeping with State Education Law and Executive Law, the Board of Education accepts its duty to display the United States flag upon or near each public school building during school hours, weather permitting, and such other times as the statutes may require or the Board may direct.

When ordered by the President, Governor, or local official, to commemorate a tragic event or the death of an outstanding individual, the flag shall be flown at half-staff. The Superintendent's approval shall be required for the flag to be flown at half-staff upon any other occasion. Regulations for seeking such approval shall be established in the Administrative Manual of the District.

The flag shall be displayed in every assembly room (i.e., the auditorium) including the room where the Board of Education meetings are conducted, as well as displayed in all rooms used for instruction.

4 USC Section 6  
Education Law Sections 418 and 419  
Executive Law Sections 402 and 403  
8 NYCRR Sections 108.1-108.3

ODY/

**SUBJECT: AWARDS AND RECOGNITION FOR ACCOMPLISHMENT**

The Board of Education recognizes individuals for their achievements, meaningful contributions, standards of dedication and accomplishments which favorably reflect on the whole character of the School District, the larger community, the state or the nation. These outstanding services may include, but are not limited to, areas such as art, music, science, math, literature, civics or their related field.

It shall be the policy of the Board of Education to recognize these individuals by means of an award. Such awards may include: an honorary diploma or degree, plaque, certificate of recognition for accomplishment, dedication of a room, library, building or athletic field.

Any school or community member may nominate or recommend an individual to the Superintendent. Selection of candidate(s) will be made by the Superintendent, members of the administrative and teaching staff, or a committee designated by the Superintendent.

Upon receipt of recommendations, the Superintendent will submit to the Board the names of each candidate nominated to receive an award or recognition by the District. Such recognition shall be conferred at a date, designated by the Board.



Community Relations

Owen D. Young Central School District

NUMBER

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ODY/

**SUBJECT: SCHOOL VOLUNTEERS**

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- a) Assist employees in providing more individualization and enrichment of instruction;
- b) Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- c) Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist Principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program.

An application shall be filled out by each prospective volunteer and forwarded to the District Office for evaluation. The Building Principal will forward his/her decisions concerning selection, placement and replacement of volunteers to the Superintendent for final evaluation. Following approval from the Superintendent of Schools, volunteers selected for work in the District shall be placed on the list of approved volunteers. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.

Administrative regulations will be developed to implement the terms of this policy.

Volunteer Protection Act of 1997, 42 USC Section 14501 et seq.  
Education Law Sections 3023 and 3028  
Public Officers Law Section 18

NOTE: Refer also to Policy #6540 -- Defense and Indemnification of Board Members and Employees

Adoption Date 2013-12-02

ODY/

**SUBJECT: PUBLIC COMPLAINTS**

Complaints by citizens regarding any facet of the school operation often can be handled more satisfactorily by the administrative officer in charge of the unit closest to the source of the complaint. In most instances, therefore, complaints will be made to the Building Principal and/or his/her assistant if the matter cannot be resolved by the teacher, coach, or other school employee.

If the complaint and related concerns are not resolved at this level to the satisfaction of the complainant, the complaint may be carried to the Superintendent and/or one of his/her assistants. Unresolved complaints at the building level must be reported to the Superintendent by the Building Principal. The Superintendent may require the statement of the complainant in writing.

If the complaint and related concerns are not resolved at the Superintendent level to the satisfaction of the complainant, the complaint may be carried to the Board of Education. Unresolved complaints at the Superintendent level must be reported to the Board of Education by the Superintendent. The Board of Education reserves the right to require prior written reports from appropriate parties.

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the School District  
#8330 -- Objection to Instructional Materials  
#8331 -- Controversial Issues  
District Code of Conduct



ODY/EB

**SUBJECT: OPERATION OF MOTOR-DRIVEN VEHICLES ON DISTRICT PROPERTY**

The use of motor-driven vehicles, including cars, snowmobiles, mini-bikes, motorcycles, all-terrain vehicles (ATV's) and other such vehicles is prohibited on any school grounds or areas except for authorized school functions or purposes.

A school function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

All student vehicles are to be registered with the High School Principal and parked in authorized areas only.

Education Law Section 2801(1)  
Vehicle and Traffic Law Section 1670

Adoption Date 2013-12-02

ODY/

Community Relations

**SUBJECT: STUDENT PARTICIPATION**

Students provide an important channel of communication with parents and the entire community. Information concerning the schools may be properly disseminated through students. The School District's administrators shall review all messages and materials prior to authorizing their dispersal through the student body.

ODY/

**SUBJECT: ADVERTISING IN THE SCHOOLS**

Neither the facilities, the staff, nor the students of the School District shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual or organization, except that:

- a) Schools may cooperate in furthering the work of any non-profit, community-wide, social service agency, provided that such cooperation does not restrict or impair the educational program of the schools or conflict with the Rules of the Board of Regents Section 19.6;
- b) The schools may use films or other educational materials bearing only simple mention of the producing firm;
- c) The Superintendent of Schools may, at his/her discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit;
- d) The schools may, upon approval of the Superintendent of Schools, cooperate with any agency in promoting activities in the general public interest that are non-partisan and non-controversial, and that promote the education and other best interests of the students.

No materials of a commercial nature shall be distributed through the children in attendance in the Owen D. Young Central School District except as authorized by law or the Commissioner's Regulations.

New York State Constitution Article 8, Section 1  
8 NYCRR Section 19.6



**SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT****School Facilities**

It shall be the policy of the Board to encourage the greatest possible use of school facilities for community-wide activities. This is meant to include use by recognized civic, social and fraternal and religious organizations in accordance with law. Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use including restrictions on alcohol, tobacco and drug use. The Superintendent, at his/her discretion, may consult with the Board of Education. Monthly reports may be made to the Board regarding community use of the school facilities.

**Materials and Equipment**

Except when used in connection with or when rented under provisions of Education Law Section 414, school-owned materials or equipment may be used by members of the community or by District employees and/or students for school related purposes only. Private and/or personal use of school-owned materials and equipment is strictly prohibited. The loan of equipment and materials for public purposes that serve the welfare of the community is allowed, as long as the equipment is not needed at that time for school purposes and that the proposed use will not disrupt normal school operations.

The Board will permit school materials and equipment to be loaned to staff members when such use is directly or peripherally related to their employment and loaned to students when the material and equipment is to be used in connection with their studies or extracurricular activities. Community members will be allowed to use school-owned materials and equipment only for educational purposes that relate to school operations. The Board will also allow the loan of equipment to local governments and other entities that benefit the welfare of the surrounding community. The Board supports such inter-municipal cooperation as it saves taxpayer monies and is a more efficient use of scarce or costly equipment and resources.

The District will develop administrative regulations to assure that use of school-owned materials and/or equipment complies with the letter and spirit of this policy, including a description of the respective rights and responsibilities of the School District/lender and borrower in relation to such materials and equipment.

**Specific Requirements Relating to Boy Scouts and Other Title 36 Patriotic Youth Groups**

The Boy Scouts Act applies to any local educational agency (LEA) that has a designated open forum or limited public forum and that receives funds made available through the U.S. Department of Education (DOE). It applies to any group officially affiliated with the Boy Scouts of America or any other youth group designated in Title 36 of the United States Code as a patriotic society.

This statute provides for the following:

(Continued)

**SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)**

- a) No covered entity (elementary school, secondary school or LEA) shall deny equal access or a fair opportunity to meet, or discriminate against any group affiliated with the Boy Scouts of America or any other Title 36 patriotic youth group that requests to conduct a meeting within the covered entity's designated open forum or limited public forum.
  - 1. A designated open forum exists when the school designates a time and place for one or more outside youth community groups to meet on school premises or in school facilities, including during the hours in which attendance at the school is compulsory, for reasons other than to provide the school's educational program.
  - 2. A limited public forum exists when the school allows one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory.
- b) No covered entity shall deny access or opportunity or discriminate for reasons including the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the Title 36 patriotic youth group.
- c) Access to facilities and the ability to communicate using school-related means of communication must be provided to any group officially affiliated with the Boy Scouts of America or any other Title 36 patriotic youth group on terms that are no less favorable than the most favorable terms provided to other outside youth or community groups.

The statute applies regardless of the entity's authority to make decisions about the use of its own school facilities. However, no entity is required to sponsor any group officially affiliated with Boy Scouts or any other Title 36 patriotic youth group.

The obligation to comply with the Boy Scouts Act is not obviated or alleviated by any State or local law or other requirement.

20 USC Section 7905  
36 USC Subtitle II  
34 CFR Parts 75, 76 and 108  
Education Law Section 414  
NY Constitution Article 8

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property  
#5640 -- Smoking/Tobacco Use  
#7320 -- Alcohol, Tobacco, Drugs and Other Substances (Students)  
#7410 -- Extracurricular Activities  
*District Code of Conduct on School Property*

Adoption Date 2013-12-02



ODY/

**SUBJECT: SOLICITATION OF CHARITABLE DONATIONS****School Children**

Direct solicitation of charitable donations from children in the District schools on school property during regular school hours shall not be permitted. It will be a violation of District policy to ask District school children directly to contribute money or goods for the benefit of a charity during the hours in which District students are compelled to be on school premises.

However, this policy does not prevent the following types of fund raising activities:

- a) Fund raising activities which take place off school premises, or outside of regular school hours during before-school or after-school extracurricular periods;
- b) Arms-length transactions, where the purchaser receives a consideration for his/her donation. For example, the sale of goods or tickets for concerts or social events, where the proceeds go to charity, shall not be prohibited as the purchaser will receive consideration - the concert or social event - for the funds expended;
- c) Indirect forms of charitable solicitation on school premises that do not involve coercion, such as placing a bin or collection box in a hallway or other common area for the donation of food, clothing, other goods or money. However, collection of charitable contributions of food, clothing, other goods or funds from students in the classroom or homeroom is prohibited.

The Board of Education shall ultimately decide which organizations, groups, etc. can solicit charitable donations and for what purposes, as long as the activities comply with the terms of this policy and the Rules of the Board of Regents.

Regulations shall be developed by the administration to implement this policy.

**School Personnel**

Soliciting of funds from school personnel by persons or organizations representing public or private organizations shall be prohibited. The Superintendent of Schools shall have the authority to make exceptions to this policy in cases where such solicitation is considered to be in the District's best interest. The Board of Education shall be notified of these instances.

Distribution of information about worthwhile area charities may be made through the Office of the Superintendent of Schools as a service to School District personnel.

(Continued)



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2 of 2

Community Relations

ODY/

**SUBJECT: SOLICITATION OF CHARITABLE DONATIONS**

New York State Constitution Article 8, Section 1  
Education Law Section 414  
8 NYCRR Section 19.6

NOTE: Refer also to Policy #7450 -- Fund Raising by Students

Adoption Date 2013-12-02

ODY/

**SUBJECT: PARTICIPATION IN SCHOOL-BASED COMPREHENSIVE DISTRICT  
EDUCATION PLAN COMMITTEE**

In accordance with the Commissioner's Regulations, the Board of Education shall develop and adopt a District plan (by February, 1994) for the participation by teachers and parents with administrators and School Board members in school-based planning and shared decision making. The District Comprehensive District Education Plan (CDEP) shall be developed in collaboration with a committee comprising:

- a) The Superintendent of Schools;
- b) Administrators and teachers selected by their respective bargaining units; and
- c) Parents (not employed by the District or a collective bargaining organization representing teachers or administrators in the District) selected by other parents in a manner prescribed by the Board.

The CDEP for participation in school-based planning and shared decision making shall specify:

- a) The educational issues which will be subject to cooperative planning and shared decision making at the building level by teachers, parents, administrators, and, at the discretion of the Board of Education, other parties such as students, support staff, and community members;
- b) The manner and extent of the expected involvement of all parties;
- c) The means and standards by which all parties shall evaluate improvement in student achievement;
- d) The means by which all parties will be held accountable for the decisions which they share in making;
- e) The process whereby disputes presented by the participating parties about the educational issues being decided upon will be resolved at the local level; and
- f) The manner in which all State and federal requirements for the involvement of parents in planning and decision making will be coordinated with and met by the overall plan.

Adoption of the District plan and submission of such plan to the Commissioner of Education shall be in accordance with the Regulations of the Commissioner.

The Board of Education shall review the District plan every two (2) years.

Commissioner's Regulations Section 100.11

Adoption Date 2013-12-02

ODY/

**SUBJECT: VISITORS TO THE SCHOOL**

All visitors shall be required to report to the Main Office upon arrival at school and state their business. Visitations to classrooms for any purpose require permission in advance from the Building Principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

Education Law Section 2801  
Penal Law Sections 140.10 and 240.35



**SUBJECT: PUBLIC ACCESS TO RECORDS**

Access to records of the District shall be consistent with the rules and regulations established by the State Committee on Open Government and shall comply with all the requirements of the New York State Public Officers Law Sections 87 and 89.

A Records Access Officer shall be designated by the Superintendent, subject to the approval of the Board of Education, who shall have the duty of coordinating the School District's response to public request for access to records.

The District shall provide copies of records in the format and on the medium requested by the person filing the Freedom of Information Law (FOIL) request if the District can reasonably do so regardless of burden, volume or cost of the request.

Regulations and procedures pertaining to accessing and providing District records shall be as indicated in the School District Administrative Manual.

**Requests for Records via Email**

If the District has the capability to retrieve electronic records, it must provide such records electronically upon request. The District shall accept requests for records submitted in the form of electronic mail and respond to such requests by electronic mail using the forms supplied by the District. This information shall be posted on the District website, clearly designating the email address for purposes of receiving requests for records via this format.

When the District maintains requested records electronically, the response shall inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

**Board of Education Meetings and Records**

District records subject to release under the FOIL, as well as any proposed rule, regulation, policy or amendment, that are on the Board agenda and scheduled to be discussed at a Board meeting, shall be made available upon request, to the extent practicable, prior to the meeting. Copies of such records may be made available for a reasonable fee. If the District maintains a regularly updated website and utilizes a high speed internet connection, such records shall be posted on the website to the extent practicable, prior to the meeting. The District may, but is not required to expend additional funds to provide such records.

Education Law Section 2116  
Public Officers Law Sections 87 and 89  
21 NYCRR Parts 1401 and 9760

Adoption Date 2013-12-02

ODY/

**SUBJECT: CONFIDENTIALITY OF COMPUTERIZED INFORMATION**

The development of centralized computer banks of educational data gives rise to the question of the maintenance of confidentiality of such data while still conforming to the New York State Freedom of Information Law. The safeguarding of confidential data from inappropriate use is essential to the success of the District's operation. Access to confidential computerized data shall be limited only to authorized personnel of the School District.

It shall be a violation of the District's policy to release confidential computerized data to any unauthorized person or agency. Any employee who releases or otherwise makes improper use of such computerized data shall be subject to disciplinary action.

However, if the computerized information sought is available under the Freedom of Information Law and can be retrieved by means of existing computer programs, the District is required to disclose such information.

Family Educational Rights and Privacy Act of 1974, 20 USC Section 1232(g)  
34 CFR Part 99  
Public Officers Law Section 84 et seq.



**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT**

The Board of Education affirms its commitment to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation as required by Federal and state law. Harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of discrimination and harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status by employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District.

Sexual orientation is defined as heterosexuality, homosexuality, bisexuality, or asexuality, whether actual or perceived.

The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes. This policy of nondiscrimination and anti-harassment will be enforced on School District premises and in school buildings; and at all school-sponsored events, programs and activities, including those that take place at locations off school premises and in another state.

It is intended that this policy apply to the dealings between or among employees with employees; employees with students; students with students; employees/students with vendors/contractors and others who do business with the School District, as well as school volunteers, visitors, guests and other third parties. All of these persons are hereinafter referred to collectively as "the named group."

For purposes of this policy, harassment shall mean communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, use of a recognized guide dog, hearing dog or service dog or domestic violence victim status that:

- a) Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or is used as a basis for employment decisions (including terms and conditions of employment) affecting such individual; and/or creates an intimidating, hostile or offensive work environment;
- b) Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit;
- c) Otherwise adversely affects the employment and/or educational opportunities and benefits provided by the District.

(Continued)



**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont'd.)****Complaints and Grievances by Employees**

In accordance with the provisions of General Municipal Law and the collective bargaining agreements, all District personnel shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination or reprisal. The District shall provide at least two (2) procedural stages and an appellate stage for the settlement of any grievance.

Complaints or grievances not covered under employee contracts shall be handled and resolved, whenever possible, as close to their origin as possible. The Superintendent is responsible for implementing regulations for the redress of complaints or grievances through proper administrative channels.

**Complaints and Grievances by Students**

While students have the responsibility to abide by the policies and regulations of the District, they shall also be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal.

Administration shall be responsible for establishing rules and regulations for the redress of complaints or grievances through proper administration channels. In addition, the administration shall be responsible for developing an appeals process, ensuring that students have full understanding and access to these regulations and procedure, and providing prompt consideration and determination of student complaints and grievances.

**Investigation of Complaints and Grievances**

The School District will act to promptly investigate all complaints, verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment. The District will designate, at a minimum, two (2) Compliance Officers, one of each gender.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee, student, or other member of the above named group who believes he/she has been a victim of harassment in the school environment and/or at programs, activities and events under the control and supervision of the District, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence of harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated Compliance Officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the Compliance Officer is the alleged offender, the report will be directed to the next level of supervisory authority.

(Continued)

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont'd.)**

Upon receipt of an informal/formal complaint (even an anonymous complaint), the District will conduct a prompt, equitable and thorough investigation of the charges. However, even in the absence of an informal/formal complaint, if the District has knowledge of any occurrence of harassment, the District will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis. The Superintendent will inform the Board of Education of investigations involving findings of discrimination or harassment.

Based upon the results of this investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with applicable laws and/or regulations, District policy and regulation, and the *District Code of Conduct*. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations and/or the *Code of Conduct*, will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the District does not preclude the filing of civil and/or criminal charges as may be warranted.

**Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of harassment. Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the harassment complaint have not suffered retaliation.

**Finding That Harassment Did Not Occur**

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Compliance Officer will so notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to District policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.

(Continued)



**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont'd.)**

In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment did not occur.

**Knowingly Makes False Accusations**

Employees and/or students who *knowingly* make false accusations against another individual as to allegations of discrimination or harassment may also face appropriate disciplinary action.

**Privacy Rights**

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

**Civil Rights Compliance Officer (Title IX/Section 504/ADA Compliance Officer)**

The Civil Rights Compliance Officer is the School Business Official. The Civil Rights Compliance Officer shall be appointed by the Board and shall be responsible for providing information, including complaint procedures, and for handling complaints relative to civil rights (e.g., Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990) for any student, parent, employee or employment applicant.

Prior to the beginning of each school year, the District shall issue an appropriate public announcement which advises students, parents/guardians, employees and the general public of the District's established grievance procedures for resolving complaints of discrimination based on sex or disability. Included in such announcement will be the name, address and telephone number of the Civil Rights Compliance Officer.

The Civil Rights Compliance Officer shall also be responsible for handling complaints and grievances regarding discrimination based on race, color, creed, religion, national origin, political affiliation, sexual orientation, age, military status, veteran status, marital status, predisposing genetic characteristics, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status.

**Development and Dissemination of Administrative Regulations**

Regulations will be developed for reporting, investigating, and remedying allegations of harassment based on the characteristics described above. An appeal procedure will also be provided to

(Continued)



**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont'd.)**

address any unresolved complaints and/or unsatisfactory prior determinations by the applicable Compliance Officer(s). Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to harassment in the schools, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for the investigation of harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on anti-harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks, and/or school calendars.

This policy should not be read to abrogate other District policies and/or regulations or the *District Code of Conduct* prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within this District. It is the intent of the District that all such policies and/or regulations be read consistently to provide the highest level of protection from unlawful discrimination in the provision of employment/educational services and opportunities. However, different treatment of any member of the above named group which has a legitimate, legal and nondiscriminatory reason shall not be considered a violation of District policy.

Age Discrimination in Employment Act, 29 USC Section 621

Americans With Disabilities Act, 42 USC Section 12101 et seq.

Prohibits discrimination on the basis of disability.

Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.

Prohibits discrimination on the basis of disability.

Title VI of the Civil Rights Act of 1964, 42 USC Section 2000d et seq.

Prohibits discrimination on the basis of race, color or national origin.

Title VII of the Civil Rights Act of 1964, 42 USC Section 2000e et seq.

Prohibits discrimination on the basis of race, color, religion, sex or national origin.

Title IX of the Education Amendments of 1972, 20 USC Section 1681 et seq.

Prohibits discrimination on the basis of sex.

Civil Rights Law Section 40-c

Prohibits discrimination on the basis of race, creed, color, national origin, sex, sexual orientation, marital status or disability.

Civil Service Law Section 75-B

Education Law Section 2801(1)

(Continued)

2013

3420  
6 of 6

Community Relations

ODY/EB

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont'd.)**

Executive Law Section 290 et seq.

Prohibits discrimination on the basis of age, race, creed, color, national origin, sex, sexual orientation, disability, military status, marital status, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status.

Military Law Sections 242 and 243

NOTE: Refer also to Policies #6121 -- Sexual Harassment of District Personnel  
#7551 -- Sexual Harassment of Students

Adoption Date 2013-12-02

## Community Relations

**SUBJECT: UNIFORM VIOLENT AND DISRUPTIVE INCIDENT REPORTING SYSTEM (VADIR)**

In compliance with the Uniform Violent and Disruptive Incident Reporting System (VADIR), the District will record each violent or disruptive incident that occurs on school property or at a school function. School property shall mean in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus as defined in Vehicle and Traffic Law Section 142. A school function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

In accordance with the manner prescribed, the District will submit an annual report of violent and disruptive incidents (on the *Summary of Violent and Disruptive Incidents* form) from the previous school year to the Commissioner of Education. Summary data will be used to determine the rate of violent and disruptive incidents in each school and to identify schools as persistently dangerous, as required by the No Child Left Behind Act.

The District will utilize the *Individual Violent and Disruptive Incident Report* form for the reporting of individual incidents by each building and/or program under its jurisdiction and for the tally count of incidents into the Summary Form. Copies of such incident reports will be retained for the time prescribed by the Commissioner in the applicable records retention schedule. These reports will be available for inspection by the State Education Department upon request.

All personally identifiable information included in a violent or disruptive incident report will be confidential and will not be disclosed to any person for any purpose other than that specified in Education Law Section 2802, except as otherwise authorized by law.

The District will include a summary of the District's annual violent or disruptive incident report in its School District Report Card in the format prescribed by the Commissioner.

**Reporting Guidelines**

The District will utilize the New York State Education Department's website to obtain copies of the forms, directions, glossary and additional information at website: <http://www.emsc.nysed.gov/irts/>

Education Law Sections 2801(1) and 2802  
Vehicle and Traffic Law Section 142  
8 NYCRR Section 100.2 (gg)

Adoption Date 2013-12-02



ODY/

**SUBJECT: UNLAWFUL POSSESSION OF A WEAPON UPON SCHOOL GROUNDS**

It shall be unlawful for any person to knowingly possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or CO2 cartridge upon school grounds or in any District building without the express written authorization of the Superintendent or his/her designee.

Additionally, the possession of any weapon, as defined in the New York State Penal Code, on school property or in school buildings is prohibited, except by law enforcement personnel or upon written authorization of the Superintendent/designee.

Unlawful possession of a weapon upon school grounds may be a violation of the New York State Penal Law, and is a violation of School District policy and the *Code of Conduct*.

Penal Law Sections 265.01-265.06

NOTE: Refer also to Policy #7360 -- Weapons in School and the Gun-Free Schools Act

ODY/EB

**SUBJECT: EMERGENCY SCHOOL CLOSINGS**

In the event it is necessary to close school for the day, activate a delayed starting time or early dismissal (as well as information relating to cancellation of after-school activities/late bus runs), due to inclement weather, impassable roads, or other emergency reasons, announcement thereof shall be made over local radio and television stations and the Internet/District website as designated by the Superintendent.

When school is closed, all related activities, including athletic events and student activities, will ordinarily be suspended for that day and evening.

The attendance of personnel shall be governed by their respective contracts.

Education Law Section 3604(7)

**SUBJECT: THREATS OF VIOLENCE IN SCHOOL**

The School District is committed to the prevention of violence against any individual or property in the schools, on school property or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day.

Any person who commits an act or threatens an act of violence, including bomb threats, whether made orally, in writing, by email, or by any other electronic format, shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the *Code of Conduct on School Property* and collective bargaining agreements, as may be necessary.

While acknowledging an individual's constitutional rights, including applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and well-being of staff, students, visitors and/or the school environment. Employees, students, agents and invitees shall refrain from engaging in threats or physical actions which create a safety hazard for others.

All staff who are made aware of physical acts and/or threats of violence directed to students or staff are to report such incidents to the Building Principal/designee, who shall report such occurrences to the Superintendent. Additionally, the Building Principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and/or Director of Special Education if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.

Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware by reporting such incidents to the school hotline, a faculty member, or the Building Principal.

The District reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

This policy will be enforced in accordance with applicable laws and regulations, as well as collective bargaining agreements and the *Code of Conduct* as may be necessary. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request.

Appropriate sanctions for violations of this policy by students will be addressed in the *Code of Conduct*.



## Community Relations

**SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY**

The District has developed and will amend, as appropriate, a written *Code of Conduct* for the Maintenance of Order on School Property, including school functions, which shall govern the conduct of students, teachers and other school personnel, as well as visitors and/or vendors. The Board of Education shall further provide for the enforcement of such *Code of Conduct*.

For purposes of this policy, and the implemented *Code of Conduct*, school property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the District's elementary or secondary schools, or in or on a school bus; and a school function shall mean a school-sponsored extracurricular event or activity regardless of where such event or activity takes place, including those that take place in another state.

The *District Code of Conduct* has been developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

The *Code of Conduct* shall include, at a minimum, the following:

- a) Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property and at school functions, and conduct, dress and language deemed unacceptable and inappropriate on school property; provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property and at school functions; the appropriate range of disciplinary measures which may be imposed for violation of such Code; and the roles of teachers, administrators, other school personnel, the Board of Education and parents/persons in parental relation to the student;
- b) Provisions prohibiting discrimination, bullying and/or harassment against any student, by employees or students on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property, that creates a hostile environment by conduct, with or without physical contact, threats, intimidation or abuse (verbal or non-verbal), of such a severe nature that:
  - 1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or
  - 2. Reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety.

(Continued)

## Community Relations

**SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)**

When the term "bullying" is used, even if not explicitly stated, such term includes cyberbullying, meaning such harassment or bullying that occurs through any form of electronic communication.

Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender as defined in Education Law Section 11(6), or sex; provided that nothing in this subdivision shall be construed to prohibit a denial of admission into, or exclusion from, a course of instruction based on a person's gender that would be permissible under Education Law Sections 3201-a or 2854(2) (a) and Title IX of the Education Amendments of 1972 (20 USC Section 1681, et seq.), or to prohibit, as discrimination based on disability, actions that would be permissible under 504 of the Rehabilitation Act of 1973;

- c) Standards and procedures to assure security and safety of students and school personnel;
- d) Provisions for the removal from the classroom and from school property, including a school function, of students and other persons who violate the Code;
- e) Provisions prescribing the period for which a disruptive student may be removed from the classroom for each incident, provided that no such student shall return to the classroom until the Principal (or his/her designated School District administrator) makes a final determination pursuant to Education Law Section 3214(3-a)I or the period of removal expires, whichever is less;
- f) Disciplinary measures to be taken for incidents on school property or at school functions involving the use of tobacco, the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights, harassment and threats of violence;
- g) Provisions for responding to acts of discrimination, bullying and/or harassment against students by employees or students on school property, at a school function, or off school property when the actions create or would foreseeable create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property, pursuant to clause (b) of this subparagraph;
- h) Provisions for detention, suspension and removal from the classroom of students, consistent with Education Law Section 3214 and other applicable federal, state and local laws, including provisions for school authorities to establish procedures to ensure the provision of continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school, which shall include alternative educational programs appropriate to individual student needs;

(Continued)



## Community Relations

**SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)**

- i) Procedures by which violations are reported and determined, and the disciplinary measures imposed and carried out;
- j) Provisions ensuring the *Code of Conduct* and its enforcement are in compliance with state and federal laws relating to students with disabilities;
- k) Provisions setting forth the procedures by which local law enforcement agencies shall be notified of Code violations which constitute a crime;
- l) Provisions setting forth the circumstances under and procedures by which parents/persons in parental relation to the student shall be notified of Code violations;
- m) Provisions setting forth the circumstances under and procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision ("PINS") petition as defined in Articles 3 and 7 of the Family Court Act will be filed;
- n) Circumstances under and procedures by which referral to appropriate human service agencies shall be made;
- o) A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. For purposes of this requirement, as defined in Commissioner's Regulations, "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom" shall mean engaging in conduct which results in the removal of the student from the classroom by teacher(s) pursuant to the provisions of Education Law Section 3214(3-a) and the provisions set forth in the *Code of Conduct* on four (4) or more occasions during a semester, or three (3) or more occasions during a trimester, as applicable;
- p) A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a)(a). However, the suspending authority may reduce the suspension period on a case-by-case basis consistent with any other state and federal law;
- q) A Bill of Rights and Responsibilities of Students which focuses upon positive student behavior and a safe and supportive school climate, which shall be written in plain-language, publicized and explained in an age-appropriate manner to all students on an annual basis; and

(Continued)



## Community Relations

**SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)**

- r) Guidelines and programs for in-service education programs for all District staff members to ensure effective implementation of school policy on school conduct and discipline, including but not limited to, guidelines on promoting a safe and supportive school climate while discouraging, among other things, discrimination, bullying and/or harassment against students by students and/or school employees; and including safe and supportive school climate concepts in the curriculum and classroom management.

The District's *Code of Conduct* shall be adopted by the Board of Education only after at least one (1) public hearing that provided for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties.

The *Code of Conduct* shall be reviewed on an annual basis, and updated as necessary in accordance with law. The District may establish a committee pursuant to Education Law Section 2801(5)(a) to facilitate review of its *Code of Conduct* and the District's response to *Code of Conduct* violations. The School Board shall reapprove any updated *Code of Conduct* or adopt revisions only after at least one (1) public hearing that provides for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties. The District shall file a copy of its *Code of Conduct* and any amendments with the commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.

The Board of Education shall ensure community awareness of its *Code of Conduct* by:

- a) Posting the complete *Code of Conduct* on the Internet website, if any, including any annual updates and other amendments to the Code;
- b) Providing copies of a summary of the *Code of Conduct* to all students in an age-appropriate version, written in plain language, at a school assembly to be held at the beginning of each school year;
- c) Providing a plain language summary of the *Code of Conduct* to all parents or persons in parental relation to students before the beginning of each school year and making the summary available thereafter upon request;
- d) Providing each existing teacher with a copy of the complete *Code of Conduct* and a copy of any amendments to the Code as soon as practicable following initial adoption or amendment of the Code. New teachers shall be provided a complete copy of the current Code upon their employment; and
- e) Making complete copies available for review by students, parents or persons in parental relation to students, other school staff and other community members.

(Continued)

## Community Relations

**SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)****Privacy Rights**

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

Education Law Sections 11(8), 801-a, 2801 and 3214  
Family Court Act Articles 3 and 7  
Vehicle and Traffic Law Section 142  
8 NYCRR Section 100.2

NOTE: Refer also to *District Code of Conduct*

# Superintendent Report

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## November 4, 2013

I have continued pursuing our internet issue. The bad news is, according to the technicians, the existing fiber line is no longer operable and was constructed with outdated technology. I am told, albeit hard to believe, that it cannot be retrofitted with newer technology to deliver high speed internet. The good news is Time Warner continues to take steps toward constructing a new line in our region. Recently, the Town of Warren approved the franchise rights. TWC is going through the process now in the Town of Stark. Most recently, there was a public meeting held to discuss the topic. TWC also tells me they have begun the process to secure pole rights to string the line.

Jodie has included a fund balance estimate as a progress report on the year. Right now, we are about \$50,000 ahead of where we planned to be. This is a result of unexpected savings in hiring lower cost teachers and savings associated with not running the summer program and after school program. This works out well, and as expected, in that we will hold this money until late in the budget year and may choose to use it to replenish the repair reserve fund.

There is an SBI workshop on November 14 with a NYS Comptroller presenting the topic of Fiscal Stress. I attended her workshop at NYSSBA and found it quite informative. I encourage you to consider attending. You will need to register with Marilyn no later than our meeting. The agenda is included in this packet for your review and consideration.



# FUND BALANCE ESTIMATE

Fund Balance, Beginning of Year		\$ 732,670.20
Less transfer to Cafeteria		
	FUND BALANCE	\$ 732,670.20
Add: Revenues		
Received to date		\$ 1,578,490.48
Additional State Aid		\$ 3,143,201.00
Additional taxes		\$ 629,894.19
TOTAL REVENUES		\$ 6,084,255.87
Less: Expenditures		
Per Budget Detail Dated:	10/30/2013	\$ 2,038,526.85
Additional Payroll		\$ 1,254,470.71
Additional Warrants		\$ 1,660,941.81
TRS		\$ 160,000.00
ERS		\$ 96,000.00
Debt Service Expense	Budget note int.	\$ 25,000.00
BOCES Expense		
TOTAL EXPENDITURES		\$ 5,234,939.37
Fund Balance Estimated, End of Year		
Estimated Fund Balance Consists of:		\$ 849,316.50
Reserved		
Expenditures		
Employees Retirement		
Tax Certiorari		
Employee Benefits		
Unreserved		
Designated for Subsequent Year Taxes		\$ 68,400.00
Undesignated	Program adds	
Total Estimated Fund Balance, End of Year		\$ 780,916.50

# Principal's report

## November 4, 2013

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### 1. Recent & Upcoming Events:

- a. Halloween parade – October 31<sup>st</sup>
  - i. Parade will begin at 2pm – please join us if you can
  - ii. Grades UPK-6 only may come in costume that day
- b. New Gym floor opened for classes Monday November 4<sup>th</sup>
- c. Reports cards will be sent home November 13<sup>th</sup>
- d. Parent Conferences November 21<sup>st</sup> from 1:15-6:30 and November 22<sup>nd</sup> 1:15-3:30

### 2. Sports:

- a. Modified Volleyball begins Wednesday October 30<sup>th</sup>
- b. Varsity and JV sports begin Tuesday November 12<sup>th</sup>
- c. First Modified Volleyball game November 13<sup>th</sup> at Hamilton.
- d. First Boys JV & Varsity BB games are Tuesday December 3<sup>rd</sup> against Morrisville-Eaton
- e. First Girls Varsity VB game is December 2<sup>nd</sup> @ Cooperstown.
  - i. First Home game is December 9<sup>th</sup> against Waterville

### 3. Training:

- a. Follow up training conducted on School Tool implementation for K-12 staff
  - i. New Student management system for reporting grades, discipline, etc. was conducted October 25<sup>th</sup>
- b. Follow up training conducted on AIMSweb testing
  - i. Program used to monitor student progress with Reading, writing and Math skills aligned with NYS common core.
  - ii. Grades K-8 ELA and Math teachers
- c. Introduced Mrs. Nancy Sommers as new Math Coach
  - i. Began working with teachers October 30<sup>th</sup>
- d. Digits Math –
  - i. Grades 6-8 received training on use of this program Thursday October 31<sup>st</sup>
- e. Formative Assessments

- i. Teachers will begin attending training on how to use formative assessments to drive instruction starting in November 9<sup>th</sup>.
    - 1. 3 teachers at a time will attend 8 different sessions @ Herkimer BOCES over the next two months.
    - 2. Key element in Common Core curriculum integration and lesson planning.
- f. DASA Training
  - i. All faculty will be trained on the updated Dignity Act reporting criteria over two days. November 13<sup>th</sup> and November 20<sup>th</sup>.

**4. Eligibility:**

- a. Met with Teacher committee to discuss and get feedback on eligibility policy.
  - i. Met October 25<sup>th</sup> and 30<sup>th</sup>
  - ii. 5 faculty members participated
- b. Next step is to try and get parent, student and coach volunteers to review and make suggestions. (early November goal)



# **Agenda**

Oneida-Madison-Herkimer Counties School Boards Institute  
General Membership Meeting

## **“School Districts Fiscal Health and Other State Financial Issues Affecting our School Districts” With New York State Assistant Comptroller Nathaalie Carey**

*Thursday, November 14, 2013*

**ONEIDA BOCES**  
*Oneida Conference Room  
Middle Settlement Road, New Hartford, New York*

- ❖ **Registration and Light Dinner:**      *6:00 – 6:30 p.m.*
- ❖ **Presenter:**      New York State Assistant Comptroller, Nathaalie Carey
- ❖ **This program will include but not be limited to:**
  - Review of ACT FAST – State Fiscal Stress Monitoring System –
    - This system may allow for early actions to prevent school districts from ending up in severe fiscal stress.
  - Review the current NYS finance condition and its impact on school funding
  - Review any changes regarding educational funding/mandates/regulations.
  - Review history and future implications of tax cap levy formula and initiatives
  - Offer her prospective on future state funding initiatives.
- ❖ **Conclusion:**
  - The program will close with a Q and A session from OMH-SBI member participants.



# School Boards Institute

*"Children First"*

## OMH-SBI First General Membership Meeting

### *"School Districts Fiscal Health & Other State Financial Issues Affecting our School Districts"*

**Date:** November 14, 2013 (Thursday)  
**Time:** 6:00 – 6:30 p.m. "Check in" and Light Dinner  
6:30 p.m. Program (*Agenda is attached*)  
**Site:** Oneida BOCES - Middle Settlement Road, New Hartford  
(Oneida Room)

**Note:** Please be advised that this is a General Membership meeting and is open to all district administrators and other staff.

**Fee:** No Charge for OMH-SBI Members;  
Non-members, \$100.00

\* \* \* \* \*

**To register for "School Districts Fiscal Health & Other State Financial Issues Affecting our School Districts" with NYS Assistant Comptroller Nathaalie Carey**

FAX to Heather Nitti, Herkimer BOCES, School Boards Institute, at (315) 867-2004,  
Or E-Mail your registration to [hnitti@herkimer-boces.org](mailto:hnitti@herkimer-boces.org)  
(Phone: (315) 867-2032)

**\*\* REGISTER by Wednesday, November 6, 2013 \*\***

(Please Print) SCHOOL DISTRICT: Owen D. Young

Name James Picolla Title Superintendent Telephone 315 858 0729

Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_

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Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_

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# Agenda

Oneida-Madison-Herkimer Counties School Boards Institute  
General Membership Meeting

## **“School Districts Fiscal Health and Other State Financial Issues Affecting our School Districts” With New York State Assistant Comptroller Nathaalie Carey**

*Thursday, November 14, 2013*

**ONEIDA BOCES**  
*Oneida Conference Room  
Middle Settlement Road, New Hartford, New York*

- ❖ **Registration and Light Dinner:**      *6:00 – 6:30 p.m.*
- ❖ **Presenter:**      New York State Assistant Comptroller, Nathaalie Carey
- ❖ **This program will include but not be limited to:**
  - Review of ACT FAST – State Fiscal Stress Monitoring System –
    - This system may allow for early actions to prevent school districts from ending up in severe fiscal stress.
  - Review the current NYS finance condition and its impact on school funding
  - Review any changes regarding educational funding/mandates/regulations.
  - Review history and future implications of tax cap levy formula and initiatives
  - Offer her prospective on future state funding initiatives.
- ❖ **Conclusion:**
  - The program will close with a Q and A session from OMH-SBI member participants.