District Goals
The Lake Shore Central School District Board of Education supports professional learning communities that focus on results and cultivate a culture of collaboration to improve student learning and opportunity. The Board of Education goals listed below are the measure for our high expectations in all aspects of educating our students.

- The District will cultivate an appropriate educational environment of high expectations and challenging instructional programs providing students with the climate, knowledge and skills necessary for improved performance on all formal assessments.
- The District will continue to enhance communication with our entire school community focusing on student, staff and District efforts and achievements.
- The District will make adequate yearly progress on accountability measures to continue to earn the New York State Education Department designation as a “District in Good Standing.”
- The District will increase graduation rates annually, reflecting a greater percentage of students achieving Regents Diplomas with Advanced Designation status.
- The District will continue to demonstrate fiscal responsibility by reviewing enrollment, programming, procedures and initiatives for effectiveness, success, need and opportunity, while seeking and supporting opportunities to reduce expenditures, share services and secure grant funding.
- The District will support an evolving technology blueprint that meets hardware, software and network needs for the implementation and advancement of technology through the District Technology Plan.
- The District will promote skills, attitudes, behaviors and environmental factors that lead to schools free from discrimination, intimidation and harassment.

Notice: Board of Education meetings are recorded for the sole purpose of back up information for the Board Minutes. Upon the finalization of the Board Minutes, the recordings are deleted unless otherwise warranted.

I. Call to order

II. Roll call

BOARD MEMBERS PRESENT: 
_____ Connors  
_____ Farrell  
_____ Latimore  
_____ Michalec, President  
_____ Scritchfield  
_____ Thompson, Vice President  
_____ Vogan  
_____ Camryn Kmitch, Student Representative

DISTRICT OFFICIALS: 
_____ Przepasniak  
_____ Pacos  
_____ Evingham  
_____ DeMartino

SCHOOL DISTRICT ATTORNEY:  
_____ Harris Beach PLLC (Smith)

III. Approval of Agenda
IV. Recognition of scheduled visitors

1. Recognition of August Graduates
   Sydney Baker    Kyleigh Kaczor    Tyler Roberts
   Charles Belisle Zachary Kruger  Kyler Ross
   Evan Diorio    Monica Morrissey Charles Scanlan
   Austin Haas    Jamie Moskal      Nicholas Speck

V. Break for Graduation Reception

VI. Return to Regular Session

VII. Consent Agenda

Recommendation from the Superintendent to approve the following:

A. FISCAL / OPERATIONAL MATTERS

1. Approve the Minutes of the Regular Board of Education Meeting of August 19, 2014, and Work Session of September 2, 2014. #1

2. Financial Reports
   a. Treasurer’s Report – August 2014 #2
   b. Interest/Investment Report – Informational
   c. Extra Class Accounts: #3
      Sr. High School
      Balance as of 8/31/14 $98,816.73
      Middle School
      Balance as of 8/31/14 $8,341.19
   d. LSCTA Supplemental Benefit Fund #4
      Monthly Report – August 2014 $283.61

3. Approve Library Books and Textbooks to be discarded, resold or rebound. #5

4. Declare the items (computer items) described in the attachment as surplus and offer them up for sale to the highest bidder or disposal/recycling. #6

5. Award the bids for items that recently went to auction to the highest bidders as attached. #7

6. Approve Sr. High School Band to travel to Orlando, FL to attend the Florida Music Festival on April 15, 2015 through April 20, 2015. #8

7. Approve the Committee on Special Education & CPSE reports as attested. #9
B. PERSONNEL

1. Approve the appointment of Sophie Chimera as the Sr. High GSA Co-Advisor for the 2014-15 school year.

2. Approve the attached revised list of Department Chairpersons, Team Leaders and Elementary Core Curriculum Leaders for the 2014-15 school year, at a rate of pay pursuant to the District-LSCTA Agreement.

3. Approve the appointment of Joseph Simon as a Home Tutor for the District at a rate of $35/hour.

4. Approve an unpaid leave for Katrina Kaminski from her position as Special Education teacher effective April 20-24, 2015.

VIII. Old Business
Recommendation from the Superintendent to approve the following:

A. FISCAL / OPERATIONAL MATTERS

B. PERSONNEL

IX. New Business
Recommendation from the Superintendent to approve the following:

A. FISCAL / OPERATIONAL MATTERS

1. Approve the Second Reading and adoption of Policies reviewed by the Subcommittee on August 12, 2014:

   Amended Policies:
   1332 – Duties of the School District Treasurer
   3110 – School Sponsored Media
   3170 – School District Standards and Guidelines for Web Page Publishing
   3411 – Prohibition of Weapons on School Grounds
   3420 – Non Discrimination and Anti-Harassment in the School District
   4340 – Confidential (Exempt) Support Staff Definition
   5110 – Budget Planning and Development
   5120 – School District Budget Hearing
   5570 – Financial Accountability
   5632 – Pest Management and Pesticide Use
   5710 – Transportation Program
   6120 – Equal Employment Opportunity
   6130 – Evaluation of Personnel
   6220 – Temporary Personnel
   6471 – Use of Email in the School District
   6510 – Health Insurance
   6562 – Employment of Retired Persons
   7210 – Student Evaluation
   7220 – Graduation Requirements/Early Graduation/Accelerated Programs
   7240 – Student Records: Access and Challenge
   7316 – Student Use of Personal Technology
2. Approve the attached Resolution to authorize Board Member, Carla Thompson, to attend the NYSSBA’s 2014 Leadership Academy in Rochester, NY on September 19, 2014 and the NYS Association for Computers and Technologies in Education’s Google Camp West in Mumford, NY which was Held on August 20, 2014.


B. PERSONNEL
1. Approve the part-time (0.6 FTE) appointment of Traci A. LaFalce in the area of Home Economics – General, Step 1 – Masters, effective September 2, 2014.


3. Accept with regret the resignation of Donna Hayden from her position as Monitor for the District, effective September 2, 2014.

4. Accept with regret the resignation of Debra Kuminski from her position as Bus Attendant for the District, effective September 8, 2014.

5. Approve the six-month probationary appointment of Jacqueline Markle as a Personal Care Aide for the District at Step 2 of the Teamsters 264 contract, effective September 2, 2014.

6. Approve the increase in hours for Michael Sciarrino as a Custodian for the District at Step 2 of the Teamsters 264 contract, effective September 2, 2014.
X. Discussion
1. Agenda items for the October 7, 2014 Work Session
   ➢ 5:45 p.m. Board of Education Building Tour – A. J. Schmidt Elementary School
   ➢ Principal Discussion – Jill Clark
   ➢ College On Track

XI. School Board Reports, News and Notes
1. Student Representative Report

2. Board of Education Committee Reports
   ➢ Athletic Committee Report
   ➢ Technology Committee Report

3. ECASB Update/Reports

4. Calendar
   ➢ September 17th – JTW Open House @ 6:30 p.m.
   ➢ September 17th – Senior College Planning @ 6:30 p.m.
   ➢ September 18th – Middle School Open House @ 7 p.m.
   ➢ September 23rd – Parent Drug & Alcohol Forum @ 6 p.m. in Sr. High Auditorium
   ➢ September 25th – Sr. High School Open House & WNY College Consortium Fair @ 7 p.m.
   ➢ September 26th – Freshman Academy Team Building Boot Camp
   ➢ September 26th – Middle School Fun Night @ 5-7 p.m.
   ➢ September 27th – Lake Shore Girls Volleyball Invitational Tournament @ 8 a.m.
   ➢ September 30th – October 3rd – Spirit Week
   ➢ October 2nd – ECASB Annual Leaders’ Dinner – Millennium Hotel @ 6-8:30 p.m.
   ➢ October 3rd – Emergency Dismissal Drill – All Grades K-12 will be dismissed 15 minutes early.
   ➢ October 3rd – Homecoming Events @ 5 p.m.
   ➢ October 3rd – Homecoming Game – Lake Shore vs. East High School @ 6:30 p.m.
   ➢ October 4th – Homecoming Dance in Sr. High Gymnasium – 7-10 p.m.
   ➢ October 7th – Board of Education Building Tour – A. J. Schmidt Elementary @ 5:45 p.m.
   ➢ October 7th – Board of Education Work Session – A. J. Schmidt Elementary @ 6:30 p.m.
   ➢ October 10th – Superintendent’s Conference Day – No School for Students
   ➢ October 13th – Columbus Day – No School
   ➢ October 21st – Board of Education Regular Meeting @ 7 p.m. in Sr. High Media Center
   ➢ October 26-28th – NYSSBA Annual Convention in NYC

5. Superintendent’s Report

XII. Recognition of unscheduled visitors

XIII. Executive Session
1. Discuss the employment history of particular individuals.

XIV. Return to Regular Session

XV. Adjournment
I. Call to order
The meeting was called to order in the Senior High School Media Center at 7:01 p.m. by Mrs. Michalec, Board President, as she made an emergency exit announcement, lead the pledge of allegiance, and then made an announcement to please turn off all electronic devices during the meeting.

II. Roll call

<table>
<thead>
<tr>
<th>BOARD MEMBERS PRESENT:</th>
<th>DISTRICT OFFICIALS:</th>
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<tbody>
<tr>
<td>William Connors, Jr.</td>
<td>James Przepasniak, Superintendent of Schools</td>
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<tr>
<td>Jennifer Farrell</td>
<td>Daniel Pacos, Asst. Superintendent for Administration &amp; Finance</td>
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<tr>
<td>Cindy Latimore</td>
<td>Kristine DeMartino, District Clerk</td>
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<td>Jennifer Michalec, President</td>
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<tr>
<td>Dyan Scritchfield</td>
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<td>Carla Thompson, Vice President</td>
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<td>Richard Vogan</td>
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<tr>
<th>OTHERS PRESENT:</th>
<th>SCHOOL DISTRICT ATTORNEY:</th>
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<tr>
<td>Tom Blidy</td>
<td>Marnie Smith, School Attorney</td>
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<th>EXCUSED:</th>
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<tr>
<td>Melissa Evingham, Asst. Superintendent for Instruction</td>
<td>Camryn Kmitch, Student Representative</td>
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III. Approval of Agenda
A motion was made by Dyan Scritchfield, seconded by Cindy Latimore, voted upon and carried 7-0 that the following resolution be adopted:

BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the agenda.

Action No. 14 8/19/14

IV. Recognition of scheduled visitors

1. Energy Stewardship Award – Presentation by Charles Fasnacht of Cenergistic – Charles Fasnacht of Cenergistic presented the Energy Stewardship Award to the Lake Shore Central School District for conserving our nation’s precious resources through the dedicated implementation of Cenergistic’s Energy Management Program and serving as a model of energy conservation to fellow educational organizations.
V. Consent Agenda

A motion was made by Dyan Scritchfield, seconded by Carla Thompson, voted upon and carried 7-0 that the following resolution be adopted:

BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the items contained under the consent agenda.

Recommendation from the Superintendent to approve the following:

A. FISCAL / OPERATIONAL MATTERS

1. Approve the Minutes of the Regular Board of Education Meeting of July 1, 2014, and Board Retreat of August 12, 2014.

2. Financial Reports
   b. Interest/Investment Report – Informational
   c. Extra Class Accounts:
      Sr. High School
      Balance as of 6/30/14 $94,948.07
      Balance as of 7/31/14 $92,387.88
      Middle School
      Balance as of 6/30/14 $15,880.52
      Balance as of 7/31/14 $7,977.99

3. Approve Library Books and Textbooks to be discarded, resold or rebound.

4. Declare the item (1995 Ford Dump Truck) described in the attachment as surplus and offer it up for sale to the highest bidder.

5. Declare the items (athletic equipment) described in the attachment as surplus and offer them up for sale to the highest bidder or disposal.

6. Declare the items (tables, desks, carts) described in the attachment as surplus and offer them up for sale to the highest bidder or disposal.

7. Declare the items (textbooks) described in the attached as surplus and offer them up for sale to the highest bidder or disposal.

8. Approve the meal prices and the attached a la carte item prices for the 2014-15 school year:
   - Breakfast K-12 $0.85
   - Lunch (Grades K-5) $1.15
   - Lunch (Grades 6-12) $1.25
   - Adult Breakfast $1.98
   - Adult Lunch $3.36
   - Reduced Meals $0.25 (Breakfast & Lunch)

10. Approve the attached budget transfers exceeding $100,000 for the 2013-14 fiscal year.

11. Approve the Committee on Special Education & CPSE reports as attested.

B. PERSONNEL

1. Approve the appointment or Robert Holden as the Model United Nations Advisor for the 2014-15 school year.


3. Approve the temporary appointment of Laura Noack in the area of Music Education, at Step 1 – Masters, effective August 25, 2014 while Alicia Faust is on unpaid leave status.


5. Approve the temporary appointment of Mary Desing in the area of Elementary Education, at Step 1 – Masters, effective August 25, 2014 while Melissa Ruszaj is on unpaid leave status.

6. Approve the temporary appointment of Jennifer L. Betz in the area of Mathematics Education, at Step 2 - Masters, effective August 25, 2014 while Michael Drezek is serving as a Teacher on Special Assignment (TOSA) during the 2014-15 school year.

7. Approve the attached lists of additional temporary instructional staff for appointments in the 2014 Summer School Program, to be compensated at the current Board-LSCTA contractual rate of $38.79 per hour.

8. Approve the appointment of Bonita Anticola as a Home Tutor for the District at a rate of $35/hour.


10. Approve an unpaid leave for Donna Hayden from her positions as Bus Attendant and School Monitor, effective May 11-15, 2015.
VI. Old Business
Recommendation from the Superintendent to approve the following:

A. FISCAL / OPERATIONAL MATTERS

A motion was made by Bill Connors, Jr., seconded by Jennifer Farrell, voted upon and carried 7-0 that the following resolution be adopted:

\[
BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the appointment of Lynn Krajacic as the Tax Collector for the Town of Evans & Eden for the 2014-15 school year.
\]

Action No. 16  8/19/14

Mr. Przepasniak clarified this action to the Board indicating that at the July 1st re-org meeting the Board approved the previous Tax Collector in error and, therefore, this action is being made to fix that error.

1. Approve the appointment of Lynn Krajacic as the Tax Collector for the Town of Evans & Eden for the 2014-15 school year.

B. PERSONNEL

VII. New Business
Recommendation from the Superintendent to approve the following:

A. FISCAL / OPERATIONAL MATTERS

A motion was made by Richard Vogan, seconded by Dyan Scritchfield, voted upon and carried 7-0 that the following resolution be adopted:

\[
BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the 2014-15 District Goals.
\]

Action No. 17  8/19/14

1. Approve the 2014-15 District Goals as attached.
A motion was made by Jennifer Farrell, seconded by Bill Connors, Jr., voted upon and carried 7-0 that the following resolution be adopted:

**BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the First Reading of Policies reviewed by the Subcommittee on August 12, 2014.**

Action No. 18  8/19/14

Mrs. Thompson indicated that most of the changes in the policies were individual word changes. Mr. Pacos added that some of the changes in the policies were website link changes because if the links change then the policy would be out of date. Links were omitted and language was added to refer people to the NYS Education Department website.

2. Approve the First Reading of Policies reviewed by the Subcommittee on August 12, 2014:

**Amended Policies:**
- 1332 – Duties of the School District Treasurer
- 3110 – School Sponsored Media
- 3170 – School District Standards and Guidelines for Web Page Publishing
- 3411 – Prohibition of Weapons on School Grounds
- 3420 – Non Discrimination and Anti-Harassment in the School District
- 4340 – Confidential (Exempt) Support Staff Definition
- 5110 – Budget Planning and Development
- 5120 – School District Budget Hearing
- 5570 – Financial Accountability
- 5632 – Pest Management and Pesticide Use
- 5710 – Transportation Program
- 6120 – Equal Employment Opportunity
- 6130 – Evaluation of Personnel
- 6220 – Temporary Personnel
- 6471 – Use of Email in the School District
- 6510 – Health Insurance
- 6562 – Employment of Retired Persons
- 7210 – Student Evaluation
- 7220 – Graduation Requirements/Early Graduation/Accelerated Programs
- 7240 – Student Records: Access and Challenge
- 7316 – Student Use of Personal Technology
- 7512 – Student Physicals
- 7513 – Administration of Medication
- 7617 – Declassification of Students with Disabilities
- 7631 – Appointment and Training of Committee on Special Education (CSE)/Subcommittee on Special Education Members
- 7632 – Appointment and Training of Committee on Preschool Special Education (CPSE) Members
- 7660 – Parent Involvement for Children with Disabilities
- 8130 – Equal Educational Opportunities
- 8220 – Career and Technical (Occupational) Education
- 8242 – Civility, Citizenship and Character Education/Interpersonal Violence Prevention Education
- 8255 – Animals in the School (Instructional Purposes)
- 8450 – Home Tutoring (Homebound Instructions)

**New Policies:**
- 6111 – Testing Misconduct and Mandatory Reporting Requirements
- 7244 – Student Data Breaches
A motion was made by Bill Connors, Jr., seconded by Carla Thompson, voted upon and carried 7-0 that the following resolution be adopted:

BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the NYSSBA Resolution to authorize the Board of Education, Superintendent & District Clerk to attend the New York State School Boards Association’s 95th Annual Convention in New York, NY on October 26-28, 2014.

Action No. 19  8/19/14

Mr. Przepasniak advised Board Members that these resolutions will become more frequent on our agendas as a result of the most recent audit by the Comptroller’s Office.

3. Approve the attached NYSSBA Resolution to authorize the Board of Education, Superintendent & District Clerk to attend the New York State School Boards Association’s 95th Annual Convention in New York, NY on October 26-28, 2014.

A motion was made by Jennifer Farrell, seconded by Carla Thompson, voted upon and carried 7-0 that the following resolution be adopted:

BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the 2014-15 School Tax Levy.

Action No. 20  8/19/14

Mr. Pacos indicated that the tax levy being proposed is $10,000 less than what was included in the budget.


A motion was made by Cindy Latimore, seconded by Jennifer Farrell, voted upon and carried 7-0 that the following resolution be adopted:

BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the recommendation of the Audit Committee to accept the Internal Audit from Bahgat & Laurito-Bahgat, CPAs, P.C., as well as the testing of the Accounts Payable system for the 2014-15 school year.

Action No. 21  8/19/14

5. Approve the recommendation of the Audit Committee to accept the Internal Audit from Bahgat & Laurito-Bahgat, CPAs, P.C., as well as the testing of the Accounts Payable system for the 2014-15 school year.
A motion was made by Dyan Scritchfield, seconded by Jennifer Farrell, voted upon and carried 7-0 that the following resolution be adopted:

**BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the Memorandum of Agreement with the North Collins Central School District to share services of Lake Shore Central School District’s Supervisor of Transportation.**

Action No. 22  8/19/14

6. Approve the attached Memorandum of Agreement with the North Collins Central School District to share services of Lake Shore Central School District’s Supervisor of Transportation.

A motion was made by Carla Thompson, seconded by Jennifer Farrell, voted upon and carried 7-0 that the following resolution be adopted:

**BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the stipend in the amount of $5,000 for the 2014-15 school year for the Supervisor of Transportation, Perry Oddi, for duties of Shared Supervisor of Transportation between the Lake Shore Central School District and the North Collins Central School District.**

Action No. 23  8/19/14

Mrs. Thompson asked for clarification of where the $5,000 is coming from and Mr. Przepasniak advised that the District has a contract on the table with North Collins for $21,000, which will cover a portion of Mr. Oddi’s salary as well as this additional stipend and the software costs that we would incur for VersaTrans. It will also cover the costs of the various trainings, certifications/re-certifications, staff development, and things of that nature over the next school year. Board approval by both Districts will now result in the signatures of the contract.

7. Approve a stipend in the amount of $5,000 for the 2014-15 school year for the Supervisor of Transportation, Perry Oddi, for duties of Shared Supervisor of Transportation between the Lake Shore Central School District and the North Collins Central School District.

**B. PERSONNEL**

A motion was made by Jennifer Farrell, seconded by Bill Connors, Jr., voted upon and carried 7-0 that the following resolution be adopted:

**BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the Resolution for abolishment/reduction of instructional/non-instructional positions for the 2014-15 school year.**

Action No. 24  8/19/14

1. Approve the attached Resolution for abolishment/reduction of instructional/non-instructional positions for the 2014-15 school year.
A motion was made by Richard Vogan, seconded by Carla Thompson, voted upon and carried 7-0 that the following resolution be adopted:

**BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the three-year probationary appointment of Melanie Wasielewski in the area of Speech – Remedial, at Step 1 – Masters, effective August 25, 2014, with the probationary period ending August 24, 2017.**

Action No. 25  8/19/14

Mr. Connors asked if Speech teachers work district wide. Mr. Przepasniak clarified that the District has five Speech teachers that are housed in a particular building, but their responsibilities are district wide.


A motion was made by Jennifer Farrell, seconded by Richard Vogan, voted upon and carried 7-0 that the following resolution be adopted:

**BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the three-year probationary appointment of Sophie A. Chimera as a Teaching Assistant, at a rate of $25.50 per hour, effective August 25, 2014, with the probationary period ending August 24, 2017.**

Action No. 26  8/19/14

Mr. Przepasniak indicated this is an example of a laid off employee who was able to return to the school district in another capacity.

3. Approve the three-year probationary appointment of Sophie A. Chimera as a Teaching Assistant, at a rate of $25.50 per hour, effective August 25, 2014, with the probationary period ending August 25 24, 2017.
A motion was made by Jennifer Farrell, seconded by Carla Thompson, voted upon and carried 7-0 that the following resolution be adopted:

**BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the permanent appointment of John Page as a Senior Custodian for the District at Step 5 of the Teamsters 264 contract, effective July 24, 2014.**

Action No. 27  8/19/14

Mr. Pacos indicated that when John was moved into the Senior Custodian position there wasn’t a current civil service list so he was placed in the position in a provisional appointment. He took the exam, passed it, and is reachable within the list, and therefore the District can now place him in a permanent position.

4.  Approve the permanent appointment of John Page as a Senior Custodian for the District at Step 5 of the Teamsters 264 contract, effective July 24, 2014.

A motion was made by Jennifer Farrell, seconded by Carla Thompson, voted upon and carried 7-0 that the following resolution be adopted:

**BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby accepts with regret the resignation of Renee Loomis from her Music Education position with the District, effective August 12, 2014.**

Action No. 28  8/19/14

Mr. Przepasniak noted that Mrs. Loomis’ husband received a promotion, which led to their move out of town.

5.  Accept with regret the resignation of Renee Loomis from her Music Education position with the District, effective August 12, 2014.

A motion was made by Dyan Scritchfield, seconded by Carla Thompson, voted upon and carried 7-0 that the following resolution be adopted:

**BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the recall of Tracy Glashauser from the layoff list to a Personal Care Aide position for the District at Step 2 of the Teamsters 264 contract, effective August 25, 2014.**

Action No. 29  8/19/14

6.  Approve the recall of Tracy Glashauser from the layoff list to a Personal Care Aide position for the District at Step 2 of the Teamsters 264 contract, effective August 25, 2014.
VIII. Discussion
1. Agenda items for the September 2, 2014 Work Session
   ➢ Opening Day Reports
   ➢ Program Presentation Schedule for 2014-15 Work Sessions/Meetings
   ➢ Accountability – Mr. Przepasniak advised Board Members that NYS recently released our status, School Report Card, and this will be our annual review. Mrs. Evingham will give a report on our accountability. He added that the District once again have maintained our status of School District in Good Standing.

2. Schedule Athletics Committee Meeting – The dates provided to the committee (Bill Connors, Jen Michalec & Dyan Scritchfield). Dates provided did not work. We will provide modified dates and schedule the meeting for the near future.

IX. School Board Reports, News and Notes
1. Student Representative Report – None Scheduled

2. Board of Education Committee Reports
   ➢ Administrative Leadership Committee Report – The focus of the Administrative Leadership Committee meeting dealt with the shared transportation services with the North Collins CSD.
   ➢ Policy Committee Report – The report was moved to #2 under New Business.

3. ECASB Update/Reports – Mr. Przepasniak is on the Professional Partnerships in Education Committee and the initiative is to document a data base where school districts and colleges can identify all their partnerships and/or articulation agreements.

4. Calendar
   ➢ August 25th – Superintendent’s Conference Day
   ➢ August 26th – Superintendent’s Conference Day
   ➢ August 26th – Kindergarten, Grade 6 & Grade 9 Orientation Programs
   ➢ September 1st – Labor Day – No School
   ➢ September 2nd – School Resumes – Students Report
   ➢ September 2nd – Board of Education Work Session @ 6:30 p.m. in District Conference Room
   ➢ September 9th – Instrumental Music Beginner Parent Night (Grade 4/5) – JTW @ 7 p.m.
   ➢ September 10th – AJS Open House @ 6:30 p.m.
   ➢ September 10th – Highland Open House (K-2) @ 6:30 p.m.
   ➢ September 11th – Highland Open House (3-5) @ 6:30 p.m.
   ➢ September 13th – Weiner Run
   ➢ September 16th – Board of Education Regular meeting @ 7 p.m. in Sr. High Media Center
   ➢ September 17th – JTW Open House @ 6:30 p.m.
   ➢ September 17th – Senior College Planning @ 6:30 p.m.
   ➢ September 18th – Middle School Open House @ 7 p.m.
   ➢ September 23rd – Parent Drug & Alcohol Forum @ 6 p.m. in Sr. High Auditorium
   ➢ September 25th – Sr. High School Open House & WNY College Consortium Fair @ 7 p.m.
   ➢ September 26th – Freshman Academy Team Building Boot Camp
   ➢ September 26th – Middle School Fun Night @ 5-7 p.m.
   ➢ September 30th – October 3rd – Spirit Week
5. **Superintendent’s Report** – Mr. Przepasniak advised that the District is currently having some site work done on the driveways and new steps being put in to replace the sloped blacktop from the upper to the lower lot in the District Office parking lot. Railings with LED lighting will be added within the next few months.

Enrollment for the District is estimated to be at or slightly above the June enrollment by the start of the school year. Kindergarten has risen to 176 today which is about 11 students more than what we had one year ago. The Middle School enrollment has slightly declined and we expect it to decline further over the next year or so.

There are nine August Graduates that will be recognized at the September 16th Board Meeting.

This morning at the Evans Town Hall Mr. Przepasniak, on behalf of the Board of Education, presented a Certificate of Recognition to 2011 graduate Heather Willard who rode her bicycle over 4,000 this summer from the east coast to the west coast for cancer awareness.

Lastly, Mr. Przepasniak, Mr. Fisher, & Mr. Besant participated in the ASL Ice Bucket Challenge on Monday, August 18th. All were nominated by Julie Hoerner.

X. **Recognition of unscheduled visitors** – There were no unscheduled visitors.

XI. **Executive Session**

At 7:52 p.m. a motion was made by Dyan Scritchfield, seconded by Jennifer Farrell, voted upon and carried 7-0 to go into Executive Session to discuss the employment history of particular individuals and to discuss collective negotiations.

Mrs. Michalec indicated that no action will be taken during Executive Session.

1. Discuss the employment history of particular individuals.
2. Discuss collective negotiations.

XII. **Return to Regular Session**

At 9:21 p.m. a motion was made by Carla Thompson, seconded by Richard Vogan, voted upon and carried 7-0 to return to regular session.

XIII. **Adjournment**

At 9:21 p.m. a motion to adjourn the meeting was made by Dyan Scritchfield, seconded by Jennifer Farrell, voted upon and carried 7-0.

Respectfully submitted,

Kristine DeMartino
District Clerk
I. Call to order
The meeting was called to order in the District Conference Room at 6:36 p.m. by Mrs. Michalec, Board President, as she made an emergency exit announcement, lead the pledge of allegiance, and then made an announcement to please turn off all electronic devices during the meeting.

II. Roll call

BOARD MEMBERS PRESENT:  
Jennifer Farrell  
Cindy Latimore  
Jennifer Michalec, President  
Dyan Scritchfield – Arrived @ 6:55 p.m.  
Carla Thompson, Vice President  
Richard Vogan

DISTRICT OFFICIALS:  
James Przepasniak, Superintendent of Schools  
Daniel Pacos, Asst. Superintendent for Administration & Finance  
Melissa (Evingham) Bergler, Asst. Superintendent for Instruction  
Kristine DeMartino, District Clerk

EXCUSED:  
William Connors, Jr.

SCHOOL DISTRICT ATTORNEY:  
Marnie Smith, School Attorney

OTHERS PRESENT:  
Christopher Gordon – The Sun

III. Approval of Agenda
A motion was made by Cindy Latimore, seconded by Jennifer Farrell, voted upon and carried 5-0 that the following resolution be adopted:

BE IT HEREBY RESOLVED, that the Board of Education of the Lake Shore Central School District hereby approves the agenda.

Action No. 30  9/2/14

IV. Discussion

1. Opening Day Reports – Mr. Przepasniak, Mr. Pacos, and Mrs. Bergler provided the Board with information on opening day, including enrollment, transportation, school lunches, staffing and facilities.

2. Program Presentation Schedule for 2014-15 Work Sessions/Meetings – The Board reviewed the Program Presentation Review List and indicated what programs they would like to see at upcoming meetings.

Dyan Scritchfield arrived at 6:55 p.m.
3. Assessment Administration in Conjunction with Annual Professional Performance Reviews (APPR) – Mrs. Bergler provided the Board with a brief overview of the transparency report and recommendations received from the NYS Education Department.

V. Executive Session
At 7:36 p.m. a motion was made by Dyan Scritchfield, seconded by Cindy Latimore, voted upon and carried 6-0 to go into Executive Session to discuss the employment history of particular individuals.

Mrs. Michalec indicated that no action will be taken during Executive Session.

1. Discuss the employment history of particular individuals.

VI. Return to Regular Session
At 7:50 p.m. a motion was made by Dyan Scritchfield, seconded by Cindy Latimore, voted upon and carried 6-0 to return to regular session.

VII. Adjournment
At 7:51 p.m. a motion to adjourn the meeting was made by Dyan Scritchfield, seconded by Cindy Latimore, voted upon and carried 6-0.

Respectfully submitted,

Kristine DeMartino
District Clerk
# GENERAL FUND CHECKING

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available August 1, 2014</td>
<td>$56,623.66</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>$1,120,700.09</td>
</tr>
<tr>
<td>Total receipts including balance</td>
<td>$1,177,323.75</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>$(1,120,740.98)</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$56,582.77</td>
</tr>
<tr>
<td>Bank statement balance August 31, 2014</td>
<td>$135,622.18</td>
</tr>
<tr>
<td>Less outstanding checks</td>
<td>$(79,039.41)</td>
</tr>
<tr>
<td>Bank Error</td>
<td>-</td>
</tr>
<tr>
<td>Plus receipts undeposited</td>
<td>-</td>
</tr>
<tr>
<td>Total available balance</td>
<td>$56,582.77</td>
</tr>
</tbody>
</table>

# GENERAL FUND SAVINGS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available August 1, 2014</td>
<td>$1,749,452.65</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>$521,542.58</td>
</tr>
<tr>
<td>Total receipts including balance</td>
<td>$2,270,995.23</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>$(937,641.43)</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$1,333,353.80</td>
</tr>
<tr>
<td>Bank statement balance August 31, 2014</td>
<td>$1,333,353.80</td>
</tr>
<tr>
<td>Less outstanding transfers</td>
<td>-</td>
</tr>
<tr>
<td>Bank Error</td>
<td>0.00</td>
</tr>
<tr>
<td>Plus receipts undeposited</td>
<td>-</td>
</tr>
<tr>
<td>Total available balance</td>
<td>$1,333,353.80</td>
</tr>
</tbody>
</table>

# GENERAL FUND STATE AID

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available August 1, 2014</td>
<td>$3,407,834.43</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>$825,720.11</td>
</tr>
<tr>
<td>Total receipts including balance</td>
<td>$4,233,554.54</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>$(1,355,431.32)</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$2,878,123.22</td>
</tr>
<tr>
<td>Bank statement balance August 31, 2014</td>
<td>$2,878,123.22</td>
</tr>
<tr>
<td>Less outstanding checks/wires</td>
<td>-</td>
</tr>
<tr>
<td>Plus receipts undeposited</td>
<td>-</td>
</tr>
<tr>
<td>Total available balance</td>
<td>$2,878,123.22</td>
</tr>
</tbody>
</table>
**TRUST & AGENCY FUND**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available August 1, 2014</td>
<td>$196,032.43</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>$571,257.81</td>
</tr>
<tr>
<td>Total receipts including balance</td>
<td>$767,290.24</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>$606,966.35</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$160,723.89</td>
</tr>
<tr>
<td>Bank statement balance August 31, 2014</td>
<td>$169,566.27</td>
</tr>
<tr>
<td>Less outstanding checks</td>
<td>(8,842.38)</td>
</tr>
<tr>
<td>Bank Error</td>
<td>-</td>
</tr>
<tr>
<td>Plus receipts undeposited</td>
<td>-</td>
</tr>
<tr>
<td>Total available balance</td>
<td>$160,723.89</td>
</tr>
</tbody>
</table>

**FLEXIBLE SPENDING/T & A FUND**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available August 1, 2014</td>
<td>$377,642.50</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>$58.83</td>
</tr>
<tr>
<td>Total receipts including balance</td>
<td>$377,701.33</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>(66,991.04)</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$310,710.29</td>
</tr>
<tr>
<td>Bank statement balance August 31, 2014</td>
<td>$316,561.99</td>
</tr>
<tr>
<td>Less outstanding checks</td>
<td>-</td>
</tr>
<tr>
<td>Plus receipts undeposited</td>
<td>(5,851.70)</td>
</tr>
<tr>
<td>Total available balance</td>
<td>$310,710.29</td>
</tr>
</tbody>
</table>

**PAYROLL**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available August 1, 2014</td>
<td>$745.00</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>$616,450.07</td>
</tr>
<tr>
<td>Total receipts including balance</td>
<td>$617,195.07</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>(616,262.07)</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$933.00</td>
</tr>
<tr>
<td>Bank statement balance August 31, 2014</td>
<td>$23,619.47</td>
</tr>
<tr>
<td>Less outstanding checks</td>
<td>(22,686.47)</td>
</tr>
<tr>
<td>Bank Error</td>
<td>-</td>
</tr>
<tr>
<td>Plus receipts undeposited</td>
<td>-</td>
</tr>
<tr>
<td>Total available balance</td>
<td>$933.00</td>
</tr>
</tbody>
</table>
### CAFETERIA FUND

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available, August 1, 2014</td>
<td>$112,970.21</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>$886.28</td>
</tr>
<tr>
<td>Total receipts including balance</td>
<td>$113,856.49</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>($300.00)</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$113,556.49</td>
</tr>
</tbody>
</table>

| Description                                    | Amount       |
| Bank statement balance, August 31, 2014        | $112,889.32  |
| Less outstanding checks                        | ($2.83)      |
| Cash in Transit                                | $670.00      |
| Total available balance                        | $113,556.49  |

### SPECIAL AID FUND CHECKING

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available, August 1, 2014</td>
<td>$53.20</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>$31,365.79</td>
</tr>
<tr>
<td>Total receipts including balance</td>
<td>$31,418.99</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>($31,364.84)</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$54.15</td>
</tr>
</tbody>
</table>

| Description                                    | Amount       |
| Bank statement balance, August 31, 2014        | $9,002.61    |
| Less outstanding checks                        | ($8,948.46)  |
| Plus receipts undeposited                      | -            |
| Total available balance                        | $54.15       |

### CAPITAL FUND CHECKING

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available, August 1, 2014</td>
<td>$2,223.37</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>$0.38</td>
</tr>
<tr>
<td>Total receipts including balance</td>
<td>$2,223.75</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>-</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$2,223.75</td>
</tr>
</tbody>
</table>

| Description                                    | Amount       |
| Bank statement balance, August 31, 2014        | $2,223.75    |
| Less outstanding checks                        | -            |
| Plus receipts undeposited                      | -            |
| Total available balance                        | $2,223.75    |
### CAPITAL HIGH SCHOOL PROJECT MONEY MARKET

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance available August 1, 2014</td>
<td>$ 376,338.65</td>
</tr>
<tr>
<td>Receipts during month</td>
<td>25.55</td>
</tr>
<tr>
<td>Total receipts including balance</td>
<td>376,364.20</td>
</tr>
<tr>
<td>Disbursements made during month</td>
<td>-</td>
</tr>
<tr>
<td>Cash balance as shown by records</td>
<td>$ 376,364.20</td>
</tr>
<tr>
<td>Bank statement balance August 31, 2014</td>
<td>$ 376,364.20</td>
</tr>
<tr>
<td>Less outstanding checks/wires</td>
<td>-</td>
</tr>
<tr>
<td>Plus receipts undeposited</td>
<td>-</td>
</tr>
<tr>
<td>Total available balance</td>
<td>$ 376,364.20</td>
</tr>
</tbody>
</table>

Submitted by:

Julie A. Nagel  
District Treasurer
LAKE SHORE CENTRAL SCHOOL DISTRICT  
GENERAL FUND  
INTEREST/INVESTMENT REPORT  
2014-2015

DATE OF MEETING  
September 16, 2014

INTEREST A2401 - ANNUAL ESTIMATED REVENUE  
$50,000  100.00%

YEAR TO DATE RECEIVED/ANTICIPATED

<table>
<thead>
<tr>
<th>SAVINGS/CHECKING ACCOUNTS INTEREST TO DATE</th>
<th>AMOUNT</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,870.85</td>
<td>3.74%</td>
</tr>
</tbody>
</table>

TOTAL TO DATE RECEIVED/ANTICIPATED  
1,870.85  3.74%

<table>
<thead>
<tr>
<th>DETAIL OF INVESTMENTS GENERAL FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE</td>
</tr>
<tr>
<td>CD</td>
</tr>
<tr>
<td>CD</td>
</tr>
</tbody>
</table>

DETAIL OF INVESTMENTS TE SCHOLARSHIP

DETAIL OF INVESTMENT T & A FLEXIBLE BENEFIT
HIGH SCHOOL EXTRA CLASS FUND

Balance available August 1, 2014 $ 92,387.88
Receipts during month 22,649.55
Total receipts including balance 115,037.43
Disbursements made during month (16,220.70)
Cash balance as shown by records $ 98,816.73

Balance per Checking Statement August 31, 2014 $ 73,259.86
Balance per Savings Statement 29,373.75
Less outstanding checks (listed) (3,816.88)
Plus receipts undeposited 
Total available balance $ 98,816.73

MIDDLE SCHOOL EXTRA CLASS FUND

Balance available August 1, 2014 $ 7,977.99
Receipts during month 363.20
Total receipts including balance 8,341.19
Disbursements made during month 
Cash balance as shown by records $ 8,341.19

Bank statement balance August 31, 2014 $ 8,341.19
Less outstanding checks/wires 
Plus receipts undeposited 
Total available balance $ 8,341.19

Submitted by:

Julie A. Nagel
District Treasurer
LAKE SHORE CENTRAL TEACHERS' ASSOCIATION
SUPPLEMENTAL BENEFIT FUND - DENTAL

Monthly Report: JULY 2014

Account Activity:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$ 60,685.83</td>
</tr>
<tr>
<td>Earned Interest</td>
<td>$ 5.52</td>
</tr>
<tr>
<td>Service Charges</td>
<td>$ 1.20</td>
</tr>
<tr>
<td>Misc. Deposits/Expenses</td>
<td>$ 1,050.00</td>
</tr>
<tr>
<td>Claim Payments</td>
<td>$ 30,802.80</td>
</tr>
<tr>
<td>Balance</td>
<td>$ 28,333.03</td>
</tr>
</tbody>
</table>

Claim Activity: JULY Year 14-15

<table>
<thead>
<tr>
<th>Description</th>
<th>JULY</th>
<th>Year 14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims Received</td>
<td>144</td>
<td>144</td>
</tr>
<tr>
<td>Claims Processed</td>
<td>130</td>
<td>130</td>
</tr>
<tr>
<td>Claims Rejected</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Claims Verified</td>
<td>33 (23%)</td>
<td>33 (23%)</td>
</tr>
<tr>
<td>Amount Claimed</td>
<td>$ 44,977.80</td>
<td>$ 44,977.80</td>
</tr>
<tr>
<td>Amount Paid</td>
<td>$ 30,802.80</td>
<td>$ 30,802.80</td>
</tr>
<tr>
<td>(Interest Earned)</td>
<td>($ 5.52)</td>
<td>($ 5.52)</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Jeff Salerno
Jean Stang-Terrano
Mike Kromer

*Individual expenses and deposits documented and on file with chairman.
LAKE SHORE CENTRAL TEACHERS' ASSOCIATION
SUPPLEMENTAL BENEFIT FUND - DENTAL


Account Activity:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$28,837.35</td>
</tr>
<tr>
<td>Earned Interest</td>
<td>$6.57</td>
</tr>
<tr>
<td>Service Charges</td>
<td>$9.00</td>
</tr>
<tr>
<td>Misc. Deposits/Expenses</td>
<td>$103.06</td>
</tr>
<tr>
<td>Claim Payments</td>
<td>$28,448.25</td>
</tr>
<tr>
<td>Balance</td>
<td>$283.61</td>
</tr>
</tbody>
</table>

Claim Activity: AUGUST Year 14-15

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims Received</td>
<td>149</td>
<td>293</td>
</tr>
<tr>
<td>Claims Processed</td>
<td>140</td>
<td>270</td>
</tr>
<tr>
<td>Claims Rejected</td>
<td>9</td>
<td>23</td>
</tr>
<tr>
<td>Claims Verified</td>
<td>31 (21%)</td>
<td>64 (22%)</td>
</tr>
<tr>
<td>Amount Claimed</td>
<td>$31,535.85</td>
<td>$76,513.65</td>
</tr>
<tr>
<td>Amount Paid</td>
<td>$28,448.25</td>
<td>$59,251.05</td>
</tr>
<tr>
<td>(Interest Earned)</td>
<td>($6.57)</td>
<td>($12.09)</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Jeff Salerno
Jean Stang-Terrano
Mike Kromer

*Individual expenses and deposits documented and on file with chairman.*
8/20/2014

2013-2014 Books Weeded by School:

Middle School: 71
Highland: 84
AJ Schmidt: 234
JT Waugh: 280
High School: 4

Attached are several lists of books removed (or weeded) from the LSC Library Media Centers. Weeding is a necessary step to keep a media center collection relevant and useful. Keeping books in a collection that have out-lived their usefulness detracts from the quality of the collection by frustrating students and giving them the impression that the collection is of poor quality. Although our media centers have a considerable amount of shelf space, it is certainly not unlimited. Some books must be removed from collections to make room for new materials.

One over-riding issue we keep in mind when weeding non-fiction is the growing trend of students to use electronic resources when conducting research. To keep students from abandoning print materials altogether, weeding is absolutely necessary.

The criteria we employed when weeding the non-fiction collection was as follows:
• Is the information in the out of date; (in other words, had information changed since the book was published)?
• Does the book support the curriculum of any instructional area in any way?
• Is the book in a poor condition?
• Is the book a duplicate?

By continuously weeding, acquiring and promoting new and high-appeal materials and creating an atmosphere where students feel welcome, media center use and circulation will continue to climb.

If there are any questions about weeding procedures, or the media center in general, please feel free to contact me.

Sincerely,

Robert Holden
Library Department Chair
Jeffrey Barnes, Director of Technology  
42 Sunset Boulevard, Angola, NY 14006

TO: James Przepasniak, Superintendent of Schools  
Kristine DeMartino, District Clerk

DATE: September 9, 2014

RE: Surplus Items

Please add the following items to the agenda as surplus, and offer them up for recycling. Thank you!

<table>
<thead>
<tr>
<th>Qty</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>152</td>
<td>Dell GX 260 Desktop Computers</td>
</tr>
<tr>
<td>60</td>
<td>Dell 17” CRT Tube Monitors</td>
</tr>
<tr>
<td>1</td>
<td>Toshiba C3560 Copier</td>
</tr>
<tr>
<td>40</td>
<td>Keyboards</td>
</tr>
<tr>
<td>40</td>
<td>Mice</td>
</tr>
<tr>
<td>33</td>
<td>Cisco VoIP Phones</td>
</tr>
<tr>
<td>9</td>
<td>Cisco C2950G 48 port switches</td>
</tr>
<tr>
<td>33</td>
<td>Cisco C3548 48 port switches</td>
</tr>
<tr>
<td>1</td>
<td>Cisco Catalyst 4510-R Core</td>
</tr>
<tr>
<td>1</td>
<td>Cisco Catalyst 4006 Control Unit</td>
</tr>
<tr>
<td>1</td>
<td>Cisco WS-X4515 4500 Supervisor</td>
</tr>
<tr>
<td>1</td>
<td>Cisco WS-X4548-GB-RJ45</td>
</tr>
<tr>
<td>1</td>
<td>Cisco CWWLSE-1133-K9</td>
</tr>
<tr>
<td>3</td>
<td>Cisco MCS-7835H-3.0</td>
</tr>
<tr>
<td>3</td>
<td>Cisco IPTV Control Units</td>
</tr>
<tr>
<td>2</td>
<td>Cisco PIX network controller</td>
</tr>
</tbody>
</table>
MEMORANDUM

To:        James Przepasniak, Superintendent of Schools
           Kristine DeMartino, District Clerk

Date:      September 15, 2014

RE:        Auction Results

As you know, the auction closed on Friday, September 12, 2014 at 6:00pm. I am recommending the Board of Education award the following bids to the highest bidders as listed below:

<table>
<thead>
<tr>
<th>Items</th>
<th>Highest Bid</th>
<th>Highest Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item #1 – 1995 Ford F800 Dump Truck w/plow &amp; sander</td>
<td>$4550.00</td>
<td>marketbid</td>
</tr>
<tr>
<td>TOTAL BIDS</td>
<td>$4550.00</td>
<td></td>
</tr>
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LS SENIOR HIGH BANDS TOUR SPRING 2015

Total cost of the trip is approx. $800.00 /student (subject to minimal change)

The tour will take place from April 15th - April 20th, 2015.

We will need to do all check-in and final rehearsal details late Wednesday afternoon, April 15th, departing from the High School early that evening. We will return late on the evening of Monday, April 20th. As in previous three tours to Florida, students will miss 3 days of school (Thursday, Friday, and Monday).

This trip is all inclusive.

Included in the Tour

- Deluxe Motorcoach Transportation for the entire 6 days.
- 3 night quad occupancy in the All-Star Music Resort.
- 3 full breakfasts - substantial buffet style.
- 2 full dinner vouchers – to be used anywhere throughout the parks. – includes drink, meal, and dessert
- 1 group dinner – location to be determined.
- Pizza party when we arrive on the 15th.
- The Festival Disney participation fees.
- Awards Ceremony for the festival.
- 3 days of park passes.
- A Professional Music Workshop – “You’re Instrumental” – This workshop will be a 2 hour professional recording studio workshop where the students eventually produce and record the film score to a Disney movie.
- A 2-3 hour workshop at a respected College Music School on the way to Florida. i.e. University of Florida, etc……
- Security parents from Lake Shore to watch our kids throughout the night.
- Illumination laser light show.
- Shirts for each day (3) to make our kids and group look uniform and identifiable.
- A Professional Recording Session when we get back with Mark Custom Records. Both bands and the Jazz Ensemble will cut a professional CD. The session will take place some time in May.
- Drinks and snacks on the way down and back.
- All students will have chaperones dedicated to their room (a 8:1 or 12:1 chaperone student ratio, depending on chaperone interest). Mr. Blodgett will organize the chaperones to be sure that the trip is well within the school’s behavior and conduct policies.
- The student’s will have a very busy and well organized itinerary.

The only additional expense that students may need to plan for, are the meals on the ride home. They can easily pack for meals on the ride down.

The payment schedule is as follows; (per student)
Deposit #1, $100 – October 1st –
Check or Money Order ONLY
($100.00 can come from the 2003-14 school year fund raising if the student has over $400 in their account)

Deposit #2, $250 - December 1st
Deposit #3, $250 – February 2nd
Deposit #4, remaining balance – March 6th

Travel Associate:
Buffalo Express Air Travel
Laura Broderdorf
662 - 0609
LAKE SHORE CENTRAL SCHOOL DISTRICT

FIELD TRIP REQUEST/INSTRUCTIONAL PLAN

INSTRUCTIONS
Prepare and submit via the Principal to the Superintendent for approval at least six (6) weeks prior to the scheduling of an overnight field trip and three (3) weeks prior to the scheduling of a trip during school hours.

IDENTIFICATION
School  H.S
Submitted by Eric Bloomett
Destination  Florida Music Festival - Festival Disney or Universal Heritage
Departure  4/15/15  Approx. 4:00 p.m.  H.S. Front - Circa
Return  4/20/15  Approx. 9:00 p.m.  H.S. Front
Number of participating staff  3  Name(s) Eric Bloomett, Carrie Poissant, Frank Vail (There may be a few more Music teachers) - if possible
Is bus transportation needed?  NO  Approximate number of miles round trip
Are substitutes needed?  YES
Will consent forms be secured from all parents/guardians?  YES

INSTRUCTION OBJECTIVES (Be specific - include prerequisites, proficiency level desired and measurement.)

NATIONAL MUSIC ADJUDICATION - 7 TURNS TO DATE
BANDS HAVE RECEIVED NATIONAL AWARDS NUMEROUS TIMES
BANDS WILL BE MEASURED BY NATIONAL ADJUDICATOR'S SCORE

ACTIVITIES
Preparation (How will the students be prepared for the trip as an instructional activity?)

- Attend a college or university (i.e. University of Florida)
- Professional Recording Studio Workshop to a well-known Disney or Universal film
- National Adjudication + (Continued) Clinic by Composers + Conductors respected internationally
- Students will prepare music to be performed at Festival and will compete for Music Awards Nationally as a group and individually.
LAKE SHORE CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST/INSTRUCTIONAL PLAN (Cont'd.)

ACTIVITIES (Cont'd.)

On trip (What instructional activities will occur on the trip?)

Follow-up (Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?)

- Students will present their performance and accomplishments to the public at a concert and to the school if allowed in an assembly.

CORRELATION (Name the subject matter area(s) to which the experiences of this trip will correlate; explain in what way the trip correlates.)

All music students are goal oriented and attend NYS ensemble and solo festivals. This is the next step in a 2 year process.

PROVISIONS FOR CONTINUITY OF SCHOOL WORK

What instructional provisions have been made to help participants keep up with other classes that they will miss?

Students will have mandatory study/homework time on the bus ride there and back. Students will acquire all work they will miss from their teachers before we leave.

What specific plans have been made for the continued instruction of those students who will not participate in the field trip project?

It is our goal to take as many students as able. Students not going will have a study hall to work on their school work during rehearsal periods. (Continued)
PRINCIPAL'S REMARKS
Approved [Signature] Not Approved 9/10/19
Comments:

SUPERINTENDENT'S REMARKS (only for trips requiring School Board approval)
Approved [Signature] Not Approved [Date]
Comments:
Memorandum

To: James E. Przepasniak, Superintendent  
Board Policy Subcommittee
From: Daniel W. Pacos  
Date: 8/13/14

Mr. Przepasniak and Board Policy Subcommittee Members:

Please recommend the following policy changes/additions to the Board of Education for First Reading at the upcoming August 19th Regular Meeting of the Board of Education. The Board Policy Subcommittee met on Tuesday August 12, 2014 and reviewed the draft policies. I have incorporated their requested changes/corrections into the attached documents.

If you have any questions about any of the draft policies, please do not hesitate to contact me. Thanks-

Policy #  Explanation

1332  There are some slight wording changes in f), to update the policy to reference the use of electronic signatures when printing checks (instead of the ancient check signing machines).

3110  There are a couple of small wording changes in the 2nd paragraph. “Mailed” is changed to “sent” (to allow for sending information electronically) and a provision for posting information on the District’s website is added.

3170  The last sentence of the 1st paragraph which requires staff to post their web site through the District’s Web server has been deleted. The 3rd paragraph on the first page is deleted and replaced by alternate wording. Bullets “f” and “j” have been added on page 2, requiring a disclaimer and approval on web pages. Most of the section on FERPA has been deleted (pp 2 & 3) as has the section on the use of copy written materials on pp 3 & 4. A new section is added to cover student posting of materials on school-affiliated web sites.

3411  This is a rewrite of the current policy, that basically says the same thing that it currently does, but in a different way. It just combines the 3 paragraphs from the current policy into one, and reorders them. The only real change that I see is that it adds “any District building, on a school bus or District vehicle, or at any school sponsored activity or setting under the control and supervision of the District” (gives us broader coverage).

3420  This policy has a few minor wording changes, to update the phrase “recognized guide dog, hearing dog, or service dog” to “service animal”, which covers all of these plus the miniature horses that are now allowed.

4340  The policy has been updated further, with revisions from Marnie Smith (Harris Beach). The definition of Confidential Employees has been changed to include the Civil Service requirements, per Rick Vogan’s suggestion. Marnie recommends that the word “managerial” be removed, as the employees referenced are all confidential and not managerial employees.

5110  This policy has minor revisions throughout, and a new section added on page 3 for “School District Report Card”.

5120  This policy has a new sentence added at the end of the first section, to state that NYS District & Property Tax Report Cards are available on line.
The section titled "Audit Response" on page 2 has been updated to reflect the change in legislation that no longer requires us to publicize the acceptance of Internal Audit Reports.

This policy has a minor addition to wording on page 1, and updated wording to make the "Fertilizer Use" introductory paragraph on page 2 up to date.

The policy has new sections added for "Scheduling and Routing", "School Bus Schedules" and "Use of Buses by Community Groups".

This is an entirely new policy, to address the District's and staff members' obligations under new State testing requirements. The wording of the policy is the recommended wording from the Erie 1 BOCES Policy Service.

The first paragraph on page 1 has the same updated wording for "service animal" as policy # 3420 above.

The first paragraph on page one for "All Staff Members" has been added, and it does match our practice. The title for "Teachers and Administrators" has been added, and we corrected the spelling of "Lake Shore".

The paragraph requiring the District to allow student teachers to videotape their lessons has been added. The section for "Substitute Teachers" has been expanded to correspond to the Commissioner's Regulations for substitute teachers.

The policy has new wording added to a) to specify who requests for lists of employees or students should be sent to (principal/supervisor). "Encryption" has been added to b) under precautions. Section d) is new and has been added to protect personal identifiable information. Section f) is new and has been added to address information protected by HIPAA and FERPA. "Jeff Barnes has reviewed the proposed changes.

The words "and applicable law" have been added to the first sentence.

The fifth paragraph on the first page is new. It was added to address Section 211 waivers for retired police officers who are hired by school districts as School Resource Officers. Wording is also added to the last paragraph on the first page for the same purpose.

The first paragraph on page 1 "Placement" has some revisions. "Building Principal" has been added, and the last sentence of the paragraph has been added to allow for parent requests.

"English" has been added to the listing of Regents Exam courses under "Regents Diploma with Honors". "History" and "Government" have been changed to "US History and Government". The "Regents Diplomas with Advanced Designation" has been added. In the "Regents Diploma with Advanced Designation with Honors" section, subject titles were again updated. The "Annotation of Science and/or Math Mastery section is new, along with the "Career and Technical Endorsement" section. There are some minor rewordings in the "Appeal of Regents Examination Score Option" section, with a sentence added to stipulate the only way for a student to earn a local diploma.

An introductory sentence has been added under "Exceptions" on page, for clarification. Section b) on page 2 has been added, c) on page 3 is in the current policy but has been moved (that's why its high lighted in a different color), e) on page 3 is new, as are f) through i) on page 4 and j) on page 5. These match our current practices. The "State Exception for Student Teacher Videotaped Instruction" section on page 6 has been added to address student teachers' need to videotape lessons. The "Disclosure to Parents of Eligible Students" section in the current policy is deleted, as its been broken into two new sections as described above.

This is a new policy, which addresses the unauthorized release of students' personal data. Jeff Barnes has reviewed the proposed policy.

There are a few words added in the second paragraph on the first page, to update the section that defines "personal technology". There are subheadings added to break the policy into sections for "Instructional Uses" and "Non-Instructional Uses", and a "Liability" section. A new section that prohibits the use of personal technology during State Assessments has been added, with an exception for students with disabilities (if the device's use is required on their IEP).
“Pre-Kindergarten” and “Kindergarten” have been added to the first paragraph under “Health Certificate, to require a health certificate when a student enrolls into school in either of these grades (in addition to the grades previously listed). The “Dental Certificate” section on page 2 is updated to allow a registered dental hygienist to sign the certificate, and the word “examination” has been changed to “assessment”.

The current section on use of sunscreen (page 3) has been replaced. It is less restrictive, while stating basically the same information.

The “Graduation/Aging Out” section on the bottom of page 1 has updated language, and the current sentence that requires the District to provide the Student Exit Summary to students exiting with a High School Equivalency Diploma has been deleted. The first paragraph on page 2 has been rewritten to comply with current regulations and diploma options. Mary Steenberg has reviewed these changes.

There are minor wording changes to h) on page 2 – the first sentence is rewritten to say the same thing as before, and the word “child” has been changed to “student”. Item k) has been added to include an additional parent in the CSE. Mary Steenberg reviewed these changes.

Item g) is added at the bottom of page one, to include an additional parent in the CPSE (just like the CSE policy above). Mary Steenberg reviewed this change too.

The “Surrogate Parents” section on the first page has been rewritten/reordered. The first paragraph has been deleted with some portions inserted in other areas (the yellow highlighted piece at the end of the next paragraph). There is new wording under “Prior Written Notice” on page 2, requiring the District to provide notice eligibility for a free, appropriate public education (or ineligibility for f.a.p.e.). Under “Parental Consent” on page 3, the 2nd and 3rd paragraphs are deleted, and replaced with the paragraph that is highlighted in yellow. It more concisely states that parents with custody rights can make educational decisions for the child. Finally, the “Consent to Access Public Benefits of Insurance (e.g., Medicaid)” section on page 4 is new. This outlines the new requirements that have to be met in order to bill Medicaid for special education services. Mary Steenberg has reviewed this policy also.

The first two paragraphs have been updated for the “service animal” language that corresponds to earlier policies. There is a new section to address “Educational Services for Married/Pregnant Students”. Melissa Evingham has reviewed this policy.

The only changes proposed for this policy are two changes to update the “service animal” language as discuss previously.

Wording is added to the 2nd paragraph on page 1, to require anti-bullying, harassment & discrimination to be included in character education programs. Bullets e) and f) have been added to address requirements under the Dignity for All Students Act (DASA). Bullet j) is added to address safe use of the internet and electronic communications.

The only change proposed for this policy is the change to update the “service animal” language as discuss previously.

The term “tutor” has been replaced with “an appropriately certified teacher”. This complies with our requirement to employ highly qualified staff members.
SUBJECT: DUTIES OF THE SCHOOL DISTRICT TREASURER

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

a) Acts as custodian of all moneys belonging to the School District and lawfully deposits these moneys in the depositories designated by the Board;

b) Pays all authorized obligations of the District as directed, including payments of bond principal and interest;

c) Maintains proper records and files of all checks, and approved payment of bills and salaries;

d) Makes all such entries and posts to all such financial ledgers, records and reports, including bond and note registers, as may be properly required to afford the District an acceptable and comprehensive financial accounting of the use of its moneys and financial transactions;

e) Signs all checks drawn on District fund accounts provided that the District's Claims Auditor has attested to the authority to issue the check based upon proper evidence of a charge against the District's funds;

f) Safeguards either his/her electronic signature and/or the check-signing machine and signature plate, personally overseeing all preparation of checks;

(g) Assumes other duties customary to the office.

Education Law Sections 2122, 2130 and 2523
Local Finance Law Sections 163 and 165
8 NYCRR Sections 170.2(o) and 170.2(p)
9 NYCRR Section 540.4

Adopted: 11/15/05
Revised: 8/19/08; 1/18/11;
SUBJECT: SCHOOL SPONSORED 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 or posted on the District's website. 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.

Adopted: 8/19/08
Revised:
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). Staff must post their Web Site through the District Web server and not through an off site server.

Internet access for the creation of Web Pages is provided by the District and all information must be reviewed by the Website Manager 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 before they are allowed to develop or place material on the District/school/classroom Web Page(s). The District will ensure that any and all notifications and documents required by law, regulation, or District policy to be posted on its website will be so published.

Content Standards

a) Approval for posting a Web Page must be obtained from the Website Manager or his/her designee(s). If at any time, the Website Manager/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 Website Manager/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.

c) Staff or student work should be published only as it relates to a school/classroom authorized project or other school-related activity, and in compliance with any and all relevant laws, rules, and regulations.

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

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) The following disclaimer statement about the content of Web Pages must be part of individual sites: “The District has made every reasonable attempt to ensure that our Web Pages are educationally sound and do not contain links to questionable material that can be deemed in violation of the School District’s Standards and Guidelines for Web Page Publishing”.

| 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, 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.

Release of Student Education Records/Directory Information

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.

The District will not permit students’ personally identifiable information to be posted on any District Web Pages unless such action is consistent with the Family Educational Rights and Privacy Act (FERPA) and District policy.

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 written consent” from the parent/eligible student prior to releasing such information (unless otherwise authorized per FERPA);

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, e-mail address or post such information or other family members or friends. Posting of student names will be limited to first name only. Permission forms from parents are required;

Bus Schedules

Online posting of school bus schedules and/or other specific activity schedules detailing dates/times/locations (e.g., field trips) is prohibited on school-affiliated websites as such information can pose risks of child abduction or other security concerns. Password protected websites may be authorized by the Superintendent/designee.

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

Use of Copyrighted Materials and "Fair Use" Exceptions

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 laws and regulations.

a) Unless otherwise noted, always assume that work on the web is copyrighted. It is NOT necessary the the copyrighted symbol — © — be displayed for the work to be protected by copyright laws.

b) Proper attribution must always be given.

e) 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 by 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 by law.

Any work not created within the scope of such 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 parent and 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.

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 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 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.

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

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

NOTE: Refer also to Policies #7241 -- Student Directory Information
#7411 -- Censorship of School-Sponsored Student Publications and Activities
#8350 -- Use of Copyrighted Materials

Adopted: 12/15/09
Revised:
SUBJECT: UNLAWFUL POSSESSION—PROHIBITION OF A WEAPONS ON 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 by 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.

With the exception of law enforcement officers, as permitted by law, and individuals who have the express written permission of the Board of Education or its designee, no person may have in his/her possession any weapon on school grounds, in any District building, on a school bus or District vehicle, or at any school sponsored activity or setting under the control and supervision of the District. This prohibition shall include, but not be limited to: any of the objects or instruments referred to in Section 265.01 of the New York State Penal Law; any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or CO2 cartridge; and any object that could be considered a reasonable facsimile of a weapon.

Penal Law Sections 265.01, 265.06, 265.20

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property
#7313 -- Suspension of Students
#7360 -- Weapons in School and the Gun-Free Schools Act
SUBJECT: NON DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT

The Board of Education affirms its commitment to non-discrimination 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 animal, 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 pursuant to anti-discrimination statutes. This policy of non-discrimination 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, or 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 animal 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, either 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 (1) 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 and 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 Officers are the Assistant Superintendent for Administration and Finance and the Principal at JT Waugh School. The Civil Rights Compliance Officers 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 Officers.

The Civil Rights Compliance Officers 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 animal, 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 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).

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

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 non-discriminatory 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.
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
Title VI of the Civil Rights Act of 1964, 42 USC Section 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 USC Section 2000e et seq.
Title IX of the Education Amendments of 1972, 20 USC Section 1681 et seq.
Civil Rights Law Section 40-c
Civil Service Law Section 75-B
Education Law Section 2801(1)
Executive Law Section 290 et seq.
Military Law Sections 242 and 243

NOTE: Refer also to Policies #6121 -- Sexual Harassment of District Personnel
#6122 -- Complaints and Grievances by Employees
#7550 -- Complaints and Grievances by Students
#7551 -- Sexual Harassment of Students

Adopted: 8/19/08
Revised: 1/18/11; 2/14/12; 10/15/13;
SUBJECT: CONFIDENTIAL AND/OR (EXEMPT) SUPPORT STAFF Definition

Confidential and/or (Exempt) Support Staff are defined by New York State Civil Service Law section 201(7)(a). Confidential employees are designated by the Public Employees Relations Board (PERB) as District support staff as designated by the Board of Education that are not members of the District’s Non-Instructional (Teamster’s Local #264) bargaining unit, due to the confidential nature of their regular day to day duties and the information that they have access to for the completion of their day to day duties.

These positions shall include:

1. the Secretary to the Superintendent,
2. the Secretary(ies) to the Assistant Superintendent(s),
3. the Secretary to the Business Administrator/District Clerk, the transportation clerk, the personnel clerk and
4. the Accountant.

In addition, the District recognizes that the following employees are not members of a bargaining unit:

1. the Secretary to the Assistant Superintendent for Administration & Finance
2. the Personnel Clerk
3. the Transportation Clerk

Therefore, the Board hereby establishes this policy to govern their terms of employment.

Salary and Benefits

All Confidential and/or (Exempt) Support Staff shall receive salary increments equal to the percentage salary increment contained in the current collective bargaining agreement between the District and the Teamster’s Local #264. Confidential and/or (Exempt) Support shall receive longevity increases as contained in the current collective bargaining agreement between the District and the Teamster’s Local #264. Additionally, all Confidential and/or (Exempt) Support Staff shall receive the same employee benefits including health insurance, retirement and leave days as the District’s other Non-Instructional Staff members, as detailed in the collective bargaining agreement between the District and the Teamster’s Local #264.

Holidays

All Confidential and/or (Exempt) Support Staff shall receive the same paid holidays as the District’s other Non-Instructional Staff Members, as detailed in the collective bargaining agreement between the District and the Teamster’s Local #264.

Adopted: 8/19/08
SUBJECT: BUDGET PLANNING AND DEVELOPMENT

Budget planning and development for the District will be an integral part of program planning so that the annual operating budget may effectively express and implement programs and activities of the School System. Budget planning will be a year-round process involving participation of District-level administrators, Principals, Directors, Coordinators, teachers, and other personnel. The process of budget planning and development should allow for community input and contain numerous opportunities for public information and feedback.

The Superintendent and Assistant Superintendent for Administration and Finance will have overall responsibility for budget preparation, including the construction of and adherence to a budget calendar. Program managers will develop and submit budget requests for their particular areas of responsibility after seeking the advice and suggestions of staff members.

Principals will develop and submit budget requests for their particular schools in conjunction with the advice and suggestions of staff members and their own professional judgment. Each school's budget request will be the Principal's recommendation as to the most effective way to use available resources in achieving progress toward the approved educational objectives of the school. Program budgets and school budgets will reflect state and/or federal requirements, special sources of funding, and District objectives and priorities.

The Superintendent will give consideration to budget requests, and will review allocations for appropriateness and for their consistency with the School System's educational priorities prior to the presentation of the budget to the Board of Education.

All budget documents for distribution to the public shall be in plain language and organized in a manner which best promotes public comprehension of the contents. Documents shall be complete and accurate and contain sufficient detail to adequately inform the public regarding such data as estimated revenues, proposed expenditures, transfers to other funds, fund balance information, and changes in such information from the prior year's submitted budget.

In accordance with Commissioner's Regulations, the budget will be presented in three (3) components which are to be voted upon as one (1) proposition. The law prescribes the types of items to be included in each component and further prescribes that all relevant costs be included in the component.

a) A program component which shall include, but need not be limited to, all program expenditures of the School District, including the salaries and benefits of teachers and any school administrators or supervisors who spend a majority of their time performing teaching duties, and all transportation operating expenses;

b) A capital component which shall include, but need not be limited to, all transportation capital, debt service, and lease expenditures; costs resulting from judgments and tax certiorari proceedings or the payment of awards from court judgments, administrative orders or settled or (Continued)
SUBJECT:  BUDGET PLANNING AND DEVELOPMENT (Cont'd.)

compromised claims; and all facilities costs of the School District, including facilities lease expenditures, the annual debt service and total debt for all facilities financed by bonds and notes of the School District, and the costs of construction, acquisition, reconstruction, rehabilitation or improvement of school buildings, provided that such budget shall include a rental, operations and maintenance section that includes base rent costs, total rent costs, operation and maintenance charges, cost per square foot for each facility leased by the District, and any and all expenditures associated with custodial salaries and benefits, service contracts, supplies, utilities, and maintenance and repairs of school facilities; and

c) An administrative component which shall include, but need not be limited to, office and central administrative expenses, traveling expenses and all compensation, including salaries and benefits of all school administration and supervisors, business administrators, superintendents of schools and deputy, assistant, associate or other superintendents under all existing employment contracts or collective bargaining, any and all expenditures associated with the operation of the Office of the School Board, the Office of the Superintendent of Schools, General Administration, the School Business Office, consulting costs not directly related to direct student services and programs, planning and all other administrative activities.

Each component must be separately delineated in accordance with Commissioner of Education’s Regulations.

Additionally, the Board of Education shall append to the proposed budget the following documents:

a) A detailed statement of the total compensation to be paid to the Superintendent of Schools, and any Assistant or Associate Superintendent of Schools in the ensuing school year, including a delineation of the salary, annualized cost of benefits and any in-kind or other form of remuneration;

b) A list of all other school administrators and supervisors, if any, whose annual salary for the coming school year will be at or above that designated in law for such reporting purposes, with the title of their positions and annual salary identified;

c) A School District Report Card, prepared pursuant to Commissioner's Regulations, which includes measures of the academic performance of the School District, on a school by school basis, and measures of the fiscal performance of the District (see subheading School District Report Card);

d) A Property Tax Report Card prepared in accordance with law and Commissioner's Regulations (see subheading Property Tax Report Card); and

e) A Tax Exemption Report prepared in accordance with law (see subheading Tax Exemption Report).

(Continued)
SUBJECT: BUDGET PLANNING AND DEVELOPMENT (Cont’d.)

The Board shall attest that unexpended surplus funds (i.e., operating funds in excess of the current school year budget, not including funds properly retained under other sections of law) have been applied in determining the amount of the school tax levy. Surplus funds shall mean any operating funds in excess of four percent (4%).

The proposed budget for the ensuing school year shall be reviewed by the Board of Education and publicly disseminated, in accordance with law, prior to its submission to District voters for approval.

District funds may be expended to inform the public regarding the annual budget and to present the annual budget to District voters; however, such funds shall not be utilized to promote either a favorable or negative opinion of the proposed budget.

School District Report Card

Each year the District shall supply data as required by the State Education Department (SED) and will receive a School District Report Card, sometimes referred to as a New York State Report Card. The Report Cards provide enrollment, demographic, attendance, suspension, dropout, teacher, assessment, accountability, graduation rate, post-graduation plan, career and technical education, and fiscal data for public and charter schools, districts and the State. The Report Cards are generated from the supplied data and are in a format dictated by SED. The School District Report Cards consist of three (3) parts:

a) Accountability and Overview Report - shows District/school profile data, accountability statuses, data on accountability measures such as ELA, Math, and Science scores, and graduation rates.

b) Comprehensive Information Report - shows non-accountability data such as annual Regents examination results and post-graduate plans of students completing high school.

c) Fiscal Accountability Supplement - shows expenditures per pupil and information about placement and classification of students with disabilities.

School District Report Cards are also available online at the SED website (nysed.gov).

Property Tax Report Card

Each year, the Board of Education shall prepare a Property Tax Report Card, pursuant to Commissioner's Regulations, and shall make it publicly available by transmitting it to local newspapers of general circulation, appending it to copies of the proposed budget made publicly
available as required by law, making it available for distribution at the Annual Meeting, and otherwise disseminating it as required by the Commissioner.

The Property Tax Report Card shall include:

a) The amount of total spending and total estimated school tax levy that would result from adoption of the proposed budget, and the percentage increase or decrease in total spending and total school tax levy from the School District budget for the preceding school year; and

b) The projected enrollment growth for the school year for which the budget is prepared, and the percentage change in enrollment from the previous year; and

c) The percentage increase in the average of the Consumer Price Indexes from January first of the prior school year to January first of the current school year as defined in Education Law; and

d) The projected amount of the adjusted unrestricted fund balance that will be retained if the proposed budget is adopted; the projected amount of the adjusted restricted fund balance; the projected amount of the assigned appropriated fund balance; the percentage of the proposed budget that the adjusted unrestricted fund balance represents; the actual adjusted unrestricted fund balance retained in the School District budget for the preceding school year; and the percentage of the School District budget for the preceding school year that the actual adjusted unrestricted fund balance represents; and

e) The District's school tax levy limit calculation. The District will submit its school tax levy limit calculation to the Office of the State Comptroller, NYSED and the Office of Taxation and Finance by March 1 annually. If a voter override of the tax levy limit is necessary, the budget vote must be approved by sixty percent (60%) of the District's qualified voters present and voting.

A copy of the Property Tax Report Card prepared for the Annual District Meeting shall be submitted to the State Education Department in the manner prescribed by the Department by the end of the business day next following approval of the Property Tax Report Card by the Board of Education, but no later than twenty-four (24) days prior to the statewide uniform voting day (i.e., the third Tuesday in May).

The State Education Department shall compile such data for all school districts whose budgets are subject to a vote of the qualified voters, and shall make such compilation available electronically at least ten (10) days prior to the statewide uniform voting day. Links to each school year's Property Tax Report Card can be found at: http://www.p12.nysed.gov/mgtserv/propertytax/
SUBJECT: BUDGET PLANNING AND DEVELOPMENT (Cont'd.)

Tax Exemption Report

A Tax Exemption Report shall be annexed to any tentative or preliminary budget and shall become part of the final budget. This report shall be on the form as prescribed by the State Board of Real Property Services and shall show the following:

a) How much of the total assessed value of the final assessment roll(s) used in the budgetary process is exempt from taxation;

b) Every type of exemption granted as identified by statutory authority;

c) The cumulative impact of each type of exemption expressed either as a dollar amount of assessed value or as a percentage of the total assessed value on the roll;

d) The cumulative amount expected to be received from recipients of each type of exemption as payments in lieu of taxes or other payments for municipal services; however, individual recipients are not to be named; and

e) The cumulative impact of all exemptions granted.

Notice of this report shall be included in any notice of the preparation of the budget required by law and shall be posted on any bulletin board maintained by the District for public notices as well as on any website maintained by the District.

Education Law Sections 1608(3)-(7), 1716(3)-(7), 2022(2-a), 2023-a, 2601-a(3) and 2601-a(7)
General Municipal Law Section 36
Real Property Tax Law Sections 495 and 1318(1)
8 NYCRR Sections 170.8, 170.9 and 170.11
State Education Department Handbook No. 3 on Budget

Adoption Date
SUBJECT: SCHOOL DISTRICT BUDGET HEARING

The Board of Education will hold an Annual Budget Hearing, in accordance with law, so as to inform and present to District residents a detailed written statement regarding the District's estimated expenditures and revenue for the upcoming school year prior to the budget vote which is taken at the Annual District Meeting and Election.

The Budget Hearing will be held not less than seven (7) nor more than fourteen (14) days prior to the Annual District Meeting and Election or Special District Meeting at which the budget vote will occur. The proposed budget will be completed at least seven (7) days prior to the budget hearing at which it is to be presented.

Notice of the date, time and place of the annual budget hearing will be included in the notice of the Annual Meeting and Election and/or Special District Meeting as required by law.

All School District budgets which are submitted for voter approval shall be presented in three (3) components: a program component, an administrative component, and a capital component; and each component will be separately delineated in accordance with law and/or regulation.

The Board of Education will also prepare and append to copies of the proposed budget a School District Report Card, pursuant to the Regulations of the Commissioner of Education, referencing measures of academic and fiscal performance. Additionally, the Board of Education shall also append to copies of the proposed budget a detailed statement of the total compensation to be paid to various administrators as enumerated in law and/or regulation, and a Property Tax Report Card prepared in accordance with law and Commissioner's Regulations.

All budget documents for distribution to the public will be written in plain language and organized in a manner which best promotes public comprehension of the contents. New York School District Report Cards and Property Tax Report Cards are also available online from the State Education Department.

Dissemination of Budget Information

Copies of the proposed annual operating budget for the succeeding year and all required attachments may be obtained by any District resident. Requests for copies of the proposed budget should be made at least seven (7) days before the budget hearing. Copies shall be prepared and made available at the school district office, public or associate libraries within the District and on the District website, if one exists. Copies will be available to District residents during the fourteen (14) day period immediately preceding the Annual Meeting and Election or Special District Meeting at which the budget vote will occur. Additionally, the Board will include notice of the availability of copies of the budget at least once during the school year in any District-wide mailing.

(Continued)
SUBJECT: SCHOOL DISTRICT BUDGET HEARING (Cont'd.)

Budget Notice

The School District Clerk shall mail a School Budget Notice to all qualified voters of the School District after the date of the Budget Hearing, but no later than six (6) days prior to the Annual Meeting and Election or Special District Meeting at which a school budget vote will occur. The School Budget Notice shall compare the percentage increase or decrease in total spending under the proposed budget over total spending under the School District budget adopted for the current school year, with the percentage increase or decrease in the Consumer Price Index from January first of the prior school year to January first of the current school year.

Beginning with the budget notice for the 2012-2013 proposed budget, the District will also include in the notice:

a) The school tax levy limit;
b) The proposed school year tax levy (without permissible exclusions to the school tax levy limit);
c) The total permissible exclusions; and
d) The proposed school year tax levy (including permissible exclusions to the school tax levy limit).

The Notice shall also include, in a manner and format prescribed by the Commissioner of Education, a comparison of the tax savings under the basic school tax relief (STAR) exemption and the increase or decrease in school taxes from the prior year, and the resulting net taxpayer savings for a hypothetical home within the District with a full value of one hundred thousand dollars ($100,000) under the existing School District budget as compared with such savings under the proposed budget.

The Notice shall also set forth the date, time and place of the school budget vote in the same manner as in the Notice of the Annual Meeting. The School Budget Notice shall be in a form prescribed by the Commissioner of Education.

Notice of Budget Hearing/Availability of Budget Statement:
Education Law Sections 1608(2), 1716(2), 2003(1), 2004(1), 2023-a and 2601-a(2)
Election and Budget Vote:
Education Law Sections 1804(4), 1906(1), 2002(1), 2017(5), 2017(6), 2022(1), 2023-a and 2601-a(2)
Budget Development and Attachments:
Education Law Sections 1608(3), 1608(4), 1608(5), 1608(6), 1608(7), 1716(3), 1716(4), 1716(5), 1716(6), 1716(7), 2022(2-a), 2023-a and 2601-a(3)
8 NYCRR Sections 100.2(bb), 170.8 and 170.9

Adoption Date
SUBJECT: FINANCIAL ACCOUNTABILITY

School districts must have internal controls in place to ensure that the goals and objectives of the District are accomplished; laws, regulations, policies, and good business practices are complied with; audit recommendations are considered and implemented; operations are efficient and effective; assets are safeguarded; and accurate, timely and reliable data are maintained.

The Lake Shore Central Schools’ governance and control environment will include the following:

a) The District's code of ethics addresses conflict of interest transactions with Board members and employees. Transactions that are less-than-arm's length are prohibited. Less-than-arm's length is a relationship between the District and employees or vendors who are related to District officials or Board members.

b) The Board requires corrective action for issues reported in the CPA's management letter, audit reports, the Single Audit, and consultant reports.

c) The Board has established the required policies and procedures concerning District operations.

d) The Board routinely receives and discusses the necessary fiscal reports including the:
   1. Treasurer's cash reports,
   2. Budget status reports,
   3. Revenue status reports,
   4. Monthly extra-classroom activity fund reports, and
   5. Fund balance projections (usually starting in January).

e) The District has a long-term (three to five years) financial plan for both capital projects and operating expenses.

f) The District requires attendance at training programs for Board members, business officials, treasurers, claims auditors, and others to ensure they understand their duties and responsibilities and the data provided to them.

g) The Board has an audit committee to assist in carrying out its fiscal oversight responsibilities.

h) The District's information systems are economical, efficient, current, and up-to-date.

(Continued)
SUBJECT: FINANCIAL ACCOUNTABILITY (Cont'd.)

  i) All computer files are secured with passwords or other controls, backed up on a regular basis, and stored at an off site or in a secure, fireproof location.

  j) The District periodically verifies that its controls are working efficiently.

Audit Response

Periodically, the District receives audit reports from the External (Independent) Auditor, the Internal Auditor and/or the Office of the New York State Comptroller. The Board will review all audit recommendations in consultation with the Audit Committee and respond appropriately. Independent and Comptroller audit reports and the accompanying management letters will be made available for public inspection. Notice of the availability of independent and Comptroller audit reports will be published in the District's official newspaper or one having general circulation in the District. If there is no newspaper, notice must be placed in ten (10) public places within the District. Additionally, final audit reports from the Office of the NYS Comptroller should be posted on the District website, if one is available, for a period of five (5) years.

8 NYCRR Section 170.12
General Municipal Law Section 33(2)(e) and 35(1)(2)
SUBJECT: PEST MANAGEMENT AND PESTICIDE USE

The Board of Education is committed to maintaining the integrity of school buildings and grounds while protecting the health and safety of students and staff and maintaining a productive learning environment.

Structural and landscape pests can pose significant problems for people and property. Weeds and infestations can destroy playing fields and playgrounds and more importantly, cause severe allergic reactions. Pesticides can pose risks to people, property, and the environment. It is therefore the policy of the School District to incorporate Integrated Pest Management (IPM) procedures for control of weeds, structural and landscape pests. The objective of this program is to provide necessary pest control while using the least toxic approach to all pests, weeds and infestations.

Pest/Pesticide Management Plan

The District will manage weeds and pests to:

a) Reduce any potential human health hazard or threat to public safety.

b) Prevent loss or damage to school structures or property.

c) Prevent pests from spreading into the community, or to plant and animal populations beyond the site.

d) Enhance the quality of life for students, staff, and others.

Integrated Pest Management (IPM) Coordinator

An IPM Coordinator will be appointed by the Superintendent of schools. The Coordinator will be responsible for implementing the IPM policy and plan. The Coordinator's responsibilities will include, but are not limited to the following:

a) Recording all pest sightings by school staff and students.

b) Recording all pesticide use and utilizing the least toxic approach.

c) Meeting with a local pest control expert, such as a pesticide contractor to share information on what pest problems are present in the school.

d) Assuring that all of the expert's recommendations on maintenance and sanitation are carried out where feasible.

(Continued)
SUBJECT: PEST MANAGEMENT AND PESTICIDE USE (Cont'd.)

e) Assuring that pesticide use is done when school is not in session or when the area can be completely secured against access by school staff and students for a standard seventy-two (72) hours, or as required by the pesticide being used.

f) Evaluating the school's progress in the IPM plan.

g) Notifying parents, staff and neighbors of any applications of pesticides forty-eight (48) hours before they occur. The IPM Coordinator will serve as the District's Pesticide Representative.

Pesticide Use on Common Areas

Pesticides will not be used on playgrounds, turf, athletic or playing fields, in effect, all lawn areas of the school. In these common areas where children gather and play, pesticide alternatives will be used whenever possible and effective. The prohibition does not apply to indoor use or the application to building structures.

An exception may be made for emergency applications of pesticide only when approved in advance by the School Board. The Board may consult with the local Health Department on public health related emergency determinations. They may also consult with the Department of Environmental Conservation (DEC) for environmental emergency determinations. Emergency determinations should only be sought for one-time pesticide application in a specific situation, which presents a true emergency. The guidance document from DEC provides clarification on emergency determinations. It can be found at:

http://www.dec.ny.gov/docs/materials_minerals_pdf/guidancech85.pdf

Some types of pesticides and alternatives, those deemed safe in federal regulation, may be allowable on playing fields and playgrounds in certain circumstances. The District will develop regulations governing the use of pesticides and their alternatives on school grounds.

Fertilizer Use

New requirements and restrictions regarding the use of phosphorus fertilizers on school grounds have been developed. Chapter 205 of the Laws of 2010 dictates the requirements which must be adhered to regarding grounds maintenance starting on January 2012. Phosphorous fertilizers will only be used on school grounds in compliance with the requirements of Environmental Conservation Law Section 17-2103, which provides:

a) Fertilizer use is prohibited between December 1 and April 1 annually.

b) The use of fertilizers is prohibited within twenty (20) feet of any surface water except:

1. Where a continuous natural vegetation buffer, at least ten (10) feet wide, separates lawn and water.

(Continued)
SUBJECT: PEST MANAGEMENT AND PESTICIDE USE (Cont’d.)

2. Where a spreader guard, deflector shield or drop spreader is used, then the application may not occur within three (3) feet of any surface water.

c) The use of phosphorus fertilizers are prohibited on lawns or other non-agricultural turf with the following exceptions:

1. The use of phosphorus fertilizers are needed to establish a new lawn; or
2. A soil test shows that phosphorus fertilizers are needed for growth.

d) Fertilizer cannot be used on any impervious surfaces and if such an application occurs, it must be cleaned immediately and legally applied or placed in an appropriate container.

Notification

The District's IPM Coordinator or designated Pesticide Representative will give prior written notice of all pesticide applications to anyone who has asked to receive such notice. The District will also notify parents, students and staff of periodic pesticide applications. The District will maintain a list of those people who wish to receive forty-eight (48) hour notice before pesticide applications and will ensure that a system is developed to deliver such notice in a timely fashion to all affected. The notification system may be by mail or email, and will ensure that a back-up method is available to notify those for whom the regular system is unworkable. The name and contact information for the District Pesticide Representative will be made available to all requesting it.

Sample forms for forty-eight (48) hour prior notification can be obtained at:


The District must also provide additional written notification to all parents and staff three (3) times per year to inform them of any pesticide applications that have occurred: within ten (10) days of the end of the school year, within two (2) school days of the end of winter recess and within two (2) days of the end of spring recess.

Recordkeeping

Records of pesticide use will be maintained on site for three (3) years. Records will be completed on the day of pesticide use. In addition, pest surveillance records will be maintained to help verify the need for pesticide treatments. Annual reports of any applications must be sent to DEC.

(Continued)
SUBJECT: PEST MANAGEMENT AND PESTICIDE USE (Cont’d.)

Education Law Sections 409-k, 409-h
Environmental Conservation Law Sections 17-2103, 33-0303
40 CFR Part 152.25
7 USC Section 136(mm), 136q(h)(2) (FIFRA)
NYCRR Part 155.4(d)(2)

Adopted: 2/14/12
Revised:
SUBJECT: TRANSPORTATION PROGRAM

It is the intent of the Board of Education to comply with the letter and spirit of the New York State Education Law; with the regulations of the Department of Motor Vehicles and of the Department of Transportation and with the Commissioner of Education's regulations and decisions pertinent to student transportation, and these shall govern any questions not covered by specific declaration of policy herein.

The purposes of the transportation program are to transport students to and from school, to transport them for extracurricular activities, to transport them on field trips, and to transport those requiring special services.

The Board of Education recognizes and assumes the responsibility for all aspects of the transportation of children wherein the health and safety of students are involved, for the Board of Education has a legal obligation to safeguard the welfare of bus-riding children.

Scheduling and Routing

Bus routes are authorized by the Board of Education and any requests for a change must be submitted to the Superintendent or his/her designee.

Transportation services shall be provided to meet the needs of the students of the District within specified limits and areas established by the Board of Education.

School Bus Schedules

The District may either mail schedules directly to parents or have parents pick up schedules at school. Should the District wish to post school bus schedules online, access to the schedules will be password protected.

Use of Buses by Community Groups

Upon formal application to and approval by the Board of Education buses may be rented or leased to a municipal corporation; to any senior citizen center recognized and funded by the Office for the Aging; to any not-for-profit organization serving those with disabilities; or, to any not-for-profit organization which provides recreational youth services or neighborhood recreation centers. Such rentals/leases can be made only for times when vehicles are not needed for student transport and must be made for a consideration acceptable to the Board which shall not be less than the full amount of the costs and expenses resulting from the lease or rental.

Education Law Sections 1501-b, 3602(7), 3620-3628, 3635 and 3636

NOTE: Refer also to Policy #7131 -- Education of Homeless Children and Youth

Adopted: 8/19/08
Revised:
SUBJECT: TESTING MISCONDUCT AND MANDATORY REPORTING REQUIREMENTS

School District employees are expressly prohibited from: engaging in testing misconduct, as that term is described in the Regulations of the Commissioner of Education; assisting in the engagement of, or soliciting another to engage in testing misconduct; and/or the knowing failure to report testing misconduct. When committed by an employee of the School District in a position for which a teaching or school leader certificate is required, such actions or inactions will be deemed to raise a reasonable question of moral character under Part 83 of the Commissioner's Regulations. A School District employee in a position for which a teaching or school leader certificate is not required who commits an unlawful act in respect to examination and records will be subject to disciplinary action by the Board of Education in a manner consistent with New York State law and regulation.

School District employees will report to the State Education Department any known incident of testing misconduct by a certified educator or any known conduct by a non-certified individual involved in the handling, administration or scoring of state assessments in violation of New York State law. Such report will be made in accordance with directions and procedures established by the Commissioner for the purpose of maintaining the security and confidential integrity of State assessments.

The School District will not dismiss or take other disciplinary or adverse action against an employee because he/she submitted a report regarding testing misconduct to the State Education Department. Any such adverse action by an individual holding a teaching or school leader certificate will be deemed to raise a reasonable question of moral character under Part 83 of the Commissioner's Regulations and may be referred to the Office of School Personnel Review and Accountability at the State Education Department.

8 NYCRR Section 102.4
SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of this District to provide, through a positive and effective program, equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, predisposing genetic characteristics, use of a recognized guide dog, hearing dog or service dog animal, or domestic violence victim status.

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

The term "military status" means a person's participation in the military service of the United States or the military service of the state, including but not limited to, the armed forces of the United States, the army national guard, the air national guard, the New York naval militia, the New York guard, and such additional forces as may be created by the federal or state government as authorized by law.

Provisions will be provided for the publication and dissemination, internally and externally of this policy to ensure its availability to interested citizens and groups.

Additionally, administration shall establish grievance procedures that provide for the prompt and equitable resolution of complaints alleging discrimination. Those intending to file a grievance due to alleged discrimination must follow the grievance procedure as established by the District.

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 discrimination. Follow-up inquiries shall be made to ensure that discrimination has not resumed and that all those involved in the investigation of the discrimination complaint have not suffered retaliation.

Posting Requirement of Correction Law Article 23-A

The District shall post, in a place accessible to employees and in a visually conspicuous manner, a copy of Article 23-A of the Correction Law and any regulations promulgated under that statute. Article 23-A addresses the licensure and employment of persons previously convicted of one (1) or more criminal offences.

Civil Penalties in Employment Discrimination Matters

New York State Human Rights Law imposes civil fines and penalties, payable to the State, of up to $50,000 for unlawful acts of employment discrimination, and up to $100,000 for willful, wanton, or malicious discrimination. In accordance with law, these penalties may be assessed in all cases of

(Continued)
employment discrimination (e.g., whether such a claim is pursued in a more formal court action or through an administrative proceeding before the New York State Division of Human Rights). Under the legislation, an employer with fewer than fifty (50) employees may be allowed to pay the civil fines and penalties in installments.

The new civil fines do not replace or limit other relief under New York Human Rights Law that may be awarded to a prevailing complainant in an administrative proceeding which includes, but is not limited to, affirmative relief from the employer (e.g., an order that the individual be hired, promoted or reinstated by the employer), backpay and other compensatory damages (e.g., emotional distress damages). The New York State Division of Human Rights cannot award punitive damages or attorney's fees to a prevailing complainant in an administrative proceeding. However, a New York State Court may award a prevailing plaintiff in a court action various relief, including, but not limited to, punitive damages and attorney's fees. (An administrative proceeding before the New York State Division of Human Rights and an action commenced in a New York State Court represent two (2) different ways to seek redress for acts of alleged employment discrimination.)

Age Discrimination in Employment Act, 29 USC Section 621
Americans With Disabilities Act, 42 USC Section 12101 et seq.
Genetic Information Nondiscrimination Act of 2008 (GINA) Public Law 110-233
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
Title VI of the Civil Rights Act of 1964, 42 USC Section 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 USC Section 2000e et seq.
Title IX of the Education Amendments of 1972, 20 USC Section 1681 et seq.
Civil Rights Law Section 40-c
Civil Service Law Section 75-b
Executive Law Section 290 et seq.
Labor Law Section 201-f
Military Law Sections 242 and 243

Adopted: 8/19/08
Revised: 9/15/09; 1/18/11; 12/18/12;
SUBJECT: EVALUATION OF PERSONNEL

All Staff Members

The administration shall undertake a continuous program of supervision and evaluation of all personnel, including support staff, in the School District. The primary purposes of the evaluations shall be to encourage and promote improved performance and to make decisions about the occupancy of positions.

Teachers and Administrators

The Lakeshore-Lake Shore Central School District is committed to supporting the development of effective teachers and administrators. To this end, the District shall provide procedures for the evaluation of all professional staff. District plans for Annual Professional Performance Review (APPR) of teachers and Principals shall be developed in accordance with applicable laws, Commissioner's Regulations, and Rules of the Board of Regents.

The primary purposes of these evaluations are:

a) To encourage and promote improved performance;

b) To guide professional development efforts; and

c) To provide a basis for evaluative judgments by applicable school officials.

APPR Ratings

For those teachers and Principals subject to Education Law 3012-c, the Annual Professional Performance Review (APPR) will result in a single composite effectiveness score and a rating of "highly effective," "effective," "developing," or "ineffective." The composite score will be determined as follows:

a) 20% - student growth on state assessments or a comparable measure of student achievement growth (increases to 25% upon implementation of a value-added growth model);

b) 20% - locally selected measures of student achievement that are determined to be rigorous and comparable across classrooms as defined by the Commissioner (decreases to 15% upon implementation of a value-added growth model); and

c) 60% - other measures of teacher/principal effectiveness consistent with standards prescribed by the Commissioner in regulation.

The ratings scale based on composite scores has been established as follows:

(Continued)
SUBJECT: EVALUATION OF PERSONNEL (Cont'd.)

a) Highly Effective = composite effectiveness score of 91-100
b) Effective = composite effectiveness score of 75-90
c) Developing = composite effectiveness score of 65-74
d) Ineffective = composite effectiveness score of 0-64.

If a teacher or Principal is rated "developing" or "ineffective," the School District will develop and implement a teacher or Principal improvement plan (TIP) or (PIP). Tenured teachers and Principals with a pattern of ineffective teaching or performance, defined as two consecutive annual "ineffective" ratings, may be charged with incompetence and considered for termination through an expedited hearing process.

The School District will ensure that all evaluators are appropriately trained consistent with standards prescribed by the Commissioner and that an appeals procedure is locally developed.

Disclosure of APPR Data

Consistent with Chapter 68 of the Laws of 2012, which amends Education Law 3012-c, the Commissioner is required to disclose professional performance review data for teachers and Principals on the New York State Education Department (NYSED) website and in any other manner to make such data widely available to the public. However, the release of such aggregate data may not include personally identifiable information for any teacher or Principal. Such public disclosure of final quality ratings and composite effectiveness scores will be suitable for research, analysis and comparison of APPR data for teachers and Principals across the state.

Upon request, the District will release to parents/legal guardians the final quality ratings and composite effectiveness scores for teachers and Principals to which their student is currently assigned. The District's obligation to disclose this information is limited to those teachers and Building Principals subject to Education Law 3012-c. The District will provide conspicuous notice to parents/legal guardians of their right to obtain such information and the methods by which the data can be obtained. Upon request, parents will receive an oral or written explanation of the composite effectiveness scoring ranges for final quality ratings and be offered the opportunity to understand such scores in the context of teacher evaluation and student performance. When a request for this information is received, reasonable efforts will be made to verify that it is a bona fide request by a parent/legal guardian entitled to review the data.

Annual professional performance reviews of individual teachers and Principals shall not be subject to disclosure under the Freedom of Information Law (FOIL).

Education Law 3012-c
Public Officers Law Sections 87 and 89
8 NYCRR Sections 80-1.1 and 100.2(o)
Adopted: 8/19/08
Revised: 1/18/11; 10/15/13;
SUBJECT: TEMPORARY PERSONNEL

District's needs may sometimes require temporary appointments. The terms of these appointments shall be defined by the Board of Education on a case-by-case basis.

Student Teachers

The Lake Shore Central Schools shall cooperate with teacher training institutions in the placement of student teachers in order to provide beginning teachers with the best possible student teaching experience.

Schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet their instruction component for their teaching certification. The video must remain confidential and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and relevant personnel.

Student teachers shall be protected from liability for negligence or other acts resulting in accidental injury to any person by the School District, as provided by law.

Substitute Teachers

The Superintendent of Schools shall employ qualified, certified substitute teachers in the absence of regular teachers. A substitute teacher qualified to teach in the Lake Shore Central School District shall be employed, whenever possible, by the Superintendent of Schools in the absence of a regular teacher. It is recognized that fully certified persons will not always be available for employment as substitute teachers.

Eligibility for Service

Per Commissioner's Regulations Section 80-5.4, there shall be three (3) categories of substitutes as follows:

a) Substitutes with valid teaching certificates or certificates of qualification. Service may be rendered in any capacity, for any number of days. If employed on more than an "itinerant" basis, such persons will be employed in an area for which they are certified.

b) Substitutes without a valid certificate, but who are completing collegiate study towards certification at the rate of not less than six (6) semester hours per year. Service may be rendered in any capacity, for any number of days, in any number of school districts. If employed on more than an "itinerant" basis, such persons will be employed in the area for which they are seeking certification.

c) Substitutes without a valid certificate and who are not working towards certification. Service may be rendered for no more than forty (40) days per school year.

(Continued)
SUBJECT: TEMPORARY PERSONNEL (Cont'd.)

The Board of Education shall annually establish the ordinary rate for per diem substitute teachers.

Education Law Section 3023
8 NYCRR Sections 80-1.5 and 80-5.4

NOTE: Refer also to Policy #7240 -- Student Records: Access and Challenge
SUBJECT: USE OF EMAIL IN THE SCHOOL DISTRICT

Electronic mail or email is a valuable business communication tool, and users shall use this tool in a responsible, effective and lawful manner. Every employee/authorized user has a responsibility to maintain the District's image and reputation, to be knowledgeable about the inherent risks associated with email usage and to avoid placing the School District at risk. Although email seems to be less formal than other written communication, the same laws and business records requirements apply. School District employees/authorized users shall use the District's designated email system, such as Lotus Notes or Microsoft Exchange, for all business email, including emails in which students or student issues are involved.

Employee Acknowledgement

All employees and authorized users shall acknowledge annually and follow the District's policies and regulations on acceptable use of computerized information resources, including email usage.

Classified and Confidential

District employees and authorized users may not:

a) Provide lists or information about District employees or students to others and/or classified information without approval. Questions regarding usage and requests for such lists or information should be directed to a Principal/supervisor.

b) Forward emails with confidential, sensitive, or secure information without Principal/supervisor authorization. Additional precautions, such as encryption, should be taken when sending documents of a confidential nature.

c) Use file names that may disclose confidential information. Confidential files should be password protected and encrypted. File protection passwords shall not be communicated via email correspondence.

d) Use email to transmit any individual's personal, private and sensitive information (PPSI). PPSI includes social security number, driver's license number or non-driver ID number, account number, credit/debit card number and security code, or any access code/password that permits access to financial accounts or protected student records.

e) Send or forward email with comments or statements about the District that may negatively impact it.

f) Send or forward email that contains confidential information subject to Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and other applicable laws.

(Continued)
SUBJECT: USE OF EMAIL IN THE SCHOOL DISTRICT (Cont’d.)

Personal Use

Employees and authorized users may use the District's email system for limited personal use. However, there is no expectation of privacy in email use. Personal use should not include chain letters, junk mail, and jokes. Employees and authorized users shall not use the District's email programs to conduct job searches, post personal information to bulletin boards, blogs, chat groups and list services, etc. without specific permission from the Principal/supervisor. The District's email system shall not be used for personal gain or profit.

Email Accounts

All email accounts on the District's system are the property of the School District. Employees and authorized users shall not access any other email account or system (Yahoo, Hotmail, AOL, etc.) via the District's network. Personal accounts and instant messaging shall not be used to conduct official business.

Receiving Unacceptable Mail

Employees and authorized users who receive offensive, unpleasant, harassing or intimidating messages via email or instant messaging shall inform their Principal/supervisor immediately.

Records Management and Retention

Retention of email messages are covered by the same retention schedules as records in other formats, but are of a similar program function or activity. Email shall be maintained in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may consequently be deleted, purged or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.

Archival of Email

All email sent and received to an employee's email account should be archived by the District for a period of no less than six (6) years. This time period was determined based on the possibility of emails that are the official copy of a record according to schedule ED-1. Depending on the District's archival system, employees may have access to view their personal archive, including deleted email.

Training

Employees/authorized users should receive regular training on the following topics:

a) The appropriate use of email with students, parents and other staff to avoid issues of harassment and/or charges of fraternization.

(Continued)
SUBJECT: USE OF EMAIL IN THE SCHOOL DISTRICT (Cont’d.)

b) Confidentiality of emails.

c) Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms.

d) No expectation of privacy: email use on District property is NOT to be construed as private.

Sanctions

The Computer Coordinator may report inappropriate use of email by an employee/authorized user to the employee/authorized user's Principal/supervisor who will take appropriate disciplinary action. Violations may result in a loss of email use, access to the technology network and/or other disciplinary action. When applicable, law enforcement agencies may be involved.

Notification

All employees/authorized users will be required to access a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Each user will acknowledge this employee/designated user agreement before establishing an account or continuing in his/her use of email.

Confidentiality Notice

A standard Confidentiality Notice will automatically be added to each email as determined by the District.

NOTE: Refer also to Policies #3320 -- Confidentiality of Computerized Information
#3420 -- Non-Discrimination and Anti-Harassment in the School District
#5670 -- Records Management
#6470 -- Staff Use of Computerized Information Resources
#8271 -- Internet Safety/Internet Content Filtering Policy

Adopted: 1/18/11
Revised:
SUBJECT: HEALTH INSURANCE

Health insurance for certified and support staffs shall be in accordance with their respective negotiated agreements and applicable law.

Continuation of Medical Insurance Coverage at Termination of Employment

Under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and their dependents are eligible to continue their insurance coverage when termination of their insurance is due to a reduction in their hours worked, or upon termination of their employment.

Under COBRA, employees generally may continue their group health insurance coverage for up to eighteen (18) months. In addition, with the exception of those in self-funded or self-insured plans, employees who have exhausted their federal COBRA coverage may extend their coverage for up to an additional eighteen (18) months, for a total period of thirty-six (36) months, under New York Insurance law.

Dependents of employees are eligible to continue their insurance for up to thirty-six (36) months upon occurrence of one (1) of the following events:

a) Death of the covered employee; or
b) Divorce or legal separation from the covered employee; or
c) An employee becomes eligible for Medicare and ceases to participate in the employer-sponsored plan; or
d) The dependents of a covered employee reach the maximum age for dependent coverage.

Those who are eligible to continue coverage have up to sixty (60) days to complete the Continuation of Coverage Election Form. Premiums and administrative costs will be paid in accordance with law.

Consolidated Omnibus Budget Reconciliation Act of 1985
Insurance Law Section 3221(m)(4)(5) and (6)
Patient Protection and Affordable Care Act (ACA), Public Law 111-148

Adopted: 8/19/08
Revised: 1/18/11; 12/18/12;
SUBJECT: EMPLOYMENT OF RETIRED PERSONS

A retired person may be employed and earn compensation in a position in the School District, without any effect on his/her status as retired and without suspension or diminution of his/her retirement allowance subject to the conditions enumerated in Retirement and Social Security Law Section 211(1). However, there shall be no earning limitations on or after the calendar year in which any retired person attains age sixty-five (65).

No retired person may be employed in the District except upon approval of the Civil Service Commission or the Commissioner of Education unless otherwise authorized in accordance with law, as discussed below.

Two sections of the Retirement and Social Security Law (RSSL Section 211 and 212) affect a retiree's return to public employment in New York State. If a retiree returns to public employment, he/she may still be able to collect his/her pension depending upon:

a) How much is earned after returning to work; and
b) The retiree's age.

If a retiree is under age 65, he/she can return to public employment without approval or reduction in retirement benefits as long as his/her calendar year earnings do not exceed $30,000 (the RSSL Section 212 limit). If a retiree's earnings will be more than the Section 212 limits, the employer must request and receive prior approval from the appropriate agency to hire the retiree under Section 211. This may help avoid a reduction or suspension of the retiree's pension. (Refer to subheading below for more information regarding RSSL Section 211 and the approval process.)

Section 211 waivers are provided for "unclassified service" positions. Retired police officers employed by a school district as a School Resource Officer fall under the "classified service" but may have the earnings limitation waived at the discretion of the Commissioner of Education, as long as all of the requirements for waivers in the unclassified service are fulfilled.

There is generally no restriction on a retiree's earnings beginning in the calendar year he/she turns 65, unless returning to public office.

RSSL Section 211 Approval Process

Approval for post-retirement employment of a person under the age of 65 or a retired police officer employed as a School Resource Officer whose calendar year earnings exceed $30,000 may be granted only on the written request of the District giving detailed reasons related to the standards set forth in Section 211; and on a finding of satisfactory evidence by the Civil Service Commission or the Commissioner of Education that the retired person is duly qualified, competent and physically fit for the performance of the duties of the position in which he/she is to be employed and is properly certified where such certification is required.

(Continued)
SUBJECT EMPLOYMENT OF RETIRED PERSONS (Cont'd.)

The District will prepare a detailed recruitment plan to fill such vacancy on a permanent basis when the need arises and will undertake extensive recruitment efforts to fill the vacancy prior to making a determination that there are no available non-retired persons qualified to perform the duties of such position.

Approvals to hire retired individuals may be granted for periods not exceeding two (2) years each, provided that a person may not return to work in the same or similar position for a period of one (1) year following retirement. However, in accordance with RSSL Section 212, a retiree may return to work in the same or similar position within the same year following retirement if his/her earnings are under $30,000 or if he/she receives a Section 212 waiver, or other conditions exist as enumerated in law.

Reporting Requirements and Disclosure

a) The School District shall report all money earned by a retired person in its employ in excess of the earnings limitation outlined in Retirement and Social Security Law Section 212 to the retirement system administered by the State or any of its political subdivisions from which the retired person is collecting his/her retirement allowance.

b) The School District, when employing a retired person who is eligible to collect or is already collecting a retirement allowance from a retirement system administered by the State or any of its political subdivisions, shall report on an annual basis to the retirement system paying such retirement allowance and to the State Comptroller. This report shall consist of the re-employed retiree's name, date of birth, place of employment, current position, and all earnings.

Public Record

Any request for approval of the employment of a retired person, including the reasons stated, and the findings and determination of such request shall be a public record open for inspection in the Office of the Civil Service Commission, the Commissioner of Education, or the Board of Education making such findings and determination as specified in Retirement and Social Security Law Section 211.

Education Law Section 525
Retirement and Social Security Law Sections 111, 211, 212, 217, and 411
8 NYCRR Section 80-5.5(b)

Adopted: 9/15/09
Revised: 1/18/11;
SUBJECT: STUDENT EVALUATION

Placement

Placement within the system, with respect to building, teacher, and grade or special class, shall be at the discretion of the school administration and shall be subject to review and change at any time. In making such decisions, the administrator or Building Principal will be guided by performance in class, past records, parent/guardian and teacher recommendations, standardized test scores, and any other appropriate sources of information, but the final decision shall rest with the school administration. Parents may request, in writing, teacher attributes that would best serve their child's learning needs; however, requests for specific teachers will not be honored.

Promotion and Retention

The procedures to be followed by the staff regarding promotion and retention will be developed by the Superintendent and will be continually evaluated in the light of School District policy. Building Principals may establish written standards for promotion or retention within the school units to which the students are assigned, subject to the guidelines of the Superintendent and the approval of the Board of Education.

Testing Program

The Board of Education endorses and supports the use of ability, achievement, diagnostic, readiness, interest and guidance tests as part of the total educational process to the degree to which tests help the District to serve its students.

Alternative Testing Procedures

The use of alternative testing procedures shall be limited to:

a) Students identified by the Committee on Special Education and/or Section 504 Team as having a disability. Alternative testing procedures shall be specified in a student's Individualized Education Program or Section 504 Accommodation Plan; and

b) Students whose native language is other than English (i.e., English language learners) in accordance with State Education Department Guidelines.

The alternative testing procedures employed shall be based upon a student's individual needs and the type of test administered.

The District shall report the use of alternative testing procedures to the State Education Department on a form and at a time prescribed by the Commissioner of Education.

(Continued)
SUBJECT: STUDENT EVALUATION (Cont'd.)

Reporting to Parents/Legal Guardians

Parents/guardians shall receive an appropriate report of student progress at regular intervals.

Report cards shall be used as a standard vehicle for the periodic reporting of student progress and appropriate school related data. Report cards, however, are not intended to exclude other means of reporting progress, such as interim reports, conferences, phone conversations, etc.

When necessary, attempts will be made to provide interpreters for non-English speaking parents/guardians.

Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
Education Law Section 1709(3)
8 NYCRR Sections 100.2(g), 117 and 154

NOTE: Refer also to Policy 7212 -- Middle School Promotion Policy: Grades 6-8
SUBJECT: GRADUATION REQUIREMENTS/EARLY GRADUATION/ACCELERATED PROGRAMS

In order to graduate from Lake Shore Central School District, a student must complete or may exceed the requirements set forth in Part 100 of the Commissioner's Regulations. The Board of Education reserves the right to establish requirements for graduation which exceed the minimum standards as defined by the New York State Regents. All students must be in compliance with Commissioner's Regulations for graduation in achieving a minimum of a Regents diploma unless otherwise indicated.

Regents Diploma with Honors

The District may award a Regents diploma with honors to students who receive an average of ninety percent (90%) on all Regents examinations required for a Regents diploma. These exams include comprehensive English, mathematics, science, US History and Government, Global History and Geography and languages other than English (LOTE). This “honors” diploma with honors may also be given to a student who has substituted no more than two (2) alternative assessments for a Regents examination as approved by Commissioner's Regulations Section 100.2(f). However, the student's actual score on the substituted alternative assessment will not be factored into the ninety percent (90%) calculation.

Regents Diplomas with Advanced Designation

The District may award a Regents diploma with Advanced Designation to students who complete all credits for a Regents diploma as well as additional credits, consisting of two (2) LOTE or a five (5) unit sequence in the Arts or Career and Technical Education (CTE). These students must also pass all the required Regents examinations and three additional Regents examinations in Math, Science and LOTE (when available or local exam).

Regents Diplomas with Advanced Designation with Honors

The District may award a Regents diploma with advanced designation with honors. A student needs to have an average score of ninety percent (90%) on all Regents examinations required for the advanced diploma. These Regents examinations are: ELA comprehensive English, two (or three) mathematics, two sciences (one in physical science/the other in life science), US History and Government, Global History and Geography and languages other than English (LOTE).

Annotation of Science and/or Math Mastery

To earn an annotation of science and/or math mastery on a diploma, a student must complete all Regents with advanced designation credits and pass with a score of 85 or better on three Regents examinations in science and/or mathematics.

(Continued)
SUBJECT: GRADUATION REQUIREMENTS/EARLY GRADUATION/ACCELERATED PROGRAMS (Cont’d.)

Career and Technical Endorsement

To earn a career and technical endorsement on a diploma, a student must complete all Regents Diploma credits; complete an integrated career and technical education course, which is jointly developed and taught by an academic subject teacher and/or career and technical education teacher; and pass a technical assessment. If no assessment exists in a particular field, a District or BOCES may form a consortium to solicit local regional or national business or related professional organizations to create an assessment.

Appeal of Regents Examination Score Option

   School Districts must provide unlimited opportunities for all students (students with and without disabilities) to retake required Regents examinations to improve their scores so that the student may graduate with a Regents diploma. Any student with or without a disability who fails, after at least two (2) attempts, to attain a score of 65 or above on a required Regents examination for graduation must be given an opportunity to appeal such score in accordance with the provisions of Section 100.5(d)(7)(i) of the Regulations of the Commissioner of Education. No student may appeal his/her score on more than two (2) of the five (5) required Regents examinations. A student whose appeal is accepted for one (1) required Regents examination, and who has attained a passing score of 65 or above on each of the four (4) remaining required Regents examinations, shall earn a Regents diploma. A student whose appeal is accepted for two (2) required Regents examinations, and who has attained a passing score of 65 or above on each of the three (3) remaining required Regents examinations, shall earn a local diploma. This is the only circumstance in which a general education student may earn a local diploma.

   Early Graduation

   Upon request from the student's parent/guardian, a student shall be eligible for early graduation in fewer than eight (8) semesters upon completion of all requirements for graduation, excluding physical education, as mandated by Commissioner's Regulations. A student shall not be required to continue enrollment for the sole purpose of completing physical education requirements.

   Accelerated Programs

   Eighth Grade Acceleration for Diploma Credits

   Individual eighth grade students only may be afforded the opportunity to take high school courses in mathematics and in at least one of the following areas: English, social studies, languages other than English, art, music, career and technical education subjects, or science courses. The Superintendent or his/her designee is responsible for determining that an eighth grade student is eligible to take high school courses. The District shall utilize a set of criteria to determine each

   (Continued)
student's readiness for acceleration. Students who are accelerated for diploma credit must have been provided instruction designed to facilitate their attainment of, by the end of Grade 7, the State intermediate learning standards in each subject area in which they are accelerated.

Advanced Placement

Advanced Placement (AP) examinations are administered by the College Board with strict guidelines as to their implementation. A national, standardized, arduous examination is administered by the College Board in May of each year for a great variety of courses in various subject areas. In addition to entering a universe of knowledge that might otherwise remain unexplored in high school, Advance Placement examinations afford students the opportunity to earn credit or advanced standing in most of the nation's colleges and universities. The District shall utilize a set of criteria to determine a student's readiness for enrollment in the Advanced Placement classes.

Online Coursework

Section 100.5(d) of NYCRR amends the Commissioner's Regulations to allow school districts and BOCES to offer students the ability to complete general education and diploma requirements for a specific subject through online instruction or blended coursework that combines online and classroom-based instruction.

To receive credit students shall successfully complete an online or blended course and demonstrate mastery of the learning outcomes for the subject by passing the Regents exam and/or other assessment in the subject area.

8 NYCRR Sections 100.1(i), 100.2(f), 100.4(d), 100.5, 100.6 and 200.5

NOTE: Refer also to Policy #7222 -- Diploma and/or Credential Options for Students with Disabilities

Adopted: 8/19/08
Revised: 9/15/09; 12/18/12;
SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE

The School District shall comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under its provisions, parents/guardians and noncustodial parent(s), whose rights are not limited by court order or formal agreement, of a student under eighteen (18), or a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education, have a right to inspect and review any and all education records maintained by the School District.

Education Records

The term "education records" is defined as all records, files, documents and other materials containing information directly related to a student; and maintained by the education agency or institution, or by a person acting for such agency or institution (34 Code of Federal Regulations (CFR) Section 99.3). This includes all records regardless of medium, including, but not limited to, handwriting, videotape or audiotape, electronic or computer files, film, print, microfilm, and microfiche.

In addition, for students who attend a public school district, all records pertaining to services provided under the Individuals with Disabilities Education Act (IDEA) are considered "education records" under FERPA. As such, they are subject to the confidentiality provisions of both Acts.

Personal notes made by teachers or other staff, on the other hand, are not considered education records if they are:

a) Kept in the sole possession of the maker;

b) Not accessible or revealed to any other person except a temporary substitute; and

c) Used only as a memory aid.

Additionally, FERPA does not prohibit a school official from disclosing information about a student if the information is obtained through the school official's personal knowledge or observation and not from the student's education records.

Records created and maintained by a law enforcement unit for law enforcement purposes are also excluded.

Access to Student Records

The Board directs that administrative regulations and procedures be formulated to comply with the provisions of federal law relating to the availability of student records. The purpose of such regulations and procedures shall be to make available to the parents/guardians of students and noncustodial parent(s) whose rights are not limited by court order or formal agreement, or students

(Continued)
who are eighteen (18) years of age or older or who are attending an institution of post-secondary education, student records, and files on students, and to ensure the confidentiality of such records with respect to third parties.

Under FERPA, unless otherwise exempted in accordance with law and regulation, the District may release personally identifiable information (PII) 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.

Exceptions

Without the consent of a parent or eligible student, a district may release a student's information or records when it is:

a) Directory Information and Limited Directory Information

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Limited Directory Information Disclosure means that the District may limit disclosure of its designated directory information to specific parties, for specific purposes, or both. The intent is to allow schools the option to implement policies that allow for the disclosure of student information for uses such as yearbooks, but restrict disclosure for more potentially dangerous purposes. The District shall limit disclosure of its designated directory information as otherwise specified in its public notice to parents of students in attendance and eligible students in attendance.

b) To School Officials who have a Legitimate Educational Interest

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. An educational interest includes the behavior of a student and disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of the student, other students or other members of the school community. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

(Continued)
SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)

c) To Another Educational Institution

The District may disclose any and all educational records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of IDEA, to another school or postsecondary institution at which the student seeks or intends to enroll, or after the student has enrolled or transferred, so long as the disclosure is for purposes related to the student’s enrollment or transfer. Parental consent is not required for transferring education records if the school’s annual FERPA notification indicates that such disclosures may be made. In the absence of information about disclosures in the annual FERPA notification, school officials must make a reasonable attempt to notify the parent about the disclosure, unless the parent initiated the disclosure. Additionally, upon request, schools must provide a copy of the information disclosed and an opportunity for a hearing.

d) For Health and Safety Emergency Reasons

School districts must balance the need to protect students' personally identifiable information with the need to address issues of school safety and emergency preparedness. Under FERPA, if an educational agency or institution determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records, without consent, to any person whose knowledge of the information is necessary to protect the health and safety of the student or other individuals during the period of the health or safety emergency. School districts may release information from records to appropriate parties including, but not limited to, parents, law enforcement officials and medical personnel. A school district's determination that there is an articulable and significant threat to the health or safety of a student or other individuals shall be based upon a totality of the circumstances, including the information available, at the time the determination is made. The school district must record the articulable and significant threat that formed the basis for the disclosure and maintain this record for as long as the student's education records are maintained.

e) To Juvenile Justice Systems

Information may be disclosed to state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released. In such cases the official or authority must certify in writing that the information will not be disclosed to any other party except as provided under law without prior written consent.

(Continued)
SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)

f) To Foster Care Agencies

A district may release records to an agency caseworker or other representative of a state or local child welfare agency, who has the right to access a student's case plan, when the agency or organization is legally responsible, for the care and protection of the student. This does not give a child welfare agency the right to look into any non-foster care student's records, without parental consent, when there has been a mere allegation of abuse or neglect, absent an order or subpoena (see below).

g) Pursuant to a Subpoena or Court Order

When a district receives a subpoena or court order for the release of records the District must make a reasonable effort to notify the parent/guardian or eligible student of the order or subpoena in advance of compliance. This allows the parent/guardian or eligible student to seek protective action against the subpoena or order before the release of the records.

Districts may disclose a student's records without first notifying parents/guardians or eligible students if the disclosure is:

1. Based on a subpoena in which the court orders, for good cause shown, not to reveal to any person the existence or contents of the subpoena or any information furnished pursuant to the subpoena;

2. Pursuant to a judicial order in cases where the parents are a party to a court proceeding involving child abuse or neglect or dependency matters, and the order is issued in the context of that proceeding; or

3. Made to a court (with or without an order or subpoena) when a District is involved in a legal action against a parent or student and the records are relevant to the matter.

h) For Financial Aid Purposes

Pertinent information may be released in connection with the determination of eligibility, amount, conditions and enforcement of terms of a student's financial aid.

i) To Accrediting Organizations

Disclosure of a student's records may be made to an organization in which that student seeks accreditation, in order to carry out their accrediting function.

(Continued)
j) To Parents of a Dependant Student

Even when a student turns eighteen (18) years of age or older a District may disclose education records to that student's parents, without the student's consent, if the student is claimed as a dependant for federal income tax purposes by either parent.

k) For Audit/Evaluation Exception Purposes

The audit or evaluation exception allows for the disclosure of PII from education records without consent to authorized representatives of the Comptroller General of the U.S., the Attorney General, the Secretary of Education, federal, state or local educational authorities ("FERPA permitted" entities). Under this exception, PII from education records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal legal requirements that relate to those education programs (audit, evaluation, or enforcement or compliance activity).

The District may, from time to time, disclose PII from education records without consent to authorized representatives of the entities listed above. The District may also, from time to time, designate its own authorized representative who may access PII without consent in connection with an audit or evaluation of an education program within the District. As an example, the District might designate a university as its authorized representative in order to disclose, without consent, PII from education records on its former students to the university. The university could then disclose, without consent, transcript data on those former students attending the university to allow the District to evaluate how effectively the District prepared its students for success in postsecondary education.

l) For Conducting Studies Exception

This exception allows for the disclosure of PII from education records without consent to organizations conducting studies for, or on behalf of, schools, school districts or postsecondary institutions. Studies can be for the purpose of developing, validating, or administering predictive tests; administering student aid programs; or improving instruction.

The District may, from time to time, disclose PII from education records without consent to such organizations conducting studies for the District, in accordance with its obligations under FERPA.

In addition, other entities outside of the District may, from time to time, disclose PII from education records that the District has previously shared with that entity, to organizations conducting studies on behalf of the District. For example, a State Education Agency (SEA) may disclose PII from education records provided by the District without consent to an organization for the purpose of...
SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)

conducting a study that compares program outcomes across school districts to further assess the effectiveness of such programs with the goal of providing the best instruction.

Required Agreements for the Studies or Audit/Evaluation Exceptions (see items k and l)

To the extent required by law, the District shall enter into a written agreement with organizations conducting studies for the District, or, with its designated authorized representatives in connection with audits or evaluations of education programs within the District. In the event that the District discloses PII from education records to its own designated authorized representative in connection with an audit or evaluation of an educational program within the District, it shall use reasonable methods to ensure to the greatest extent practicable that its designated authorized representative complies with FERPA and its regulations.

State Exception for Student Teacher Videotaped Instruction

Although not specifically listed in the enumerated exceptions to FERPA, New York State Regulations specify that schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet the instruction component for teaching certification. The video must remain confidential and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and personnel engaged in the determination of that student teacher's certification.

Challenge to Student Records

Parents/guardians of a student under the age of eighteen (18), or a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education, shall have an opportunity for a hearing to challenge the content of the school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Disclosures to Parents of Eligible Students

Even after a student has become an “eligible student” under FERPA (which is defined as a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education) an educational agency or institution may disclose education records to an eligible student’s parents, without the student’s consent:

a) If the student is claimed as a dependent for Federal income tax purposes by either parent;

b) In connection with a health or safety emergency;

(Continued)
c) If the student attends an institution of postsecondary education, is under twenty-one (21) years of age and the disclosure is regarding the student’s violation of law, an institutional rule or policy governing the use of alcohol or a controlled substance at that institution; or
d) If the disclosure falls within any other exception to the consent requirements under FERPA or its Regulations, such as the disclosure of directory information or in compliance with a court order or lawfully issued subpoena.

Release of Information to the Noncustodial Parent

The District may presume that the noncustodial parent has the authority to request information concerning his/her child and release such information upon request. If the custodial parent wishes to limit the noncustodial parent's access to the records, it would be his/her responsibility to obtain and present to the school a legally binding instrument that prevents the release of said information.

Family Educational Rights and Privacy Act of 1974, 20 USC Section 1232g
34 CFR Part 99
8 NYCRR 80-1.5(b)

NOTE: Refer also to Policies #7241 -- Student Directory Information
#7242 -- Military Recruiters' Access to Secondary School Students and Information on Students
#7643 -- Transfer Students with Disabilities

Adopted: 8/19/08
Revised: 9/15/09; 10/15/13;
SUBJECT: STUDENT DATA BREACHES

A student data breach is defined as any instance in which there is an unauthorized release of or access to personally identifiable information (PII) or other protected information of students not suitable for public release.

School districts have a legal responsibility to protect the privacy of education data, including personally identifiable information (PII) of its students. The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, protects the privacy of student education records. Although FERPA does not include specific data breach notification requirements, it does protect the confidentiality of education records and requires districts to record each incident of data disclosure in accordance with 34 CFR 99.32 (a)(1). In addition, under state law, direct notification of parents and/or affected students may be warranted depending on the type of data compromised, such as student social security numbers and/or other identifying information that could lead to identity theft.

The District has implemented privacy and security measures designed to protect student data stored in its student data management systems. These measures include reviewing information systems and data to identify where personally identifiable information is stored and used; monitoring data systems to detect potential breaches; and conducting privacy and security awareness training for appropriate staff. In the event of an alleged breach, the District will promptly take steps to validate the breach, mitigate any loss or damage, and notify law enforcement if necessary.

The Superintendent will develop and implement regulations for prevention, response and notification regarding student data breaches.

34 CFR 99.32 (a)(1)
Technology Law Sections 202 and 208

NOTE: Refer also to Policies #5672 -- Information Security Breach and Notification
#7240 -- Student Records: Access and Challenge

Adoption Date
SUBJECT: STUDENT USE OF PERSONAL TECHNOLOGY

The Board of Education seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. Using personal electronic devices during instructional time can enable students to explore new concepts, personalize their learning experience and expand their global learning opportunities. Additionally, the use of personal technology devices is ubiquitous in today's society and standards for student use during non-instructional time should adapt to this change. This policy defines the use of personal technology during instructional and non-instructional times and reinforces the standard that all use, regardless of its purpose, must follow the guidelines outlined in the Student Acceptable Use Policy (AUP), the District's Code of Conduct, and the Dignity for All Students Act.

Personal technology includes all existing and emerging technology devices that can take photographs; record or play audio or video; input text; upload and download media; connect to or receive information from the Internet; and transmit or receive messages, telephone calls or images. Examples of personal technology includes, but are not limited to, iPods and MP3 players; iPad, Nook, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities. Unacceptable devices shall include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers, and televisions.

Instructional Uses

Instructional purposes include, but are not limited to, approved classroom activities, research, college admissions activities, career development, communication with experts, homework and other activities as deemed appropriate by school staff.

Personal technology use by students is permitted during the school day for educational purposes and/or in approved locations only. Teachers will indicate when and if classroom use is acceptable. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in such use.

Non-Instructional Uses

Appropriate use of personal technology during non-instructional time is also allowed if students follow the guidelines in the AUP and Code of Conduct. Non-instructional use includes texting, calling and otherwise communicating with others during free periods and in common areas of the school building such as the hallways, cafeteria, study halls, buses and student lounges. Other non-instructional uses may include such things as Internet searches, reading, listening to music, and watching videos. This use during non-instructional time must be conducted in a safe and unobtrusive manner. Devices must be in silent mode to avoid disrupting others.

(Continued)
SUBJECT: STUDENT USE OF PERSONAL TECHNOLOGY (Cont'd.)

Liability

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred.

The Board expressly prohibits use of personal technology in locker rooms, restrooms, Health Offices and any other areas where a person would reasonably expect some degree of personal privacy.

Prohibition during State Assessments

All students are prohibited from bringing electronic devices into a classroom or other location where a New York State assessment is being administrated. Test proctors, test monitors and school officials shall have the right to collect prohibited electronic devices prior to the start of the test and hold them while the test is being administered, including break periods. Admission to any assessment will be denied to any student who refuses to relinquish a prohibited device.

Students with disabilities may use certain devices if the device is specified in that student's IEP or 504 plan or a student has provided medical documentation that they require the device during testing.

Permission

Students will not be permitted to use personal technology devices in school or at school functions until they have reviewed the AUP, the applicable sections of the Code of Conduct and associated technology guidelines, and signed the Student Use of Personal Technology (#7316F) Permission Form with their parents. The District reserves the right to restrict student use of District-owned technologies and personal technology on school property or at school-sponsored events, at the discretion of the administration.

Students must follow the guidelines for use set out in the District Code of Conduct and the Acceptable Use Policy at all times. Consequences for misuse will follow guidelines in the District's Code of Conduct. The District will develop regulations for the implementation of this policy that shall include, but are not limited to, instructional use, non-instructional use, liability, bullying and cyberbullying, and privacy issues.

NOTE: Refer also to Policies #7315 -- Student Use of Computerized Information Resources #7552 -- Bullying in the Schools #7554 -- Dignity for All Students Act #8271 -- Internet Safety/Internet Content Filtering Policy

Adopted: 10/15/13

Revised:
SUBJECT: STUDENT PHYSICALS

Health Examination

Each student enrolled in District schools must have a satisfactory health examination conducted by the student's physician, physician assistant or nurse practitioner within twelve (12) months prior to:

a) The student's first entrance in a District school at any grade level;

b) Entrance to pre-kindergarten or kindergarten;

c) The beginning of 2nd, 4th, 7th and 10th grades.

The District may also require an examination and health history of a student when it is determined by the District that it would promote the educational interests of the student.

In addition, the District requires a certificate of physical fitness for:

a) All athletes prior to their first sport of the school year, then only those who were injured or ill during their first sport before participating in a second sport during the school year;

b) All students who need work permits; and

c) All students either suspected of or sustaining a mild traumatic brain injury (concussion) must receive a written and signed authorization from a licensed physician before returning to athletic activities in school.

Health Certificate

Each student must submit a health certificate attesting to the health examination within thirty (30) days after his/her first entrance into school and within thirty (30) days after his/her entry into pre-kindergarten or kindergarten, the 2nd, 4th, 7th and 10th grades. The health certificate shall be filed in the student's cumulative record. The health certificate must:

a) Describe the condition of the student when the examination was given.

b) State the results of any test conducted on the student for sickle cell anemia.

c) State whether the student is in a fit condition of health to permit his/her attendance at public school and, where applicable, whether the student has defective sight or hearing, or any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of such work to prevent injury to the student.

(Continued)
d) Include a calculation of the student's body mass index (BMI) and weight status category. BMI is computed as the weight in kilograms divided by the square of height in meters or the weight in pounds divided by the square of height in inches multiplied by a conversion factor of 703. Weight status categories for children and adolescents shall be defined by the Commissioner of Health. BMI collection is mandatory, effective September 2008. Reporting is random, with districts chosen by the NYS Department of Health. Selected districts must report BMI results on-line using DOH's Health Provider Network (HPN), a secure website.

e) Be signed by a duly licensed physician, physician assistant, or nurse practitioner, who is authorized by law to practice in New York State consistent with any applicable written practice agreement; or authorized to practice in the jurisdiction in which the examination was given, provided that the Commissioner of Health has determined that such jurisdiction has standards of licensure and practice comparable to those of New York.

Dental Certificate

The dental certificate law became effective on September 1, 2008. This law applies to new entrants in PreK, K, Grades 2, 4, 7 and 10. In accordance with this law, a notice of request for a dental health certificate shall be distributed at the same time that the parent/person in parental relation is notified of health examination requirements, such certificate to be furnished at the same time the health certificate is required. At this time, students will be permitted to attend school regardless of whether or not they have a dental certificate.

The dental certificate shall be signed by a duly licensed dentist or a registered dental hygienist authorized by law to practice in New York State or one who is authorized to practice in the jurisdiction in which the examination assessment was performed, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to New York State. The certificate shall describe the dental health condition of the student upon examination assessment, which shall not be more than twelve (12) months prior to the commencement of the school year in which the examination assessment is requested, and shall state whether the student is in fit condition of dental health to permit his/her attendance at the public schools.

Requests are not to be retroactive (i.e., any physical requested prior to September 1, 2008 does not need to have an additional notice sent requesting the dental certificate). Requests are not required when the student or parent/person in parental relation objects on the grounds of conflict with their genuine and sincere religious beliefs. Within thirty (30) days following the student's entrance in the school or grade, the certificate, if obtained, shall be filed in the student's cumulative health record.
EXAMINATION BY HEALTH APPRAISAL

The Principal or the Principal's designee will send a notice to the parents of, or person in parental relationship to, any student who does not present a health certificate, that if the required health certificate is not furnished within thirty (30) days from the date of such notice, an examination by health appraisal will be made of such student by the Director of Health Services.

The Director of Health Services shall cause such students to be separately and carefully examined and tested to ascertain whether any such student has defective sight or hearing, or any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of such work to prevent injury to the student.

The physician, physician assistant or nurse practitioner administering such examination shall determine whether a one-time test for sickle cell anemia is necessary or desirable and, if so determined, shall conduct such test and include the results in the health certificate.

Unless otherwise prohibited by law, if it is ascertained that any students have defective sight or hearing, or other physical disability, including sickle cell anemia, the Principal or Principal's designee shall notify the student's parents or persons in parental relation as to the existence of such disability. If the parents or persons in parental relation are unable or unwilling to provide the necessary relief and treatment for such students, such fact shall be reported by the Principal or Principal's designee to the Director of Health Services, who then has the duty to provide relief for such students.

HEALTH SCREENINGS

The District will provide:

a) Scoliosis screening at least once each school year for all students in grades 5 through 9. The positive results of any such screening examinations for the presence of scoliosis shall be provided in writing to the student's parent or person in parental relation within ninety (90) days after such finding;

b) Vision screening to all students who enroll in school including at a minimum color perception, distance acuity and near vision within six (6) months of admission to the school. In addition, all students shall be screened for distance acuity in grades Kindergarten, 1, 2, 3, 5, 7 and 10 and at any other time deemed necessary. The results of all such vision screening examinations shall be in provided in writing to the student's parent or person in parental relation and to any teacher of the pupil. The vision report will be kept in a permanent file of the school for at least as long as the minimum retention period for such records;

(Continued)
SUBJECT: STUDENT PHYSICALS (Cont'd.)

c) Hearing screening to all students within six (6) months of admission to the school and in grades Kindergarten, 1, 3, 5, 7 and 10, as well as at any other time deemed necessary. Screening shall include, but not be limited to, pure tone and threshold air conduction screening. The results of any such hearing tests shall be provided in writing to the student's parent or person in parental relation and to any teacher of the student.

The results of all health screenings (dental, hearing, vision and scoliosis) shall be recorded on appropriate forms signed by the health professional making the examination, include appropriate recommendations, and be kept on file in the school. The health records of individual students will be kept confidential in accordance with the federal Family Educational Rights and Privacy Act (FERPA) and any other applicable federal and State laws.

Accommodation for Religious Beliefs

No health examinations, health history, examinations for health appraisal, screening examinations for sickle cell anemia and/or other health screenings shall be required where a student or the parent or person in parental relation to such student objects thereto on the grounds that such examinations, health history and/or screenings conflict with their genuine and sincere religious beliefs. A written and signed statement from the student or the student's parent or person in parental relation that such person holds such beliefs shall be submitted to the Principal or Principal's designee, in which case the Principal or Principal's designee may require supporting documents.

Homeless Students

For homeless children, the enrolling school must immediately refer the parent or guardian of the student to the District's homeless liaison, who must assist them in obtaining the necessary medical records.

Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC Section 1232(g)
Education Law Sections 901-905, 912 and 3217
8 NYCRR Section 135.4 and Part 136

NOTE: Refer also to Policies #5690 -- Exposure Control Program
#5691 -- Communicable Diseases
#5692 -- Human Immunodeficiency Virus (HIV) Related Illnesses
#7121 -- Diagnostic Screening of Students
#7131 -- Education of Homeless Children and Youth
#7250 -- Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors
#7511 -- Immunization of Students
#7522 -- Concussion Management

Adopted: 8/19/08
Revised: 9/15/09; 12/18/12; 10/15/13;
SUBJECT: ADMINISTRATION OF MEDICATION

The school's registered professional nurse may administer medication to a student during school hours under certain conditions. (For the purpose of this policy "medication" includes prescription and non-prescription.) Per New York State Education Department (NYSED) requirements, the school must receive the following before medication is given to a student:

a) The original written order from the student's physician stating the name of the medication, precise dosage, frequency and time of administration;

b) A written, signed consent from the student's parent or legal guardian requesting the administration of the medication, as prescribed by the physician, to the student in school; and

c) The medication, properly labeled in its original container, must be delivered to the School Health Office by the student's parent or legal guardian. (The term "properly labeled" in the context of this policy means that the container must include the following information: the student's name, name of medication, dosage, frequency and prescribing physician.) A student is not permitted to carry any medication on his/her person in school, or on the school bus, or keep any medication in his/her school locker(s). An exception to this policy may apply for a student's asthma inhaler or epi-pen which a student may carry and use under certain conditions.

All medication orders must be reviewed annually or whenever there is a change in dosage.

Procedures governing the School District's receipt, storage and disposal of medication, as well as those pertaining to the administration of medication to a student after school hours and/or off school grounds during a school-sponsored activity will be in accordance with NYSED guidelines.

Emergency Medication

The administration of emergency medication (injectable, including "epi-pens," and/or oral) to a student for extreme hypersensitivity may be performed by a school staff member responding to an emergency situation when such use has been prescribed by a licensed prescriber. However, a registered professional nurse/nurse practitioner/physician/physician's assistant must have trained the staff member to administer the emergency medication for that particular emergency situation (e.g., "epi-pen") and given him/her approval to assist the student in the event of an emergency anaphylactic reaction. Such a response would fall under the Good Samaritan exemption for rendering emergency care during a life threatening situation.

Use of Asthma Inhalers in Schools

A student may carry and use an asthma inhaler if the School Health Office has on file: the physician's written order/diagnosis that the student has a severe asthma condition and may be subject (Continued)
Students

SUBJECT: ADMINISTRATION OF MEDICATION (Cont’d.)

to sudden and debilitating asthmatic attacks; and written permission from the student's parent or legal
guardian. Upon written request of the student's parent or legal guardian, the school must allow a
student to maintain an extra asthma inhaler in the care and custody of the school's registered
professional nurse. (A School District is not required to hire a registered professional nurse solely for
the purpose of maintaining a spare inhaler or to ensure that a registered professional nurse is available
at all times in a school building for such purpose.)

Health Office personnel will maintain regular parental contact in order to monitor the
effectiveness of such self-medication procedures and to clarify parental responsibility as to the daily
monitoring of their child to ensure that the medication is being utilized in accordance with the
physician's or provider's instructions. Additionally, the student will be required to report to the Health
Office on a periodic basis as determined by Health Office personnel so as to maintain an ongoing
evaluation of the student's management of such self-medication techniques, and to work cooperatively
with the parents and the student regarding such self-care management.

Students who self-administer medication without proper authorization, under any circumstances,
will be referred for counseling by school nursing personnel. Additionally, school administration and
parents will be notified of such unauthorized use of medication by the student, and school
administration may also be involved in determining the proper resolution of such student behavior.

Blood Glucose Monitoring

Children with diabetes have the right to care for their diabetes at school in accordance with the
Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973
which provide protection against discrimination for children with disabilities, including diabetes.

Accordingly, blood glucose monitoring must be allowed in the school setting at any time, within
any place, and by anyone necessitating such testing. Children must receive assistance if needed with
the procedure.

The school nurse shall oversee any arrangements that need to be made for testing and a system to
report the results to the nurse as needed. Proper arrangements should be made for the disposal of
sharps.

Alcohol-Based Hand Sanitizers

Alcohol-based hand sanitizers are considered over-the-counter (OTC) drugs by the United States
Food and Drug Administration. However, due to the fact that careful hand-washing and sanitation is
the most effective way to control the recent spread of Methicillin-Resistant Staphylococcus Aureus
(MRSA) in schools, the New York State Education Department (NYSED) has allowed a medical
exemption to the requirements for OTC preparations in the school setting to permit the use of alcohol-
based hand sanitizers.

(Continued)
SUBJECT: ADMINISTRATION OF MEDICATION (Cont'd.)

The School Medical Director may approve and permit the use of alcohol-based hand sanitizers in the District's schools without a physician's order. Parents may provide written notification to the school in the event that they do not wish to have their child use this product.

It should be noted that hand sanitizers which contain alcohol are flammable and shall not be placed in hallways or near an open flame or source of sparks.

Sunscreen

Overexposure to ultraviolet (UV) radiation from the sun may cause sunburn, skin damage and increases the risk of skin cancer, especially exposure in the first fifteen (15) years of life. Although the FDA technically considers sunscreen an over-the-counter drug which would require a doctor's prescription in addition to parental permission, the New York State Education Department (NYSED) has issued an updated guidance document that will allow the use of sunscreen without a physician's order.

The District allows students to carry and use sunscreen if:

a) The sunscreen is used for the purpose of avoiding overexposure to the sun and not for medical treatment of an injury or illness;

b) The sunscreen is approved by the FDA for over-the-counter use; and

c) The student’s parent or guardian provides written permission for the student to carry and use sunscreen.

A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student, if permitted by a parent/guardian and authorized by the school. Parents/guardians are responsible for providing the sunscreen to be used at school.

Although the Food and Drug Administration (FDA) technically considers sunscreen an over-the-counter drug which would require a doctor's prescription, New York Education Law Section 907 allows students to carry and use topical sunscreen products approved by the FDA for over-the-counter use for the purpose of avoiding overexposure to the sun and not for medical treatment of an injury or illness. A parent/guardian of the student must provide written permission which shall be maintained by the school. A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student, if permitted by a parent or guardian and authorized by the school.

Disposal of Unused Medication

Any unused medication (including, but not limited to expired prescription and nonprescription drugs) must be returned to the parent/person in parental relation by the end of each school year. If the parent/person in parental relation does not retrieve the unused medication by the end of the school year, it shall be destroyed by the school.
year, then the School Nurse or designated School Health Office personnel must document that the medication was abandoned and dispose of the unused medication.

Individuals with Disabilities Education Improvement Act of 2004 [Public Law 108-446 Section 614(a)]
Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
Education Law Sections 902(b), 916, 6527(4)(a) and 6908(1)(a)(iv)
Public Health Law Section 3000-a

NOTE: Refer also to Policies #7250 -- Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors
#7521 -- Students with Life-Threatening Health Conditions

Adopted: 8/19/08
Revised: 9/15/09; 1/18/11; 2/14/12; 10/15/13;
SUBJECT: DECLASSIFICATION OF STUDENTS WITH DISABILITIES

The School District shall establish and implement a plan for the appropriate declassification of students with disabilities which must include:

a) The regular consideration for declassifying students when appropriate;

b) A reevaluation of the student prior to declassification; and

c) The provision of educational and support services to the student upon declassification.

Eligibility Determinations

The School District must evaluate a student with a disability prior to determining that a student is no longer a student with a disability as defined in accordance with Commissioner's Regulations, and the District shall provide a copy of the evaluation report and the documentation of eligibility to the student's parent at no cost to the parent. The results of any reevaluations must be addressed by the Committee on Special Education (CSE) in a meeting to review and, as appropriate, revise the student's individualized education program (IEP).

Prior to the reevaluation, the School District shall obtain informed written parental consent unless otherwise authorized pursuant to law and/or regulation. Parental consent need not be obtained if the District can demonstrate that it has taken reasonable measures to obtain that consent, and the student's parents fail to respond. The District must have a record of its attempts to obtain parental consent. Should the student's parents refuse consent for the reevaluation, the District may continue to pursue the reevaluation by using mediation and/or due process procedures.

The District shall take whatever action is necessary to ensure that the parent understands the proceedings at the meeting of the CSE, including arranging for an interpreter for parents with deafness or whose native language is other than English.

Graduation/Aging Out

The District is not required to conduct a reevaluation of a student before the termination of a student's eligibility due to graduation with a local high school or Regents diploma or exceeding the age eligibility for a free appropriate public education. However, the District must provide the student with a summary (a sample Student Exit Summary is available on the State Education Department website at nysed.gov) of the student's academic achievement and functional performance, including recommendations on how to assist the student in meeting his/her post secondary goals. In addition, parents must receive prior written notice indicating that the student is not eligible to receive a free appropriate public education after graduation with the receipt of the local high school or Regents diploma. Although not required to do so, the District will also provide the Student Exit Summary (see website: http://www.vesid.nysed.gov/specialed/idea/studentexit.htm) to students exiting with a High School Equivalency Diploma.

(Continued)
SUBJECT: DECLASSIFICATION OF STUDENTS WITH DISABILITIES (Cont'd.)

In addition, the parent must receive prior written notice, in accordance with Commissioner's Regulations, before the student's graduation from high school with a local or Regents diploma or before he/she receives an Individualized Education Program (IEP) diploma. If the student will be graduating with an IEP diploma, this prior written notice must indicate that the student continues to be eligible for a free appropriate public education until the end of the school year in which the student turns twenty-one (21) or until receipt of a regular high school diploma. However, New York State Law does not grant a child who has reached the age of majority all rights previously granted to parents under IDEA. In accordance with Commissioner's Regulations, before a student's graduation from high school with a Skills and Achievement (SA) Commencement Credential or Career Development and Occupational Studies Commencement Credential (CDOS), parents must receive prior written notice indicating that the student continues to be eligible for a free appropriate public education until the end of the school year in which the student turns twenty-one (21) or until receipt of a regular high school diploma. However, New York State Law does not grant a child who has reached the age of majority all rights previously granted to parents under IDEA.

Recommendation for Declassification

If the student has been receiving special education services, but it is determined by CSE that the student no longer needs special education services and can be placed in a regular educational program on a full-time basis, the recommendation shall:

a) Identify the declassification support services, if any, to be provided to the student; and/or the student's teachers; and

b) Indicate the projected date of initiation of such services, the frequency of provision of such services, and the duration of these services, provided that such services shall not continue for more than one (1) year after the student enters the full-time regular education program.

Declassification Support Services

Declassification support services means those services provided to the student or the student's teacher(s) to aid in the student's transition from special education to full-time regular education. These services are provided by persons certified or licensed in the appropriate area of service pursuant to Commissioner's Regulations Part 80. Such services include:

a) For the student: psychological services, social work services, speech and language improvement services, noncareer counseling, and other appropriate support services; and

b) For the student's teacher(s): the assistance of supplementary school personnel and consultations with appropriate personnel.

When appropriate, the District shall provide declassification support services to students who have moved from special education to a full-time regular educational program in accordance with the recommendation of the CSE.

(Continued)
SUBJECT: DECLASSIFICATION OF STUDENTS WITH DISABILITIES (Cont'd.)

Procedural Safeguards Notice

The District shall use the procedural safeguards notice prescribed by the Commissioner of Education. The District will further ensure that the procedural safeguards notice is provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so. If the native language or other mode of communication of the parent is not a written language, the District shall take steps to ensure that the notice is translated orally or by other means to the parent in his/her native language or other mode of communication; that the parent understands the content of the notice; and that there is written evidence that all due process procedures, pursuant to law and/or regulation, have been met.

Individuals with Disabilities Education Improvement Act of 2004 [Public Law 108-446 Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.
34 CFR Part 300
Education Law Sections 4401-4410-a
8 NYCRR Sections 100.2(u), 100.6, 200.1(ooo), 200.2(b)(8), 200.4(b)(4), 200.4(b)(5), 200.4(c)(3), 200.4(c)(4), 200.4(d)(1) and 200.5(a)

NOTE: Refer also to Policy #7641 -- Transition Services

Adopted: 8/19/08
Revised: 1/18/11;
SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON SPECIAL EDUCATION (CSE)/SUBCOMMITTEE ON SPECIAL EDUCATION MEMBERS

Committee on Special Education (CSE) Membership

The Board of Education shall appoint a Committee on Special Education (CSE) whose membership shall include, but not be limited to, the following members:

a) The parent(s) or persons in parental relationship of the student. To ensure that one or both parents are present at each CSE meeting, the District and the parent(s) may agree to use alternative means of participation such as videoconferences or conference phone calls;

b) Not less than one (1) regular education teacher of such student (if the student is, or may be, participating in the regular education environment);

c) Not less than one (1) special education teacher of the student, or, where appropriate, not less than one (1) special education provider (i.e., related service provider) of such student;

d) A representative of the School District who is qualified to provide or administer or supervise special education and who is knowledgeable about the general education curriculum and about the availability of resources of the District. An individual who meets these qualifications may be the same individual appointed as the special education teacher or provider in c) above or the school psychologist in i) below. The representative of the District will serve as the chairperson of the Committee;

e) An individual who can interpret the instructional implications of evaluation results, who may be a CSE member selected from the regular education teacher, the special education teacher or provider, the school psychologist, or the School District representative described above, or a person having knowledge or special expertise regarding the student as determined by the District;

f) A member as described in letters b) through e) of this subheading is not required to attend the CSE meeting, in whole or in part, if the parent/person in parental relation to the student with a disability and the School District agree, in writing not less than five (5) calendar days prior to the meeting date, that the attendance of the member is not necessary because:

1. The member's area of the curriculum or related services is not being modified or discussed in the meeting; or

2. The member's area of the curriculum or related services is being modified or discussed in the meeting but, not less than five (5) calendar days prior to the meeting, the excused member has submitted to the parents/persons in parental relation and the CSE written input into the development of the IEP, particularly with respect to their area of curriculum or related services; or

(Continued)
SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON SPECIAL EDUCATION (CSE)/SUBCOMMITTEE ON SPECIAL EDUCATION MEMBERS (Cont'd.)

3. The committee member is unable to attend due to an emergency or unavoidable scheduling conflict and the District submits the written input listed in 2. above to the parents/persons in parental relation within a reasonable time prior to the meeting and prior to obtaining written consent to the excusal by the parents/persons in parental relation;

g) At the discretion of the parent or the District, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate. The determination of knowledge or special expertise shall be made by the party (parents or School District) who invited the individual to be a member of the committee;

h) Whenever appropriate, the student with a disability, as appropriate. The District must invite a child the student with a disability to attend the child student's CSE meeting if a purpose of the meeting will be the consideration of the postsecondary goals for the child student and the transition services needed to assist the student in reaching those goals. If the child student does not attend the CSE meeting, the District must take other steps to ensure that the child student's preference and interests are considered. To the extent appropriate, with the consent of the parent or a student eighteen (18) years or older, the District must also invite a representative of any participating agency that is likely to be responsible for providing or paying for transition services;

i) A school psychologist;

j) A school physician, if requested in writing at least seventy-two (72) hours prior to the meeting by the parents of the student or the School District; and

k) An additional parent, residing in the District or a neighboring school district who is a parent of a student with a disability, of a student who has been declassified and is no longer eligible for an individualized education program (IEP), or a parent of a disabled student who has graduated. This parent member may serve for a period of five (5) years beyond the student's declassification or graduation provided such parent shall not be employed by or under contract with the School District. Such parent shall not be a required member unless the parents or other person in parental relation to the student, the student, or a member of the CSE specifically requests in writing at least seventy-two (72) hours prior to such meeting, that the additional parent member attend the meeting. The parents or persons in parental relation of the student in question shall receive proper written notice of their right to have an additional parent attend any meeting of the committee regarding the student, along with a prepared statement from NYSED explaining the role of having the additional parent attend the meeting.

(Continued)
SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON SPECIAL EDUCATION (CSE)/SUBCOMMITTEE ON SPECIAL EDUCATION MEMBERS (Cont'd.)

Subcommittee on Special Education Membership

The Board of Education shall appoint, as necessary, a Subcommittee on Special Education whose membership shall include, but not be limited to, the following members:

a) The parent(s) of the student;

b) Not less than one (1) regular education teacher of such student (if the student is, or may be, participating in the regular education environment);

c) Not less than one (1) special education teacher, of the student, or where appropriate, not less than one (1) special education provider (i.e., related service provider) of such student;

d) A representative of the School District who is qualified to provide or administer or supervise special education and who is knowledgeable about the general education curriculum and about the availability of resources of the District. This individual may also fulfill the requirements of c) or e) of this section. The representative of the District will serve as the chairperson of the Subcommittee;

e) A school psychologist, whenever a new psychological evaluation is reviewed or a change to a program option with a more intensive staff/student ratio, as set forth in Section 200.6(f)(4) of the Regulations of the Commissioner of Education, is considered;

f) A member as described in letters b) through e) of this subheading is not required to attend the subcommittee meeting, in whole or in part, if the parent/person in parental relation to the student with a disability and the School District agree, in writing not less than five (5) calendar days prior to the meeting date, that the attendance of the member is not necessary because:

1. The member's area of the curriculum or related services is not being modified or discussed in the meeting; or

2. The member's area of the curriculum or related services is being modified or discussed in the meeting but, not less than five (5) calendar days prior to the meeting, the excused member has submitted to the parents/persons in parental relation and the CSE written input into the development of the IEP, particularly with respect to their area of curriculum or related services; or

(Continued)
SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON SPECIAL EDUCATION (CSE)/SUBCOMMITTEE ON SPECIAL EDUCATION MEMBERS (Cont'd.)

3. The committee member is unable to attend due to an emergency or unavoidable scheduling conflict and the District submits the written input listed in 2. above to the parents/persons in parental relation within a reasonable time prior to the meeting and prior to obtaining written consent to the excusal by the parents/persons in parental relation;

   g) At the discretion of the parent or the Committee, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate. The determination of knowledge or special expertise shall be made by the party (parents or School District) who invited the individual to be a member of the subcommittee;

   h) An individual who can interpret the instructional implications of evaluation results, who may be a member described in letters "b" through "g" of this subheading; and

   i) Whenever appropriate, the student with a disability.

Training

The training of qualified personnel is essential to the effective implementation of the Regulations of the Commissioner of Education regarding the education of all students with disabilities.

The Director of Special Education shall be responsible to the Superintendent for establishing administrative practices and procedures for training all District personnel responsible for carrying out the provisions of Part 200 of the Commissioner of Education's Regulations as well as members of the Committee on Special Education.

Alternative Means of Meeting

When conducting a meeting of the Committee on Special Education (CSE), the parent and the representative of the District appointed to the CSE may agree to use alternative means of meeting participation, such as videoconferences and conference calls.

Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.
34 CFR Part 300 and Section 300.321
Education Law Section 4402
8 NYCRR Sections 200.2(b)(3), 200.3, and 200.4(d)(4)(i)(d)

NOTE: Refer also to Policies #7613 -- The Role of the Board of Education in Implementing a Student's Individualized Education Program
#7632 -- Appointment and Training of Committee on Preschool Special Education (CPSE) Members

Adopted: 8/19/08
Revised: 9/15/09; 10/15/13;
SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE) MEMBERS

Committee on Preschool Special Education (CPSE) Membership

The Board of Education shall appoint a Committee on Preschool Special Education (CPSE) whose membership shall include, but not be limited to, the following members:

a) The parent(s) of the preschool child;

b) Not less than one (1) regular education teacher of such child (if the child is, or may be, participating in the regular education environment);

c) Not less than one (1) special education teacher of the child or, where appropriate, at least one (1) special education provider (i.e., related service provider) of such child;

d) A representative of the School District who is qualified to provide, or supervise the provision of, special education and who is knowledgeable about the general education curriculum and about the availability of preschool special education programs and services and other resources of the District and the municipality (who shall serve as Chairperson of the CPSE);

e) An individual who is a representative from the evaluating agency and can interpret the instructional implications of evaluation results, who may be a member of the team selected from the regular education teacher, the special education teacher or provider, the school psychologist, the School District representative described above, or a person having knowledge or special expertise regarding the student as determined by the District;

f) At the discretion of the parent or the District, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate. The determination of knowledge or special expertise shall be made by the party (parents or School District) who invited the individual to be a member of the committee;

g) An additional parent of a child with a disability who resides in the School District or a neighboring school district, and whose child is enrolled in a preschool or elementary level education program provided that such parent shall not be employed by or under contract with the School District; and provided further that such parent shall not be a required member unless the parents of the child or a member of the CPSE request, in writing at least seventy-two (72) hours prior to such meeting, that the additional parent member attend the meeting. The parents or other person in parental relation shall receive proper written notice of their right to have an additional parent attend any meeting of the committee regarding the student along with a statement, prepared by NYSED, explaining the role of having the additional parent attend the meeting;

(Continued)
SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE) MEMBERS (Cont'd.)

h) For a child's smooth transition from early intervention programs and services (Infant and Toddler Programs), at the request of the parent/person in parental relation, the appropriately licensed or certified professional from the County Early Intervention Program. This professional must attend all meetings of the CPSE conducted prior to the child's initial receipt of services; and

i) A representative from the municipality of the preschool child's residence. Attendance of the appointee of the municipality is not required for a quorum.

However, except for the parents/persons in parental relation and the appointee from the municipality (a) and i) above) a member of the CPSE is not required to attend a meeting of the team in whole or in part if the parent/person in parental relation and the District agree in writing that the attendance is not necessary because the member's area of the curriculum or related services is not being modified or discussed at that meeting.

Additionally, a member as described in letters b) through h) of this subheading may be excused from attending the CPSE meeting, in whole or in part, if the parent/person in parental relation to the student with a disability and the School District agree, in writing to the excusal not less than five (5) calendar days prior to the meeting date, that the attendance of the member is not necessary because:

a) The member's area of the curriculum or related services is being modified or discussed in the meeting but, not less than five (5) calendar days prior to the meeting, the excused member has submitted to the parents/persons in parental relation and the CSE written input into the development of the IEP, particularly with respect to their area of curriculum or related services; or

b) The committee member is unable to attend due to an emergency or unavoidable scheduling conflict and the District submits the written input listed in a) above to the parents/persons in parental relation within a reasonable time prior to the meeting and prior to obtaining written consent to the excusal by the parents/persons in parental relation.

Training

The training of qualified personnel is essential to the effective implementation of the Regulations of the Commissioner of Education regarding the education of all students with disabilities.

The Director of Special Education shall be responsible to the Superintendent for establishing administrative practices and procedures for training all District personnel responsible for carrying out the provisions of Part 200 of the Commissioner of Education's Regulations as well as members of the Committee on Preschool Special Education.

(Continued)
SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE) MEMBERS (Cont'd.)

Alternative Means of Meeting

When conducting a meeting of the Committee on Preschool Special Education (CPSE), the parent and the representative of the District appointed to the CPSE may agree to use alternative means of meeting participation, such as videoconferences and conference calls.

Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.
34 CFR Part 300
Education Law Section 4410
8 NYCRR Sections 200.2(b)(3) and 200.3

NOTE: Refer also to Policies #7613 -- The Role of the Board of Education in Implementing a Student's Individualized Education Program
#7614 -- Preschool Special Education Program
#7631 -- Committee on Special Education (CSE)/Subcommittee on Special Education Members

Adopted: 8/19/08
Revised:
SUBJECT: PARENT INVOLVEMENT FOR CHILDREN WITH DISABILITIES

The Board of Education recognizes the rights of the parent/guardian to be fully informed of all information relevant to the identification, or change in identification, evaluation and educational placement of a child with a disability.

All due process procedures for parents/guardians and children in the Commissioner's Regulations shall be observed by the School District.

Definition of Parent

Parent means a birth or adoptive parent, a legally appointed guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child, a person in parental relationship to the child as defined in Education Law Section 3212, an individual designated as a person in parental relation pursuant to General Obligations Law Title 15-A including an individual so designated who is acting in the place of a birth or adoptive parent (including a grandparent, stepparent or other relative with whom the child resides), or a surrogate parent who has been appointed in accordance with Section 200.5(n) of Commissioner's Regulations. The term does not include the State if the student is a ward of the State.

A foster parent may act as a parent unless State law, regulations or contractual obligations with a State or local entity prohibit the foster parent from acting as a parent.

Unless a judicial decree identifies a specific person(s) to act as the parent or make educational decisions for the student, if one or more parties is qualified to act as a parent, the birth or adoptive parent is presumed to be the parent unless they do not have the legal authority to do so.

Surrogate Parents

It is the duty of the School District to determine whether a child needs a surrogate parent and to assign a surrogate parent in the manner permitted under New York State law. This determination shall be completed within a reasonable time following the receipt of a referral for an initial evaluation or re-evaluation.

In the event that no parent or guardian for a child with a disability can be identified; or after reasonable efforts the whereabouts of the parent or guardian cannot be determined; or the student is an unaccompanied homeless youth; or the child with a disability is a ward of the State and does not have a "parent" as defined above; or the rights of the parent to make educational decisions have been subrogated by a judge in accordance with State law; the Board shall assign an individual from a list of willing and eligible persons to act as a surrogate for the parents or guardians. This determination shall be completed within a reasonable time following the receipt of a referral for an initial evaluation or re-evaluation; alternatively, the surrogate parent may be appointed by a judge overseeing the child's case.

Alternatively, the surrogate parent may be appointed by a judge overseeing the child's case.
The person selected as a surrogate shall have no interest that conflicts with the interest of the child he/she represents, and shall have knowledge and skills that ensure adequate representation of the child.

**Prior Written Notice (Notice of Recommendation)**

Prior written notice (notice of recommendation) must be given to parents of a student with a disability a reasonable time before the District proposes to, or refuses to, initiate or change the identification, evaluation, educational placement of the student or the provision of a free appropriate public education to the student. Prior written notice must also be provided informing the parents when no additional data is required to determine the student's educational needs, the reasons for this determination and their right to request an assessment. Prior written notice will also be provided prior to the student's graduation with a local or Regents diploma, stating that such student will no longer be entitled to receive a Free Appropriate Public Education (FAPE) after graduation. Additionally, prior written notice will be provided upon the student's receipt of any other exiting credential, including but not limited to a Skills and Achievement Commencement Credential or a Career Development and Occupational Studies Commencement Credential, provided the student has not already earned a local or Regents diploma. Such notice shall state that the student continues to be eligible for FAPE until the school year in which the student turns age twenty-one (21), or until the receipt of a local or Regents high school diploma, whichever is earlier.

If the prior written notice relates to a proposed action that also requires parental consent, the District must give notice at the same time it requests parental consent. The prior written notice will contain all elements required by Commissioner's Regulations.

A parent may elect to receive prior written notice and other required notifications by electronic mail (email) communication if the District makes this option available.

**Parent Participation in Meetings**

The School District must take steps to ensure that one or both of the parents of a child with a disability are present at each Committee on Special Education (CSE)/Committee on Preschool Special Education (CPSE) meeting or are afforded the opportunity to participate in a mutually agreed upon time and place. The School District must document its attempts to involve parents, such as:

a) Detailed records of telephone calls made or attempted and the results of these calls;

b) Copies of correspondence sent to the parents and any responses received; and

c) Detailed records of visits made to the parent's home or place of employment and the results of those visits.

(Continued)
SUBJECT: PARENT INVOLVEMENT FOR CHILDREN WITH DISABILITIES (Cont'd.)

A meeting may be conducted without a parent in attendance if the School District is unable to convince the parents that they should attend.

Additionally, the School District must take whatever action is necessary to ensure the parent understands the proceedings of this meeting including arranging for an interpreter for parents with deafness or whose native language is other than English.

Parental Consent

In accordance with due process, a parent (as defined in Commissioner's Regulations Section 200.1(l)) of a special education student or a student suspected of having a disability must provide informed consent before the School District can take certain actions. The District will make reasonable efforts to obtain written informed consent and will maintain a detailed record of its attempts and the results of the attempts.

In New York State, a noncustodial parent does not have the right to control educational decisions for his/her child. However, a noncustodial parent is afforded this right if, and only if, this right is expressly included in the custody order.

Additionally, absent supporting language in a custody order, a non-custodial parent lacks standing under IDEA to bring a claim to assert control over his/her child's educational program. Until recent revisions to New York law, consent for an initial evaluation, reevaluation, or the provision of special education services needed to be provided by a parent (i.e., the custodial or noncustodial parent). As it now stands, the decision to provide consent for a CSE- or CPSE-related activity is considered an education-related decision designated exclusively to custodial parents unless a court order specifically states the contrary.

Parents with custodial rights - whether sole or joint - may exercise decision-making authority with respect to the student's education. Absent a court order or custody agreement to the contrary, a non-custodial parent may not control educational decisions for the student, though he/she may participate in the child's education.

Consent for Evaluations

The parent or guardian must provide informed consent to the initial evaluation, or reevaluations in accordance with law and/or regulations. If a parent does not provide consent for an initial evaluation, the School District may pursue the evaluation by commencing a due process hearing to override the refusal to provide consent.

Parental consent for a reevaluation is not needed if the District can demonstrate that it has taken reasonable measures to obtain consent, but the parents or guardians have failed to respond.

Consent for the Initial Provision of Services
Parental consent is also required for the initial provision of special education services. Consent for an initial evaluation does not constitute consent for the initial provision of services. If a parent does not provide consent for the initial provision of services, the School District shall not provide the special education programs and services to the student and shall not use the due process procedures to challenge the parent's refusal to consent. The School District shall not be considered to be in violation of the requirements to provide a free appropriate public education (FAPE), shall not be required to convene a meeting of the committee on special education or develop an individualized education program (IEP).

(Continued)
SUBJECT: PARENT INVOLVEMENT FOR CHILDREN WITH DISABILITIES (Cont'd.)

Consent to Access Public Benefits or Insurance (e.g., Medicaid)

A School District must notify the child's parent in writing prior to accessing the child's or parent's public benefits or insurance for the first time and annually thereafter. The written notification must explain the protections afforded to parents so that parents are fully informed of their rights before the District accesses their or their child's Medicaid or other public benefits or insurance to pay for services under the IDEA. Furthermore, this notice must be in a language understandable to the general public and in the parent's native language or the mode of communication used by the parent.

A School District must obtain a one-time written consent from the parent, after providing the written notification (as described above), before accessing the child's or parent's public benefits or insurance (e.g., Medicaid) for the first time. The consent must state that the parent understands and agrees that the School District may access the child's or parent's public benefits or insurance to pay for special education or related services. The consent must also specify:

a) The personally identifiable information that may be disclosed (this can include records or information about the services that will be provided to the student);

b) The purpose of the disclosure; and

c) The agency to which the disclosure may be made (Medicaid).

Merely providing the Medicaid application does not meet the IDEA parent consent requirements. A sample Medicaid Consent Form may be found on the NYS Department of Education website (nysed.gov).

Consent for an Unaccompanied Homeless Youth

Consent may be provided by a surrogate parent. However, until a surrogate parent is appointed, consent may be provided on a temporary basis by an employee of a temporary housing facility operated or approved by a local social services district or a residential facility for runaway and homeless youth.

Consent for a Ward of the State

A ward of the State means a child or youth under the age of twenty-one (21):

a) Who has been placed or remanded pursuant to Social Services Law or the Family Court Act or freed for adoption pursuant to Social Services Law; or

b) Who is in the custody of the Commissioner of Social Services or the Office of Children and Family Services; or

(Continued)
SUBJECT: PARENT INVOLVEMENT FOR CHILDREN WITH DISABILITIES (Cont'd.)

c) Who is a destitute child under Social Services Law.

In the event that a child is a ward of the State, the School District shall make reasonable efforts to obtain the informed consent from the parent of the child for an initial evaluation to determine whether the child is a child with a disability.

The School District is not required to obtain informed consent if:

a) Despite reasonable efforts to do so, the School District cannot discover the whereabouts of the parent of the student, including consulting with the agency responsible for the care of the student; or

b) The rights of the parents of the student have been terminated in accordance with State law; or

c) The rights of the parent to make educational decisions have been subrogated by a judge in accordance with State law and consent for an initial evaluation has been given by an individual appointed by the judge to represent the student.

Consent for a Student Who is Home Instructed or Parentally Placed in a Private School at the Parent's Expense

If a parent of a student who is home instructed or placed in a private school by their parents at their own expense does not provide consent for an initial evaluation or reevaluation, or the parent fails to respond to a request to provide consent, the District may not continue to pursue those evaluations by using the due process procedures and the District is not required to consider the student as eligible for special education services.

Parental Revocation of Consent

Parental revocation of consent for continued provision of special education and related services must be in writing. When the parent revokes such consent, the District still must provide the parent with the usual written notice of its intentions with respect to the child.

If the parent of a student with a disability revokes his/her consent in writing for the continued provision of special education and related services to the student at any time subsequent to the initial provision of special education and related services, the District:

a) Shall not continue to provide special education and related services to the student, but must provide prior written notice to the parent before ceasing the provisions of special education and related services;

(Continued)
SUBJECT: PARENT INVOLVEMENT FOR CHILDREN WITH DISABILITIES (Cont'd.)

b) Shall not use due process procedures (i.e., mediation, resolution meeting, and/or impartial due process hearing) in order to obtain agreement or a ruling that the services may be provided to the student without parental consent;

c) Shall not be considered to be in violation of the requirement to make a free and appropriate public education (FAPE) available to the student because of the failure to provide the student with further special education and related services following revocation of consent;

d) Is not required to convene a meeting of the Committee on Special Education or develop an IEP for the student for further provision of special education programs and related services upon receipt of written revocation of consent; and

e) Is not required to amend the student's education records to remove any references to the student's receipt of special education programs and services because of the revocation of consent.

Procedural Safeguards Notice

The School District will provide the procedural safeguards notice prescribed by the Commissioner of Education to the parents of a student with a disability at least one time per year and also:

a) Upon initial referral or parental request for evaluation;

b) Upon the first filing of a due process complaint notice to request mediation or an impartial due process hearing;

c) Upon request by a parent;

d) Upon a decision to impose a suspension or removal that constitutes a disciplinary change in placement; and

e) Upon first receipt of a State complaint.

Individuals with Disabilities Education Improvement Act of 2004 (Public Law 108-446) Section 614(a)
Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.
34 CFR Part 300
Education Law Sections 207, 3212, 4005, 4202, 4401 and 4402
8 NYCRR Sections 200.1, 200.4(b)(6), and 200.5

NOTE: Refer also to Policy #7260 -- Designation of Person in Parental Relation

Adopted: 8/19/08
Revised: 9/15/09; 1/18/11;
SUBJECT: EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of this District that each student attending its public schools shall have equal educational opportunities and will not be excluded or prevented from participating in or having admittance to the educational courses, programs or activities; school services; and extracurricular events on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, disability, or use of a recognized guide dog, hearing dog, or service dog animal. Sexual orientation is defined as heterosexuality, homosexuality, bisexuality, or asexuality, whether actual or perceived.

Administration shall establish grievance procedures that provide for the prompt and equitable resolution of complaints pertaining to discrimination on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, disability or use of a service animal.

Educational Services for Married/Pregnant Students

Public schools may not discriminate against students based on their parental and/or marital status. The opportunity to participate in all of the services, programs, and activities of the School District shall not be restricted or denied because of pregnancy, parenthood, or marriage.

Prohibition of Retaliatory Behavior

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 discrimination. Follow-up inquiries shall be made to ensure that discrimination has not resumed and that all those involved in the investigation of the discrimination complaint have not suffered retaliation.
SUBJECT: CAREER AND TECHNICAL (OCCUPATIONAL) EDUCATION

The Board of Education recognizes the need for career and technical education and reaffirms its policy of strengthening the local high school career and technical education program through utilization of any available federal and state funds for that purpose and of supporting the BOCES program.

Equal Opportunity

The Board of Education prohibits discrimination on the basis of sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, age, marital status, military status, disability or use of a recognized guide dog, hearing dog or service dog animal in any career and technical education program or activity of this District.

The career and technical education program and/or activities shall be readily accessible to students with disabilities.

Public Notification

Prior to the beginning of each school year or academic semester, the District shall issue an appropriate public announcement which advises students, parents, employees and the general public that career and technical education opportunities will be offered without regard to sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, age, marital status, military status, disability or use of a recognized guide dog, hearing dog or service dog animal. Included in such announcement will be the name, address, and telephone number of the person designated to coordinate Title IX/Section 504/ADA activities.

Grievance Procedure

Grievance procedures for resolving complaints regarding discrimination shall be disseminated to adequately inform students, parents and employees of the existence of these procedures.

Local Advisory Council

In accordance with Education Law, the Board will appoint a Local Advisory Council for Career Education. The Board may, with BOCES approval, utilize the BOCES Advisory Council as its Local Advisory Council.

Civil Rights Law Section 40-c
Education Law Article 93
Executive Law Section 290 et seq.
8 NYCRR Sections 100.2(h) and 141 et seq.

Adopted: 8/19/08
Revised:
SUBJECT: CIVILITY, CITIZENSHIP AND CHARACTER EDUCATION/ INTERPERSONAL VIOLENCE PREVENTION EDUCATION

Civility, Citizenship and Character Education

The Board of Education recognizes that teaching students respect, civility and understanding toward others, as well as the practice and reinforcement of appropriate behavior and values of our society, is an important function of the School System.

The School District wishes to foster an environment where students exhibit behavior that promotes positive educational practices, allows students to grow socially and academically, and encourages healthy dialogue in respectful ways. By presenting teachers and staff as positive role models, the District stresses positive communication and discourages disrespectful treatment. This policy is not intended to deprive and/or restrict any student of his/her right to freedom of expression but, rather, seeks to maintain, to the extent possible and reasonable, a safe, harassment free and educationally conducive environment for our students and staff.

Furthermore, the District shall ensure that the course of instruction in grades K through 12 includes a component on civility, citizenship and character education in accordance with Education Law with an emphasis on discouraging acts of harassment, bullying and/or discrimination. Character education is the deliberate effort to help students understand, care about, and act upon core ethical values.

Character education shall instruct students on the principles of:

a) Honesty;

b) Tolerance;

c) Personal responsibility;

d) Respect for others;

e) Awareness and sensitivity to discrimination and/or harassment as defined in the Dignity for All Students Act;

f) Civility in relation to people of different races, weights, national origins, ethnic groups, religions, religious practices, physical or mental abilities, sexual orientations, genders or sexes;

g) Observance of laws and rules;

h) Courtesy;

(Continued)
SUBJECT: CIVILITY, CITIZENSHIP AND CHARACTER EDUCATION/ INTERPERSONAL VIOLENCE PREVENTION EDUCATION (Cont'd.)

i) Dignity, and other traits which will enhance the quality of students' experiences in, and contributions to, the community;

j) Safe and responsible use of the Internet and electronic communications.

As determined by the Board of Regents, and as further enumerated in Commissioner of Education's Regulations, the components of character education shall be incorporated in existing School District curricula as applicable.

The District encourages the involvement of staff, students, parents and community members in the implementation and reinforcement of character education in the schools.

Interpersonal Violence Prevention Education

The District will utilize the interpersonal violence prevention education package provided by the State Education Department. These materials will be incorporated as part of the health or other related curricula or programs for students in grades K through 12.

Education Law Sections 801, 801-a and 804(4)
8 NYCRR Section 100.2(2)(c)(2)

NOTE: Refer also to Policy #8241 -- Patriotism, Citizenship and Human Rights Education
SUBJECT: ANIMALS IN THE SCHOOL (INSTRUCTIONAL PURPOSES)

Observation and experimentation with living organisms and animals gives students unique perspectives of life processes. Animals and animal materials should be used respectfully and for the purpose of meeting course objectives.

The Board of Education, in recognizing the educational uses of animals in the classroom, requires that permission be obtained from the Building Principal before animals are brought into the school or classrooms. It is the Principal's responsibility to ensure that there is an appropriate educational purpose if any animal is housed in a classroom. Animals are not to be transported on school buses with the exception of service animals certified to assist persons with disabilities.

Study and Care of Live Animals

It shall be the responsibility of the Principal or his/her designee to develop a plan of care for those animals housed in school in the event of an emergency school closing or in the event the animals remain in the classroom on days when school is not in session.

Dissection of Animals

Any student expressing a moral or religious objection to the performance or witnessing of the dissection of an animal, either wholly or in part, shall be provided the opportunity to undertake and complete an alternative project approved by the student's teacher; provided, however, that such objection is substantiated in writing by the student's parent or legal guardian. An alternate activity clearly related to and of comparable rigor will be assigned in lieu of laboratory dissection. Some examples of alternate activities include the use of computer simulations or research. Students who perform alternative projects shall not be penalized.

Effective July 1, 2011, the District will give reasonable notice to all students enrolled in a course that includes the dissection of an animal and students' parent(s)/legal guardian(s) about their rights to seek an alternate project to dissection. Such notice shall be made available upon request at the school and distributed to parents and students enrolled in a course that includes dissection at least once at the beginning of the school year.

Instruction in the Humane Treatment of Animals

Students in elementary school must receive instruction in the humane treatment and protection of animals and the importance of the part they play in the economy of nature as well as the necessity of controlling the proliferation of animals that are subsequently abandoned and caused to suffer extreme cruelty. Such instruction shall be for a period of time as specified by the Board of Regents and may be joined with work in literature, reading, language, nature study, or ethnology.

Americans with Disabilities Act, 42 USC Section 12101 et seq.
Education Law Section 809
8 NYCRR Section 100.2(c)(8)
Adopted: 2/14/12
Revised:
SUBJECT: HOME TUTORING (HOMEBOUND INSTRUCTION)

Resident children attending public or nonpublic schools who are unable to attend school because of physical, mental or emotional illness or injury as substantiated by a licensed physician are eligible to be instructed at home or in a hospital by a tutor an appropriately certified teacher provided by the School District. These students will be provided with such instruction in accordance with New York State Education Law and Commissioner of Education's Regulations.

Procedures for students requiring home tutoring shall be developed under the direction of the Superintendent or his/her designee.

Education Law Sections 1604(20), 1709(24), 3202 and 4401
8 NYCRR Section 175.21

Adopted: 8/19/08
Revised:
RESOLUTION

Board Member Attendance at Conventions, Conferences, etc.

Whereas, the Board of Education of the Lake Shore Central School District encourages the continuous education of its members to better serve the students of the district, and

Whereas, pursuant to General Municipal Law §77b(2),

Be it resolved that Carla Thompson, Board Vice President, is approved to attend the New York State School Boards Association’s 2014 Leadership Academy in Rochester, NY on September 19, 2014; and the New York State Association for Computers and Technologies in Education’s Google Camp West in Mumford, NY which was held on August 20, 2014.

Approved this 16th day of September, 2014.

Jennifer Michalec, President
Board of Education

James E. Przepasniak, Superintendent of Schools
<table>
<thead>
<tr>
<th>Committee:</th>
<th>Athletic Committee</th>
<th>Date: 9/10/14</th>
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**Members Present:**
- James Przepasniak
- Jennifer Michalec
- Daryl Besant
- Dyan Scritchfield
- Bill Connors, Jr.

**Members Absent:** N/A

**Inform the Board:**
1) 2013-14 Annual Report
2) Coaches Handbook
3) Code of Ethics
4) Trainer (now contracted)
5) December 2nd Board Work Session

**Need Further Input:**
- Trainer – Will the Board consider hiring our own trainer?
- Document provided to Board – “Code of Ethics”

**Action of Board:**
None

**Responsibilities of Committee Members:**
Making document (Code of Ethics) available to all within a couple of weeks.

**Next Meeting Date:** TBA

**Next Agenda:**
TBA
<table>
<thead>
<tr>
<th>Committee: Technology</th>
<th>Date: 9-9-14</th>
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<tbody>
<tr>
<td><strong>Members Present:</strong></td>
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<tr>
<td>Melissa Bergler, Jeffrey Barnes, JulieAnn Hoerner, Matt Fisher, Chris Walsh, Bill Connors, Jr., Steven Brown, Dan Gerken, Mike Seivert, Mike Drezek, Scott Gizzi, Susan Walterich, Lorraine Florczyk, Kathy Wagner, Joseph Osuch, Sue Kowal</td>
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<td><strong>Members Absent:</strong></td>
<td>Richard Vogan</td>
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<td><strong>Inform the Board:</strong></td>
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<td>The plan is in place for the next two superintendent conference days to present technology forums - workshops on what the committee feels teachers need the most help with and other technology areas that can help in the classroom. Key area is website design, upkeep, and College On Track.</td>
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<td><strong>Need Further Input:</strong></td>
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<tr>
<td>If these workshops will be presented to teachers and how they will run – conversations are between a technology fair concept or class rooms, but website and College On Track must be one of the ones you pick etc.</td>
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<td><strong>Action of Board:</strong></td>
<td>None</td>
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<td><strong>Responsibilities of Committee Members:</strong></td>
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<tr>
<td>Measure how successful the idea is, and to determine if teachers that attend the forums actually use the technology they learned about.</td>
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<td><strong>Next Meeting Date:</strong></td>
<td>October 6th</td>
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<td><strong>Next Agenda:</strong></td>
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<tr>
<td>Review what worked and didn’t work for second superintendent conference day.</td>
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